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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>  |  | <b>LEAVE BLANK (NARA use only)</b>   |  |
| TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)<br>WASHINGTON, DC 20408  |  | JOB NUMBER <i>71-506-07-8</i>  |  |
| 1. FROM (Agency or establishment)<br>Defense Commissary Agency (DeCA)   |  | DATE RECEIVED<br><i>9-27-2006</i>  |  |
| 2. MAJOR SUB DIVISION<br>Director, Headquarters Operations  |  | NOTIFICATION TO AGENCY   |  |
| 3. MINOR SUBDIVISION<br>Facilities  |  | 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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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<br>Carol Chambliss  | 5. TELEPHONE<br>(804) 734-8841   | DATE<br><i>9/27/06</i>   | ARCHIVIST OF THE UNITED STATES<br><i>Allen Wanda</i> |
| 6. AGENCY CERTIFICATION<br>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>5</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,<br><input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. |  |  |  |
| DATE<br><i>9/27/06</i>  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Carol Chambliss</i>           |  | TITLE<br>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 GRS OR SUPERSEDED JOB CITATION  | 10.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)                     |
|   | Facilities Files<br>(Series 20)<br>"Recordkeeping Copy: Media Neutral" |  |  |

Form Designed by Adobe Form Client Designer 5.0

*3/5/07 Co. re sent to AG, NARA, NWD, NWD, NR*

**FACILITIES FILES**  
**Series 20**

**20 FACILITIES.** *This series relates to the acquisition, disposal, utilization, maintenance, management of and construction of real property. 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.*

~~**20-1 GENERAL CORRESPONDENCE.**~~

- a. Correspondence relating to facilities that cannot logically be filed with the detailed records.

**Disposition:**

**DeCA N1-506-02-7**

**COFF:** end of each FY

**DEST:** in CFA after 2 years

Approved  
N1-506-02-7

- b. Documents relating to facilities that are received for information only, on which no action is required.

**Disposition:**

**DeCA N1-506-02-7**

**DEST:** when no longer needed for current operations

**20-2 PLANNING AND PROGRAMMING.** Those files that relate to establishment of construction/renovation projects using surcharge. These records include project evaluations, feasibility reports, cost estimates, program projections, and assorted information papers necessary to project the construction program.

**Disposition:**

**DeCA N1-506-02-7**

**DEST:** when superseded, obsolete, or no longer needed for current operations, whichever is later.

**20-3 DESIGN AND CONSTRUCTION.** Those files that pertain to commissary construction projects from congressional approval through completion of construction. These records include correspondence directly related to a construction project, all construction contract documentation and reports, all documentation relating to design of a construction project, all construction reports, and all information on status of construction projects. Also included are building plans and blueprint drawings.

~~**a. APPROVED PROJECTS.**~~

FACILITIES FILES  
Series 20

Disposition:

DeCA N1-506-02-7

**COFF:** after termination of construction contract, or when lease is cancelled, plans are superseded or obsolete, or when building is destroyed.

**Transfer:** to RHA when project is complete and records are no longer needed for reference

**DEST:** 6 years and 3 months after contract completion, or when lease is cancelled, plans are superseded or obsolete, or when building is destroyed.

**NOTE:** If the building is transferred to a new owner, transfer records to new custodian upon completion of sale, trade, or donation proceedings.

b. AS-BUILT DRAWINGS. shall be maintained until the plans are superseded or obsolete, or until the building is destroyed.

Approved  
N1-506-02-7

Disposition:

Unscheduled

**COFF:** at the end of the FY.

**DEST:** when plans are superseded or obsolete, or until the building is destroyed.

c. UNAPPROVED OR CANCELLED PROJECTS.

Disposition:

DeCA N1-506-02-7

**COFF:** when project is cancelled

**DEST:** in CFA after 2 years.

20-4 FACILITIES MAINTENANCE. Those files that pertain to all maintenance of DeCA facilities whether DWC or Surcharge funded. These records include correspondence related directly to a maintenance project, all maintenance contract documentation and reports, and all information on status of maintenance projects.

Disposition:

Item a: UNSCHEDULED

Items b & c covered under N1-506-02-7

**COFF:** when final payment is made

**DEST:** See instructions below:

a. When GPC is used as the method of payment, regardless of dollar amount, **DEST** 6 years and 3 months after final payment .

~~b. Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000, **DEST** 3 years after final payment. (GRS 3, Items 3a(1)(b)).~~

Approved  
N1-506-02-7

~~c. All other information **DEST** after 5 years~~

\*Records cannot be destroyed until National Archives approval has been announced. However, these records can be transferred to the Records Holding Area (RHA) to alleviate space in your immediate workplace.

**FACILITIES FILES  
Series 20**

**20-5 ENERGY MANAGEMENT.** Records pertaining to the management and consumption of energy by DeCA facilities. Included are correspondence, logs, and reports.

**Disposition:**

**UNSCHEDULED**

**COFF:** at the end of the FY.

**DEST:** after 5 years.

**20-6 Reserved**

**20-7 ENVIRONMENTAL POLICY ISSUES.** Development of DeCA environmental policy and coordination with DoD initiatives at the installation level.

a. **HQ:**

**Disposition:**

**DeCA N1-506-02-7**

**COFF:** in FY in which policy is superseded or obsolete

**DEST:** in CFA after 2 years

b. **ALL OTHERS:**

**Disposition:**

**DeCA N1-506-02-7**

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

~~**20-8 KEY ACCOUNTABILITY FILES.** Files relating to accountability for keys issued.~~

~~**Disposition:**~~

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

~~**COFF:** upon turn-in of key~~

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

GRS

**20-9 VISITOR CONTROL FILES.** Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.

**Disposition:**

**GRS 18 Item, 17b**

**COFF:** at end of FY

**DEST:** 2 years after final entry or 2 years after date of document, as appropriate.

**20-10 FACILITIES CHECK FILES.** Files relating to periodic guard force facility checks.

a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule).

FACILITIES FILES  
Series 20

Disposition:

GRS 18 Item, 18a

DEST: when 1 year old.

b. Reports of routine after-hours security checks that either do not reflect security violations or for which the information contained therein is documented in the files defined in item 24 of this schedule.

Disposition:

GRS 18 Item, 18b

DEST: when 1 month old.

20-11 GUARD SERVICE CONTROL FILES. Control center key or code records, emergency call cards, and building record and employee identification cards.

Disposition:

GRS 18 Item, 19a

DEST: when superseded or obsolete.

20-12 Reserved

20-13 Reserved

20-14 CREDENTIALS FILES. Identification credentials and related papers.

a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.

Disposition:

GRS 11, Item 4a

DEST: credentials 3 months after return to issuing office.

b. Receipts, indexes, listings, and accountable records.

Disposition:

GRS 11 Item, 4b

DEST: after all listed credentials are accounted for.

20-15 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.

GRS

FACILITIES FILES  
Series 20

~~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.

**Disposition:**

**DEST/delete:** within 90 days after the recordkeeping copy has been produced.

GRS

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

**Disposition:**

~~**DEST:** when dissemination, revision, or updating is completed.~~