Schedule Number: N1-507-02-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: July 16, 2020

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Items 71-77, Central Procurement Accounting System (Schedule 7221)

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 11 (DFAS item 4105/1c) is superseded by N1-507-11-1, item 36

Item 30 (DFAS item 5010/23) is superseded by N1-507-11-1, item 90

Item 31 (DFAS item 5010/25) is superseded by N1-507-11-1, item 91

Item 32 (DFAS item 5010/26) is superseded by GRS 5.1, item 020

Item 33 (DFAS item 5025/1e) is superseded by GRS 5.1, item 010

Item 42 (DFAS item 5040/9) is superseded by N1-507-11-1, item 106

Item 45 (DFAS item 5040/11) is superseded by N1-507-11-1, item 114

Item 46 (DFAS item 6055/1) is superseded by N1-507-11-1, item 115

Item 59 (DFAS item 6055/2) is superseded by N1-507-11-1, item 153

Item 60 (DFAS item 6055/3) is superseded by N1-507-11-1, item 154

Item 61 (DFAS item 6055/4) is superseded by N1-507-11-1, item 155

Item 62 (DFAS item 6055/5) is superseded by N1-507-11-1, item 156

Item 63 (DFAS item 6055/6) is superseded by N1-507-11-1, item 157

Item 64 (DFAS item 6055/7) is superseded by N1-507-11-1, item 158

Item 65 (DFAS item 6055/8) is superseded by N1-507-11-1, item 159

Item 66 (DFAS item 6055/9a) is superseded by N1-507-11-1, item 160

Item 67 (DFAS item 6055/11) is superseded by N1-507-11-1, item 163
Item 68 (DFAS item 6055/12) is superseded by N1-507-11-1, item 164

Item 80 (DFAS item 7346/1) is superseded by N1-507-11-1, item 349

Item 81 (DFAS item 7346/5) is superseded by N1-507-11-1, item 353

Item 82 (DFAS item 7349/1) is superseded by N1-507-11-1, item 368

Item 83 (DFAS item 7349/2a) is superseded by N1-507-09-2, item 1

Item 84 (DFAS item 7349/2b1) is superseded by N1-507-09-2, item 2

Item 85 (DFAS item 7349/2b2) is superseded by N1-507-09-2, item 3

All other items are for Electronic Mail and Word Processing System Copies, attached to various schedules. They are obsolete as they were created in order to satisfy a requirement which NARA has since rescinded.

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER N1-507-02-1

DATE RECEIVED 2-22-2002

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
Department of Defense

2. MAJOR SUBDIVISION
Defense Finance and Accounting Service

3 MINOR SUBDIVISION
Entire Agency

4. NAME OF PERSON WITH WHOM TO CONFER
(MRS.) Pauline E. Korpanty

5. TELEPHONE
(703) 607-3743

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

DATE 8-11-03

ARCHIVIST OF THE UNITED STATES John W. Carlin

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 ~~[illegible]~~ 80 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

☒ is not required; ☐ is attached; or ☐ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
1/25/2002	Pauline E. Korpanty	Records Administrator

7 ITEM NO.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Defense Finance and Accounting Service Records Disposition Manual --5015.2-M, which contains the combination of schedules N1/507/93/2, N1/507/97/1, and N1/507-00-1, with revisions as necessary. Rules not changed, or not changed sufficiently to require reprocessing by NARA, are lined through.		
	cc Agency, NR, NWMD, NWME, NWMW, NWCS		

Checklist of Changes for DFAS 5015.2-M
(combination of N1-507-93-2, N1-507-97-1, and N1-507-00-1)

1. Add Electronic Mail and Word Processing System Copies as last rule to

1025 -- Technical Training -- Rule 5
1300 -- Military Personnel -- Rule 2
1400 -- Civilian Personnel -- Rule 53
3000 -- Planning -- Rule 9
3001 -- Committees, Boards, and Charitable Campaign Records -- Rule 6
4105 -- Contracting -- Rule 22
4110 -- Supply -- Rule 6
4140 -- Equipment Management and Maintenance -- Rule 10
4160 -- Property Disposal -- Rule 7
4165 -- Real Property Operations and Maintenance -- Rule 26
5000 -- Library Records -- Rule ~~4~~ 8
5001 -- Central Files -- Rule 4
5005 -- Administrative Orders -- Rule 4
5010 -- Office Administration -- Rule 28
5011 -- Studies -- Rule 9
5015 -- Records Management -- Rule 9
5020 -- Freedom of Information Act and Privacy Act -- Rule 13
5025 -- Publications and Forms -- Rule 11
5040 -- Audiovisual Information and Graphics -- Rule 15
5210 -- Security and Protective Services -- Rule 24
5300 -- Mail Acceptance, Movement, and Delivery -- Rule 24
5400 -- Public Affairs -- Rule 5
5500 -- Legal Administration -- Rule ~~4~~ 5
5545 -- Congressional Inquiries -- Rule 3

[4500 — Travel and Transportation — Rule 11

2. Revision of one or more rules

4105 -- Contracting Records -- Rule 1 -- General Procurement
-- revise description of Rule 1a to identify change of July 3, 1995, which increased "simplified acquisition threshold".
-- Add sub-rule 1c, covering IMPAC Card transactions.

5010 -- Office Administration --
-- Re-arrange rules
-- Add 23-27 -- Reference Files

5015 -- Records Management -- Rule 3
-- Realign content of rule
-- Add sub-rules 3a(1)(b), 3a(2)(b), and 3a(3).

5020 -- Freedom of Information Act and Privacy Act --
-- Re-arrange order of rules in schedule

5025 -- Publications and Forms --
-- Re-arrange rules
-- Realign content of Rule 1
-- Add sub-rules 1e and 1f

5040 -- Audiovisual Information and Graphics --
-- Rule 1 -- Production Files -- split rule between 1a (non-mission), and 1b (mission) (ADD)
-- Rule 9 -- Posters (ADD)

5210 -- Security and Protective Services --
-- Rule 6 -- Access Request Files -- split rule between 6a, and 6b (ADD)

5545 -- Congressional Inquiries --
-- Revise Rules 1 and 2 to provide for retention of hard copies, microform copies, and electronic copies of records.

6055 -- Safety Program Administration --
-- Schedule had been withdrawn, pending resolution of retention issues.

7221 -- Central Procurement Accounting System --
-- Schedule had been withdrawn, pending preparation of, or revision to, series descriptions and disposition instructions.

7300 -- Original Disbursing Accounts -- Rule 1 -- withdrawn
-- pending revision of disposition instructions for Rules 2a, 2b, 2c, and 2d.

7346 -- Military Pay Records Created Prior to Automation --
-- Schedule Rules 1 and 5 had been withdrawn, pending resolution of retention issues.

7349 -- Pay Account Records -- Rules 1 and 2
-- Withdrawn, pending revision of series description and disposition instructions and submission of revision for procession.

~~7350 -- Special Pay~~

7360 -- Foreign Military Sales Records. Rules 1a and 5b are revised slightly.

SCHEDULE 1025,
TECHNICAL TRAINING.

This schedule governs disposition of records pertaining to specialized training, such as professional education obtained from various schools and vendors, training for operation of technical equipment, formal training programs, and similar types of training.

1. **TRAINING RECORDS.** Specialized training records to include records relating to availability of training and employee participation (maintained in Personnel/Training Offices).

CUT OFF AT END OF CALENDAR OR FISCAL YEAR (AS APPROPRIATE). DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 1, Item 29b) **(1025/R1)**

2. **TRAINING PLANNING RECORDS.** Records used to plan a course of instruction including training standards, training plans and course syllabi (maintained in any office responsible for conducting training).

CUT OFF AND DESTROY ON REVISION, OBSOLESCENCE, OR DISCONTINUANCE OF RELATED COURSE.
AUTH: (N1-507-93-2, Item 1) **(1025/R2)**

3. **INSTRUCTIONAL MATERIALS.** Records used to conduct a class, such as lesson plans, tests, films, charts, study guides, workbooks, handouts, and similar material (maintained in any office responsible for conducting training).

CUT OFF AND DESTROY ON REVISION, OBSOLESCENCE, OR DISCONTINUANCE OF RELATED COURSE.
AUTH: (N1-507-93-2, Item 2) **(1025/R3)**

4. **COURSE ESTABLISHMENT RECORDS.** General correspondence, agreements, authorizations, reports, requirement reviews, plans and objectives relating to the establishment and operation of agency-sponsored training courses and conferences (maintained in Site training offices).

CUT OFF AT END OF CALENDAR OR FISCAL YEAR (AS APPROPRIATE). DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 1, Item 29a(1)) **(1025/R4)**

5. **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 (maintained in any office responsible for conducting training).

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.

1

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: **(P E N D I N G)**

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 1300,
MILITARY PERSONNEL RECORDS.

This schedule pertain to records accumulated at the Field Organization-level office charged with administering military personnel assigned to that DFAS Organization. The records are administrative or informative in nature. The record copy is controlled by the member's branch of military service.

1. ADMINISTRATION OF MILITARY PERSONNEL. Various reports, listings, registers, and other records received from the military services that contain information necessary to manage military personnel at the local level.

CUT OFF AND DESTROY ON SUPERSESSION OR OBSOLESCENCE.
AUTH: (N1-507-93-2, Item 11) **(1300/R1)**

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.

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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

NOTE: Records accumulated in the office to which the military person is assigned are filed under Schedule 5010, Rule 4, Administration of Office Personnel (GRS 23, Item 1).

SCHEDULE 1400,
CIVILIAN PERSONNEL FILES.

This schedule governs disposition of records accumulated by the servicing personnel office while managing and administering the civilian personnel program.

1. **CIVILIAN PERSONNEL PROGRAM RECORDS**. Records created during the development of personnel programs and pertain to the establishment, implementation, and administration of DFAS-wide programs (maintained by the Servicing Personnel Office).

CUT OFF WHEN DESIGN OF PROGRAM IS COMPLETE. DESTROY 10 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 12) **(1400/R1)**

2. **OFFICIAL PERSONNEL FOLDERS (OPFs)** (maintained by the Servicing Personnel Office).

a. **Records filed on the right side of the OPF** containing information on civil service employment which reflect qualifications, efficiency, promotions, awards, certificates of clearance and/or security determinations, and similar informationa

(1) Transferred employees

SEE CHAPTER 7 OF THE GUIDE TO PERSONNEL RECORDKEEPING FOR INSTRUCTIONS RELATING TO FOLDERS OF EMPLOYEES TRANSFERRED TO ANOTHER AGENCY.
AUTH: (GRS 1, Item 1a) (1400/R2a(1))

(2) Separated employees

CUT OFF UPON SEPARATION OF EMPLOYEE. TRANSFER OPF TO NATIONAL PERSONNEL RECORDS CENTER (NPRC), ST. LOUIS, MO, 30 DAYS AFTER LATEST SEPARATION. NPRC WILL DESTROY 65 YEARS AFTER SEPARATION FROM FEDERAL SERVICE.
AUTH: (GRS 1, Item 1a) **(1400/R2a2)**

b. **Temporary Records filed on the left side of the OPF**

(1) All copies of correspondence maintained in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, EXCLUDING the Immigration and Naturalization Service (INS) Form I-9.

DESTROY WHEN SUPERSEDED OR OBSOLETE, OR UPON SEPARATION OR TRANSFER OF EMPLOYEE, UNLESS SPECIFICALLY REQUIRED TO BE TRANSFERRED WITH THE OPF.
AUTH: (GRS 1, Item 10a) **(1400/R2b(1))**

(2) INS Form I-9

DESTROY 3 YEARS AFTER EMPLOYEE SEPARATES FROM SERVICE OR TRANSFERS TO ANOTHER AGENCY.
AUTH: (GRS 1, Item 10b) **(1400/R2b(2))**

48. LEAVE SHARING RECORDS. Information submitted or resulting from a request or contribution of leave (maintained by the Servicing Personnel Office).

CUT OFF AT END OF YEAR IN WHICH LEAVE TRANSFER EFFORT IS COMPLETED OR TERMINATED. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (GRS 1, Item 37) **(1400/R48)**

49. DISCRIMINATION COMPLAINT CASE FILES. Originating Agency file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 C.F.RaPart 1614. Cases resolved within the agency, by EEOC, or by a US Court (maintained in DFAS EEO offices and/or EEO complaint management offices).

CUT OFF AT END OF YEAR OF CASE RESOLUTION. DESTROY 4 YEARS AFTER CUTOFF.
AUTH: (GRS 1, Item 25a) **(1400/R49)**

50. PRELIMINARY FILES. Records documenting complaints that do not develop into Official Discrimination Complaint Cases (maintained in DFAS EEO offices and/or EEO complaint management offices).

CUT OFF AT END OF YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 1, Item 25c(2)a) **(1400/R50)**

51. REVIEW RECORDS. Reviews, background documents, and correspondence relating to contractor employment practices (maintained in DFAS EEO offices and/or EEO complaint management offices).

CUT OFF AT END OF YEAR. DESTROY 7 YEARS AFTER CUTOFF.
AUTH: (GRS 1, Item 25d(1)a) **(1400/R51)**

52. EMPLOYMENT STATISTICS FILES. Employment statistics relating to race and sex (maintained in DFAS EEO offices and/or EEO complaint management offices).

CUT OFF AT END OF YEAR. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 1, Item 25f) **(1400/R52)**

53. 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 schedulea Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination (maintained in Servicing Personnel Office an/or EEO complaint management offices).

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.

5

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (PENDING)

SCHEDULE 3000, PLANNING.

This schedule governs disposition of records accumulated in connection with planning DFAS actions. It includes records accumulated in planning the development and execution of programs for the performance of the DFAS mission. It also includes records pertaining to planning for the wartime role of DFAS as well as records pertaining to planning for unusual situations such as natural disasters (maintained in DFAS planning or program management offices, as indicated).

1. PROGRAMMING -- Documents relating to program planning, review and analysis to include program guidance documents, operations plans and programs, policies and related background material, documents created to revise or adjust existing programs, and similar documents.

a. DFAS-Arlington.

AUTH: (N1-507-93-2, Item 29) **(3000/R1a)**

b. DFAS-Field Organizations.

AUTH: (N1-507-93-2, Item 30) **(3000/R1b)**

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO THE NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST RECORD IN BLOCK IS 20 YEARS OLD.

2. PROGRAM REVIEW -- Documents created during review of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals.

a. DFAS-Arlington.

AUTH: (N1-507-93-2, Item 31) **(3000/R2a)**

b. DFAS-Field Organizations.

AUTH: (N1-507-93-2, Item 32) **(3000/R2b)**

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO THE NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST RECORD IN BLOCK IS 20 YEARS OLD.

3. DFAS COUNCIL ACTIONS. Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of formal councils, including significant background and supporting documents accumulated and/or created by the council in fulfilling its mission relative to program review and analysis.

a. DFAS-Arlington.

AUTH: (N1-507-93-2, Item 33) **(3000/R3a)**

b. DFAS-Field Organizations.

AUTH: (N1-507-93-2, Item 34) **(3000/R3b)**

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO THE NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST RECORD IN BLOCK IS 20 YEARS OLD.

9. **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.

7 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 3001, COMMITTEES, BOARDS, AND CHARITABLE CAMPAIGN RECORDS.

This schedule governs disposition of records pertaining to special committees and boards which are appointed or convened at DFAS-Arlington or DFAS Field Organizations to study a problem, situation, or opportunity with at least Agency or Organization-wide impact. Committees referred to here should not be confused with routine, ad hoc working groups, total quality management teams, or similar groups.

1. **COMMITTEE RECORDS**. Recorders' records which consist of case files of each approved committees', including (but not limited to) director or executive approval establishing the committee charter, listing of members and all changes, resume of major points of interest concerning committee hearings and its general operations, waivers in committee rules, studies, analyses, final committee report and findings, terminating directive and similar papers relating to the establishment, accomplishments, or termination of formal committees.

PERMANENT. CUT OFF UPON TERMINATION OF THE COMMITTEE. TRANSFER TO THE NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST DOCUMENT IS 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 40) **(3001/R1)**

2. **ADMINISTRATIVE SUPPORT RECORDS**. Records that facilitate and support the responsibility of the chairman/recorder and staff activities designated as representatives for, or to, boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations.

CUT OFF UPON TERMINATION OF THE COMMITTEE. DESTROY NO LATER THAN 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 41) **(3001/R2)**

3. **REPORTS OF EXISTING COMMITTEES -- DFAS-Arlington**. Annual reports of DFAS committees in existence and maintained at DFAS-Arlington.

PERMANENT. CUT OFF AT END OF CALENDAR YEAR TO WHICH REPORT PERTAINS. TRANSFER TO THE NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST DOCUMENT IS 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 42) **(3001/R3)**

4. **REPORTS OF EXISTING COMMITTEES -- DFAS Field Organizations**. Annual reports of existing DFAS committees, accumulated at DFAS Organizations which may be feeder reports to DFAS-Arlington.

CUT OFF AT END OF CALENDAR YEAR TO WHICH REPORT PERTAINS. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 43) **(3001/R4)**

5. **FUND RAISING CAMPAIGNS**. Records accumulated while administering the Combined Federal Campaign (CFC), including correspondence, receipts, invoices, and related records.

CUT OFF UPON COMPLETION OF THE CAMPAIGN. DESTROY 3 MONTHS AFTER CUTOFF OR UPON COMPLETION OF NEXT EQUIVALENT CAMPAIGN.
AUTH: (GRS 23, Item 7c) **(3001/R5)**

6. 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (PENDING)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (PENDING)

SCHEDULE 4105, CONTRACTING RECORDS.

This schedule governs disposition of records pertaining to contracting matters (maintained in DFAS contracting offices).

1. **GENERAL PROCUREMENT FILES.** Contracts, requisitions, purchase orders, lease and bond surety records, including correspondence and related papers pertaining to award administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers. (See **NOTES 1* and 2*).**

(1) Transactions dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold".)

(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding $2,000.

CUT OFF UPON FINAL PAYMENT. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
AUTH: (GRS 3, Item 3a(1)(a)a) **(4105/R1a(1)(a))**

(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below $2,000.

CUT OFF UPON FINAL PAYMENT. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (GRS 3, Item 3a(1)(b)a) (4105/R1a(1)(b)a)

(2) Transactions dated earlier than July 3, 1995.

(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding $2,000.

CUT OFF UPON FINAL PAYMENT. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
AUTH: (GRS 3, Item 3a(2)(a)a) **(4105/1a(2)(a))**

(b) Transactions that utilize small purchase procedures and all construction contracts under $2,000.

CUT OFF UPON FINAL PAYMENT. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (GRS 3, Item 3a(2)(b)a) **(4105/1a(2)(b))**

b. Federal Procurement Data System (FPDS) Files. Data submitted to the Federal Procurement Data System (FPDS). Electronic file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases and consisting of information required under 48 CFR 4.601 for transfer to FPDS.

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 3, Item 3d) **(4105/R1b)**

NOTES: 1 * For contracting records pertaining to Foreign Military Sales (FMS) transactions, segregate these records at the time of filing. Hold until further notice from the Center Records Manager. Based on claims brought against the United States at The Hague, Netherlands, the National Archives and Records Administration (NARA) approved the postponement of destruction for FMS records. These records may be required to defend the Government in litigation.

2 * Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the subitems to apply to a particular series of records.

c. Transactions documenting use of the government-wide commercial purchase card

11

CUT OFF UPON FINAL PAYMENT. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. *
AUTH: (P E N D I N G) *

2. SOLICITED AND UNSOLICITED BIDS AND PROPOSALS FILES

a. Bid or proposal and supporting documents for contracts and transactions.

CUT OFF WHEN FINAL PAYMENT IS MADE. DESTROY WITH RELATED CONTRACT CASE FILE (see Item 1 above).
AUTH: (GRS 3, Item 5a) **(4105/R2a)**

b. Unsuccessful Bids and Proposals Solicited and unsolicited bids and proposals which are unsuccessful and which are defined in the Federal Acquisition Regulation, 48 CFR, Part 13.

(1) Small Purchases.

CUT OFF WHEN CONTRACT IS AWARDED. DESTROY 1 YEAR AFTER DATE OF AWARD OR FINAL PAYMENT, WHICHEVER IS LATER.
AUTH: (GRS 3, Item 5b(1)o) **(4105/R2b(1)O)**

(2) Large Purchases.

CUT OFF WHEN FINAL PAYMENT IS MADE. DESTROY WITH RELATED CONTRACT OR CASE FILE.
AUTH: (GRS 3, Item 5b(2)(b)o) **(4105/R2b(2)O)**

3. CANCELLED SOLICITATION FILES

a. Formal solicitations of offers to provide products or services, such as Invitations for Bids, Requests for Proposals, or Requests for Quotations, which were cancelled prior to award of a contract. Files include presolicitation documentation on the requirement, any offers which are opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation

CUT OFF WHEN CANCELLATION IS COMPLETE. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 3, Item 5c(1)) **(4105/R3a)**

b. Unopened bids Bids received after a solicitation of offer is cancelled and the bid is unopened.

RETURN TO BIDDER.
AUTH: (GRS 3, Item 5c(2)o) **(4105/R3b)**

4. ACCEPTABLE BIDDER LISTS Lists or card files of acceptable bidders.

CUT OFF AND DESTROY WHEN SUPERSEDED OR OBSOLETE.
AUTH: (GRS 3, Item 5d) **(4105/R4)**

18. CONTRACT PROGRESS. Contract status, expediting and production surveillance records.

CUT OFF UPON FINAL PAYMENT. DESTROY 6 MONTHS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 58) **(4105/R18)**

19. ENGINEERING CHANGES. Rejected engineering change proposals.

CUT OFF UPON FINAL PAYMENT. DESTROY 6 MONTHS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 59) **(4105/R19)**

20. LABOR RECORDS. Labor compliance records including equal employment opportunity records.

CUT OFF UPON FINAL PAYMENT. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 60) **(4105/R20)**

21. GENERAL CONTRACTOR INFORMATION. A general contractor file containing documents relating to no specific contract, more than one contract, or the contractor in a general way.

CUT OFF AND DESTROY WHEN SUPERSEDED OR OBSOLETE.
AUTH: (N1-507-93-2, Item 61) **(4105/R21)**

22. 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.

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
12 personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 4110,
SUPPLY RECORDS.

This schedule governs disposition of records pertaining to acquisition and use of supply items to include identification, classification, cataloging, and coding (maintained in DFAS supply offices).

1. **CONTROL FILES**. Complete inventory list of all supply items.

CUT OFF WHEN SUPERSEDED OR OBSOLETE. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 3, Item 9a) **(4110/R1)**

2. **SUPPLY REQUISITIONS**. Requisitions submitted for ordering supplies and supporting records such as shipping orders, purchase requests, shipping records, status records, and similar documents.

CUT OFF AT END OF FISCAL YEAR IN WHICH REQUISITION IS COMPLETED OR CANCELLED. DESTROY 2 YEARS AFTER CUTOFF
AUTH: (GRS 3, Item 8a) **(4110/R2)**

3. **SUPPLY CATALOG**. Complete catalog of supplies including identification and coding of items.

CUT OFF AND DESTROY WHEN SUPERSEDED OR OBSOLETE. (Nonrecord)

4. **SUPPLY STATUS RECORDS**. Cards, listings, change notices, reports on supply levels or critically short items, and related data used for reference or planning purposes in controlling supply levels.

CUT OFF WHEN SUPERSEDED OR OBSOLETE. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 3, Item 9b) **(4110/R4)**

5. **SUPPLY MANAGEMENT FILES**. Files containing information on supply requirements and procurement matters used for supply management purposes.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 3, Item 4a) **(4110/R5)**

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6. **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 schedulea Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision or dissemination.

14 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 4140,
EQUIPMENT MANAGEMENT AND MAINTENANCE FILES.

This schedule governs disposition of records pertaining to the management of equipment (maintained in DFAS equipment management offices, except as otherwise noted).

1. **EQUIPMENT CONTROL FILES**. Complete inventory of all equipment items to include supporting records.

CUT OFF AND DESTROY WHEN SUPERSEDED OR OBSOLETE.
AUTH: (N1-507-93-2, Item 65) **(4140/R1)**

2. **VEHICLE FILES**. Maintenance records, warranties, and similar records pertaining to a vehicle accumulated during the useful life of the vehicle.

CUT OFF WHEN VEHICLE IS DISPOSED OF. DESTROY 1 YEAR CUTOFF.
AUTH: (GRS 10, Item 2b) **(4140/R2)**

3. **EQUIPMENT CUSTODIAN FILE**. Daily transaction register; custodian request log; weapons serial number listing; information file on office machines; temporary issue receipts, requests for purchase; warranty; guarantee records; adjustment records; records pertaining to inventory actions such as government property lost or damaged or reports of survey; issue/turn-in slips and related correspondence; approved copies of requests for office furniture which require Director level approval.

CUT OFF AND DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN OUTSTANDING ACTIONS ARE COMPLETE.
AUTH: (N1-507-93-2, Item 67) **(4140/R3)**

4. **UNIT PROPERTY RECORDS**. Registers and files, component records, requisitions, custody receipt, requests for issue or turn-in and related records, shipping and receiving documents, reports of survey, statements of charges, schedule of collections, and similar records accumulated in managing the unit's equipment needs (maintained in any DFAS office).

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 68) **(4140/R4)**

5. **INVENTORY REQUISITION FILES**. Requisitions for equipment items for current inventory.

CUT OFF UPON COMPLETION OR CANCELLATION OF REQUISITION. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 3, Item 8a) **(4140/R5)**

6. **EQUIPMENT DEFICIENCY RECORDS**. Notices of unsatisfactory conditions experienced, including those instances in which the equipment does not fully or effectively serve the purpose intended; instances where the equipment or a part or accessory cannot be properly maintained or operated, or similar records; also includes records of actions taken to remedy deficiencies and any required reports.

CUT OFF WHEN CORRECTIVE ACTION IS COMPLETE. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 69) **(4140/R6)**

7. **EQUIPMENT MOVEMENT FILES.** Files pertaining to actions involving internal movement of equipment.

CUT OFF WHEN MOVE IS COMPLETE. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 70) **(4140/R7)**

8. **REPROGRAPHICS EQUIPMENT.** Forms and related records that document history of reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers, and disposal) (maintained in DFAS reprographics equipment management offices).

CUT OFF AT END OF FISCAL YEAR IN WHICH EQUIPMENT IS DISPOSED OF. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 71) **(4140/R8)**

9. **COPIER OPERATING NOTICES.** Notices posted at or near copiers which list local operating rules, identify key operators, or provide other similar information.

CUT OFF AND DESTROY WHEN SUPERSEDED OR OBSOLETE.
AUTH: (N1-507-93-2, Item 72) **(4140/R9)**

10. **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.

16 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 4160,
PROPERTY DISPOSAL.

This schedule governs disposition of records pertaining to release, transfer, redistribution, or sale of excess Government property excluding real property

1. **TURN-IN OF EXCESS PROPERTY**. Correspondence files pertaining to disposal of surplus property through Government redistribution channels; includes various forms used for turn-in or acceptance purposes (maintained in DFAS Property Management Offices).

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 4, Item 1) **(4160/R1)**

2. **SALE OF SURPLUS PROPERTY**. Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (maintained in DFAS Property Management Offices).

a. Property valued over $25,000.

CUT OFF AT END OF FISCAL YEAR IN WHICH FINAL PAYMENT IS RECEIVED. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 4, Item 3a) **(4160/R2a)**

b. Property valued under $25,000.

CUT OFF AT END OF FISCAL YEAR IN WHICH FINAL PAYMENT IS RECEIVED. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (GRS 4, Item 3b) **(4160/R2b)**

3. **EXCESS PERSONAL PROPERTY REPORTS**. Reports initiated or received showing progress on property utilization and disposal programs (maintained in DFAS Property Management Offices).

CUT OFF AT END OF CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (GRS 4, Item 2) **(4160/R3)**

4. **DONATION AGREEMENTS**. Formal donation agreements with Service Educational activities and organization eligible for donations pursuant to 10 U.S.C. 2572, and documents relating to each agreement (maintained in DFAS Property Management Offices).

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 73) **(4160/R4)**

5. **PRECIOUS METALS RECOVERY**. Forms, reports logs, accountability records, and correspondence pertaining to reclamation and use of precious metals (maintained in DFAS offices involved in recovery programs).

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 74) **(4160/R5)**

6. **RECYCLABLE MATERIALS PROGRAM**. Documents concerning the DoD Recyclable Materials Program including scrap recycling program and resource recovery (maintained in DFAS recycling offices).

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 75) **(4160/R6)**

7. **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 (maintained in any DFAS Property Management Office).

18 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 4165,
REAL PROPERTY OPERATIONS AND MAINTENANCE.

This schedule governs disposition of records pertaining to the acquisition, operation, maintenance and repair, utilization, management, and disposal of real property or interests therein. Included are records on design and construction of real property, installation and maintenance, operation of utility plants, performance of services in connection with real property, and accounting for real estate and property (maintained in DFAS property management offices, unless otherwise indicated)

1. **REAL PROPERTY CASE FILES**. Correspondence, reports, studies, maps, charts, drawings, copies of legal instruments, delegations of authority, excess real property declarations, disposal authorizations, real estate planning reports and related data, records pertaining to annual summaries of real property transactions.

CUT OFF ON INACTIVATION OF THE INSTALLATION. DESTROY 10 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 76) **(4165/R1)**

2. **FACILITIES PLANNING**. Documents reflecting current and future facilities planning, including plans for expansion, changes in use, renovation, and similar overall planning matters accumulated in the preparation, development, review, approval, and revision of master plans.

CUT OFF ON TERMINATION OF ASSIGNMENT, OR WHEN LEASE IS CANCELLED, OR WHEN PLANS HAVE BEEN SUPERSEDED OR BECOME OBSOLETE. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 11, Item 2a) **(4165/R2)**

3. **FACILITIES OPERATIONS**. Documents relating to facilities operations activities of a routine nature (i.e., routine maintenance and similar activities).

CUT OFF ON TERMINATION OF ASSIGNMENT, OR WHEN LEASE IS CANCELLED, OR WHEN PLANS HAVE BEEN SUPERSEDED OR BECOME OBSOLETE. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 11, Item 2a) **(4165/R3)**

4. **MAINTENANCE REQUESTS**. Requests for building and equipment maintenance services.

CUT OFF UPON COMPLETION OR CANCELLATION OF REQUEST. DESTROY 90 DAYS AFTER CUTOFF.
AUTH: (GRS 11, Item 5) **(4165/R4)**

5. **FACILITIES MAINTENANCE -- MAJOR PROJECTS**. Documents relating to major repair or replacement projects to buildings and structures, grounds, fences, roads, hard surfaced areas, and similar types of facilities.

CUT OFF ON INACTIVATION OF THE INSTALLATION. DESTROY 10 YEARS AFTER CUTOFF..
AUTH: (N1-507-93-2, Item 77) **(4165/R5)**

6. **FACILITIES SERVICES**. Documents relating to rodent and insect control programs, janitorial and refuse collection services, and operations of internal repair and utilities shops.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 11, Item 1) **(4165/R6)**

20. UTILITIES OPERATING LOGS. Records maintained to provide a continuing record of utilities systems and equipment operations.

CUT OFF AT END OF LIFE OF THE SYSTEM TO WHICH THE RECORDS PERTAIN. DESTROY AT CUTOFF.
AUTH: (N1-507-93-2, Item 87) **(4165/R20)**

21. UTILITIES CONSERVATION. Correspondence, reports, surveys, poster designs, informational media, and related data (maintained in any DFAS office).

CUT OFF WHEN SUPERSEDED OR OBSOLETE. DESTROY ON CUTOFF.
AUTH: (N1-507-93-2, Item 88) **(4165/R21)**

22. PARKING RECORDS. Records pertaining to assigned parking space programs to include handicapped, executive, mission essential, key personnel, etc (maintained in DFAS Field Organization-designated office).

DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUPERSEDED OR OBSOLETE.
AUTH: (N1-507-93-2, Item 89) **(4165/R22)**

23. VEHICLE REGISTRATION. Vehicle decal and supporting records used to register employees' vehicles for entrance to the installation (maintained in DFAS Field Organization-designated office).

DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUPERSEDED OR OBSOLETE
AUTH: (N1-507-93-2, Item 90) **(4165/R23)**

24. PARKING TICKETS. Record copy of a citation issued to the owner of an illegally parked vehicle (maintained in DFAS Field Organization-designated office).

CUT OFF AT END OF CALENDAR YEAR IN WHICH CITATION ISSUED. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 91) **(4165/R24)**

25. DRIVING/CARPOOL SUSPENSIONS. Records pertaining to suspension of installation driving privileges or revocation of assigned carpool parking space due to violation of motor vehicle laws or car pool policy (maintained in DFAS Field Organization-designated office).

CUT OFF AT END OF CALENDAR YEAR IN WHICH SUSPENSION IS TERMINATED. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 92) **(4165/R25)**

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26. 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 (maintained in DFAS Property Management Office).

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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 4500,
TRAVEL AND TRANSPORTATION RECORDS.

This schedule governs disposition of records pertaining to transportation planning, programming and staff supervision of transportation components, movement of passengers, cargo, mail, household goods, privately owned vehicles, and personal baggage via various modes of transportation, customs service clearance, travel of personnel and dependents, and traffic management (maintained in DFAS transportation offices).

1. **FREIGHT ACCOUNTS**. Documents relating to carrier charges for transportation services. Included are claims against carriers for losses, damages, and shortages; investigations; recommended settlements, and related information.

CUT OFF AT END OF FISCAL YEAR IN WHICH CLAIM OR INVESTIGATION IS SETTLED. DESTROY 3 YEARS AFTER CUTOFF. (See **NOTE***)
AUTH: (N1-507-93-2, Item 93) **(4500/R1)**

NOTE: *Unsettled claims or investigation files will not be destroyed.

2. **INTERNATIONAL HOUSEHOLD SHIPMENT BILLS OF LADING**. Documents relating to the receipt, packing, crating, shipping and storing international household goods and effects. Included are bills of lading, travel orders, requests for shipment inventories, service orders, delivery orders, receipts and related documents.

CUT OFF AT END OF FISCAL YEAR IN WHICH ACCOUNT IS CLOSED. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 9, Item 1c) **(4500/R2)**

3. **PAYMENT DOCUMENTS LESS THAN $100**. Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation requests is less than $100, EXCLUDING those covered in Rule 7 below.

CUT OFF AT END OF FISCAL YEAR IN WHICH ACCOUNT IS CLOSED. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 9, Item 1a) **(4500/R3)**

4. **INTERSTATE AND INTERNATIONAL FREIGHT TRANSPORTATION FILES**. Records governing payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in tariffs lawfully on file with the Surface Transportation Board (STB) or based on tenders or quotations, pursuant to the ICC Termination Act of 1995, PL 104-88 (49 U.S.C. 701-725) offering a reduction from the published STB tariffs, EXCLUDING those covered by Rule 7 below.

CUT OFF AT END OF FISCAL YEAR IN WHICH ACCOUNT IS CLOSED. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 9, Item 1a) **(4500/R4)**

5. **FREIGHT AND PASSENGER TRANSPORTATION PAYMENT FILES**. Records covering payment for all other freight and passenger transportation charges not covered by Rules 3 and 4 above.

CUT OFF AT END OF FISCAL YEAR IN WHICH ACCOUNT IS CLOSED. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 9, Item 1a) **(4500/R5)**

6. **TRANSPORTATION OVERCHARGE/OVERPAYMENT FILES**a Records covering payment for freight and passenger transportation charges for services for which notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved; deduction or collection action has been taken; voucher contains inbound transit shipment(s); parent voucher has print of paid supplemental bill associated; voucher has become involved in litigation; or any other condition that requires the voucher to be retained beyond the 3 or 6 year disposal period, such as detection of an undercharge.

CUT OFF AT END OF FISCAL YEAR IN WHICH ACCOUNT IS CLOSED. DESTROY 10 YEARS AFTER CUTOFFa
AUTH: (GRS 9, Item 1b) **(4500/R6)**

7. **BILLS OF LADING**. Issuing office copies of Government bills of lading, commercial passenger transportation vouchers and transportation requests, travel authorizations, and supporting documents.

CUT OFF AT END OF FISCAL YEAR IN WHICH ACCOUNT IS CLOSED. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 9, Item 1c)**(4500/R7)**

8. **UNUSED TICKET REDEMPTION FORMS**. Forms used to redeem unused tickets.

CUT OFF WHEN TRAVEL HAS BEEN CANCELLED OR TRAVEL DATE HAS PASSED. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (GRS 9, Item 1e) **(4500/R8)**

9. **LOSS AND DAMAGE SHIPMENT FILES**. Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.

CUT OFF AT END OF FISCAL YEAR IN WHICH ACCOUNT IS CLOSED. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 9, Item 2) **(4500/R9)**

10. **GENERAL TRAVEL AND TRANSPORTATION FILES**. Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 9, Item 4a) **(4500/R10)**

11. **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.

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.

22

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: **(P E N D I N G)**

23

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5000,
LIBRARY RECORDS.

This schedule governs disposition of records pertaining to management of DFAS Site Libraries.

1. **LIBRARY ACQUISITIONS**. Requisitions, purchase orders, packing lists, requests for issue or turn-in, and similar records used for control.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 94) **(5000/R1)**

2. **LIBRARY DISPOSITION FILES**. Inventory adjustment vouchers and related records which document each item withdrawn from permanent holdings.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 95) **(5000/R2)**

3. **LIBRARY SHELF LISTS**. Manual or automated listing of material in the permanent collection of DFAS libraries, set up per rules of professional librarianship.

CUT OFF ON DISSOLUTION OF LIBRARY. DESTROY 1 YEAR AFTER CUTOFF. (See NOTE*)
AUTH: (N1-507-93-2, Item 96) **(5000/R3)**

4. **CARD CATALOG**. Manual or automated author, title, and subject index to permanent holdings of library collection maintained per rules of professional librarianship.

CUT OFF ON DISSOLUTION OF LIBRARY. DESTROY 1 YEAR AFTER CUTOFF. (See NOTE*)
AUTH: (N1-507-93-2, Item 97) **(5000/R4)**

5. **LIBRARY LOANS**. Automated or hard copy records such as book cards, reserve cards, and similar records of the charge-out system.

CUT OFF WHEN INDIVIDUAL ITEMS WITHIN THE FILE WHEN OBSOLETE. DESTROY ON CUTOFF.
AUTH: (N1-507-93-2, Item 98) **(5000/R5)**

6. **LIBRARY BALANCE ON HAND**. Records containing total number of items in permanent library collections to include records of all additions and withdrawals.

CUT OFF ON TRANSFER OF THE COMPLETE COLLECTION OR DISSOLUTION OF THE LIBRARY. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 99) **(5000/R6)**

7. **LIBRARY REPORTS OF AUDIT**. Reports of library control records.

CUT OFF AT END OF CALENDAR YEAR IN WHICH ALL CORRECTIVE ACTION IS COMPLETE. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 100) **(5000/R7)**

NOTE: *If collection is transferred, transfer with collection.

8.

~~5.~~ **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.

24 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5001,
CENTRAL FILES.

This schedule governs disposition of the Central File copy of records which have Field Organization-wide or DFAS-wide impact. Correspondence, policies, procedures, and other related documents signed by Field Organization Director or higher level, or documents containing information worthy of Field Organization Director or higher level attention, are included. Documents in Central File are additional copies; the record or coordination copy is filed under the appropriate Rule found elsewhere in this publication.

1. **ROUTINE NONPOLICY CORRESPONDENCE.** Documents pertaining to routine nonpolicy matters and to the overall or general internal administration of the organization as opposed to the primary mission of the organization. These include routine approval actions, local office operations, equipment or system request and procurement actions, routine budget and manpower actions, internal office management, travel, attendance at conferences, and similar information (maintained in DFAS Field Organization Designated Offices).

CUT OFF AT END OF FISCAL YEAR. DESTROY 10 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 139) **(5001/R1)**

2. **MISSION POLICIES AND PROCEDURES FILES.** Documents pertaining to policy matters and to actions documenting the primary mission of the organization (maintained in DFAS Field Organization Designated Offices).

PERMANENT. CUT OFF AT END OF FISCAL YEAR. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST RECORD IN BLOCK IS 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 140) **(5001/R2)**

3. **INDEX FILES.** Index of central files (maintained in DFAS Field Organization Designated Offices).

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO NATIONAL ARCHIVES ALONG WITH THE RECORDS TO WHICH THEY PERTAIN.
AUTH: (N1-507-93-2, Item 141) **(5001/R3)R**

4. **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 (maintained in any DFAS Organization office).

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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: **(P E N D I N G)**

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: **(P E N D I N G)**

SCHEDULE 5005,
ADMINISTRATIVE ORDERS.

This schedule governs disposition of permanent and temporary orders
and may be maintained in any DFAS Organization office.

1. **PERMANENT ORDERS**. Orders pertaining to appointment of directors, assumption of command, awards and decorations, memorialization program and dedication ceremonies, and organizational and installation actions such as activation, redesignation, inactivation, and similar actions.

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST RECORDS IN BLOCK ARE 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 101) **(5005/R1)**

2. **TEMPORARY ORDERS -- LONG TERM**. Orders pertaining to civilian permanent change of station and dependent travel, assignment of contract personnel, and formal boards and committees.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 56 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 102) **(5005/R2)**

3. **TEMPORARY ORDERS -- SHORT TERM**. Orders pertaining to all types of temporary duty (TDY) travel, appointment of investigating officers and boards, appointment of attendants and escorts, orders pertaining to emergency or special leave, and miscellaneous actions not covered elsewhere.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 103) **(5005/R3)**

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4. **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

28 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5010,
OFFICE ADMINISTRATIVE FILES.

This schedule governs disposition of records accumulated by individual offices while carrying out the internal administration or "housekeeping" activities of the office. The records listed in this schedule are common to most DFAS offices.

1. **STAFFING RECORDS**. Records used to fill vacancies such as requests for personnel action, interview questions, notification letters, etc.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 23, Item 1) (5010/R1)

2. **COMMUNICATIONS (READ FILES)** Extra copies of messages sent or received, or other type of written correspondence which are filed by date released or sent, organization sent to or received from, or some other similar filing feature and used for quick-reference or cross-reference purposes.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 23, Item 1) (5010/R2)

3. **EXPENDITURE OF FUNDS**. Records used to develop and control the office budget such as the call for estimates, budget reports, worksheets, accountability ledger, and similar documents.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 23, Item 1) (5010/R3)

4. **ADMINISTRATION OF OFFICE PERSONNEL**. Records used in the day-to-day management of office personnel to include training, travel, letters of appreciation, nominations for special recognition, such as Civilian of the Year or Soldier of the Quarter, and similar records.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF
AUTH: (GRS 23, Item 1) (5010/R4)

5. **OFFICE SUPPLIES AND EQUIPMENT**. Records used to acquire, monitor, and dispose of supplies and equipment such as the office equipment custodian file, requisitions, purchase requests, shipping records, requests for issue or turn-in of equipment, and similar records.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 23, Item 1) (5010/R5)

6. **OFFICE SERVICES, SPACE AND UTILITIES**. Records used to request, monitor, suspend, or manage office services, space, and utilities such as requests for telephone service or repair, requests for rearrangement of systems furniture, long distance phone logs, changes to space requirements, and similar records

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 23, Item 1) (5010/R6)

7. **WORKLOAD REPORTS** Includes individual production reports, work in progress reports, activity reports, etc.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF AUTH:
AUTH: (GRS 23, Item 1) (5010/R7)

8. SAFETY RECORDS. Records relating to the safety program within the office such as safety visit or accident reports.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 11) **(5010/R8)**

9. TRANSITORY MATERIAL. Records that have no enduring value but may be needed for reference purposes for a short time. Examples are retirement announcements, advertisements for training sessions, and other items of a similar nature.

CUT OFF AT END OF MONTH. DESTROY 90 DAYS AFTER CUTOFF.
AUTH: (GRS 23, Item 7) **(5010/R9)**

10. STAFF MEETINGS AND CONFERENCES. Minutes of staff meetings.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 23, Item 1) **(5010/R10)**

11. RECURRING OFFICIAL VISITS. Requests for permission to visit and reports of visits including findings, recommendations and follow-up which are part of a formal recurring visit schedule.

CUT OFF WHEN SUPERSEDED BY NEXT VISIT. DESTROY UPON CUTOFF.
AUTH: (GRS 23, Item 5b) **(5010/R11)**

12. ONE-TIME OFFICIAL VISITS. Requests for permission to visit and reports of visits including findings, recommendations, and follow-up which are not part of a formal recurring visit schedule.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 23, Item 1) **(5010/R12)**

13. DELEGATIONS OF AUTHORITY/ADDITIONAL DUTY ASSIGNMENTS. Records such as forms, correspondence, etc., which task office personnel with a specific assignment beyond the scope of their normal work.

DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUPERSEDED OR OBSOLETE.
AUTH: (GRS 23, Item 5b) **(5010/R13)**

14. OFFICE ORGANIZATION RECORDS. Office copy of manpower standards, manpower guides, unit manning documents, organizational chart, personnel charts and similar records which document the organization of the office.

DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUPERSEDED OR OBSOLETE.
AUTH: (GRS 23, Item 5b) (5010/R14)

15. POLICY/PRECEDENT/PROCEDURES. Records used to document internal policies, precedents or procedures such as operating instructions, checklists, worksheets, correspondence, typical cases, etc.

DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUPERSEDED OR OBSOLETE.
AUTH: (GRS 23, Item 5b) **(5010/R15)**

16. INSPECTIONS. Records such as inspection reports at inspected activities and self-inspection checklists.

DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUPERSEDED OR OBSOLETE.
AUTH: (GRS 23, Item 5b) **(5010/R16)**

17. MEMORANDA OF UNDERSTANDING (MOU). Agreements made between two offices, organizations, agencies, etc., for support or cooperation; may also be called support agreements, host-tenant support agreements, or other similar names.

DESTROY INDIVIDUAL AGREEMENTS WITH THE FILE WHEN SUPERSEDED OR OBSOLETE. (See **NOTE ***)
AUTH: (N1-507-93-2, Item 104) **(5010/R17)**

NOTE: * The supervisor may determine that all versions of the MOU are needed as history of the cooperation and agreements made. This is permissible, but previous MOUs should be physically separated from the current MOU.

18. PUBLICATIONS/FORMS REQUIREMENTS. Records used to requisition publications or forms; includes publication bulletins at the customer office.

DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUPERSEDED OR OBSOLETE.
AUTH: (GRS 23, Item 5b) **(5010/R18)**

`19. SUSPENSE CONTROL RECORDS. Any of a variety of forms, computerized listings, extra copies, etc., used to monitor and control suspenses.

DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUSPENSE IS COMPLETE.
AUTH: (GRS 23, Item 6b) **(5010/R19)**

20. WORK SCHEDULING AND PLANNING RECORDS. Records created while planning, organizing, directing and controlling the work of the office such as schedules, work plans for specific projects, annual goals and objectives, etc.

DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUPERSEDED OR OBSOLETE.
AUTH: (N1-507-93-2, Item 105) **(5010/R20)**

21. OFFICE INFORMATION SECURITY ADMINISTRATION. Records pertaining to security clearances, management of classified documents within the office, and similar records.

DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUPERSEDED OR OBSOLETE.
AUTH: (GRS 23, Item 5b) **(5010/R21)**

22. MAIL CONTROL RECORDS. Office level copy of forms or other records pertaining to accountable or registered mail.

CUTOFF AT END OF CALENDAR YEAR. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (GRS 12, Item 6a) **(5010/R22)**

23. **REFERENCE FILES**. Documents used to FACILITATE the performance of the office mission as distinguished from those official records necessary to DOCUMENT performance of the mission.

a. Cards, listings, indices, and similar documents used to facilitate or control work:

30 **DESTROY WHEN SUPERSEDED, OBSOLETE, OR DETERMINED TO BE OF NO FURTHER* VALUE, WHICHEVER IS SOONER.** *
AUTH: (PENDING)

b. Copies of mission-related and similar reproduced materials that do not fall within the
31 description for reference publications:

DESTROY WHEN SUPERSEDED, OBSOLETE, OR NO LONGER NEEDED FOR REFERENCE.
AUTH: (PENDING)

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24. **SPREADSHEET WORKING FILES**. Spreadsheets recorded on electronic media ~~used to~~ produce or update a hard copy maintained in the office file. * NARA approval not needed because is a GRS item. -R. Noble 1/13/03

CUT OFF WHEN PURPOSE HAS ~~BEEN SERVED~~. DELETE WHEN NO LONGER NEEDED TO PRODUCE OR ~~UPDATE~~ A HARD COPY.
~~AUTH:~~ (GRS 20, Item 15a)

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25. **WORD PROCESSING/SPREADSHEET RECORD COPIES**. Records produced by word processing or spreadsheet application software which are maintained only in electronic form and take the
32 place of hard copy records

CUT OFF RECORDS AS PRESCRIBED FOR HARD COPY RECORDS THEY REPLACE. DELETE RECORDS AFTER EXPIRATION OF THE RETENTION PERIOD FOR THE HARD COPY RECORDS THEY REPLACE.
AUTH: **(PENDING)**

26. **ADMINISTRATIVE DATA BASES -- WORKING FILES**. Data bases that support
33 administrative or housekeeping functions which are maintained for convenience only and contain information duplicated in hard copy files

CUT OFF WHEN PURPOSE HAS BEEN SERVED. DELETE WHEN NO LONGER NEEDED TO PRODUCE OR UPDATE A HARD COPY.
AUTH: (PENDING)

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27. **ADMINISTRATIVE DATA BASES -- RECORD COPIES**. Data bases that support administrative or housekeeping functions which are maintained only in electronic form and take the place of hard copy records.

NARA approval not needed because is a GRS item. -R. Noble 1/13/03

CUT OFF RECORDS AS ~~PRESCRIBED FOR~~ HARD COPY RECORDS THEY REPLACE. DELETE RECORDS AFTER ~~EXPIRATION~~ OF THE RETENTION PERIOD FOR THE HARD COPY RECORDS ~~THEY~~ REPLACE.
AUTH: ~~(GRS~~ 20, Item 3b(2))

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28. Electronic Mail and Word Processing 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

34 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5011, STUDIES,

This schedule governs disposition of records created in connection with studies. Generally, the studies are done to analyze, measure, or improve methods, procedures, management practices, or organization.

1. **MANAGEMENT ANALYSES, STUDIES, AND SUMMARIES.** Final written report and related documentation of a major, formal study. The final recommendation will have agency-wide impact or great historical significance. Studies done to design an entire new pay system or to restructure the entire organization are examples of this type of study. Include the proposal and approval for the study, coordination, and similar records which have bearing on the implementation of the program or system (maintained at DFAS-Arlington; DFAS Field Organizations at Organization Director level).

PERMANENT. CUT OFF WHEN STUDY IS COMPLETE. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN THE LATEST RECORD IN THE BLOCK IS 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 107) **(5011/R1)**

2. **OFFICE PROJECTS AND STUDIES.** Case files to include the final written report and related records of a project or study done by an office to improve methods of operation within the office or functional area which may or may not result in the issuance of a publication (maintained in any DFAS office).

a. Publication.

CUT OFF WHEN STUDY IS COMPLETE. INCLUDE THE FINAL REPORT AND PERTINENT RECORDS WITH THE RECORD SET OF THE PUBLICATION AND DISPOSE OF PER SCHEDULE 5025.
AUTH: (N1-507-93-2, Item 108) **(5011/R2a)**

a. No Publication.

CUT OFF WHEN STUDY IS COMPLETE. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 16, Item 9) **(5011/R2b)**

3. **ADMINISTRATIVE SYSTEMS STUDIES.** Final written report and related records of studies done to assess the need for and recommend administrative system improvements (maintained in administrative functional area at DFAS Field Organizations).

CUT OFF WHEN STUDY IS COMPLETE. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 16, Item 9) **(5011/R3)**

4. **SOURCE DATA FOR STUDIES.** Working papers, notes, feeder reports, results of research and similar background or source data gathered and analyzed during conduct of study (maintained in any DFAS office).

CUT OFF WHEN STUDY IS COMPLETE. DESTROY WHEN INFORMATION CONTAINED HAS EITHER BEEN INCORPORATED INTO THE FINAL REPORT OR DISCARDED AS NOT PERTINENT TO THE STUDY.
AUTH: (N1-507-93-2, Item 109) **(5011/R4)**

9. 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.

36 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5015,
RECORDS MANAGEMENT.

This schedule governs disposition of records created by the Records Management Program pertaining to the creation, maintenance, disposition, preservation, storage, and retrieval of records (maintained in DFAS records management offices, except as indicated)

1. **RECORDS MANAGEMENT PLANNING** Records pertaining to the development and establishment of the records management program to include correspondence, reports, authorizations and other records that relate to the management of the agency's records not covered elsewhereon this schedule.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 16, Item 7) **(5015/R1)**

2. **STAFF ASSISTANCE VISITS** All records pertaining to staff assistance visits or records management surveys.

CUT OFF UPON COMPLETION OF VISIT OR SURVEY. DESTROY WHEN SUPERSEDED
AUTH: (N1-507-93-2, Item 135) **(5015/R2)**

3. **RECORDS DISPOSITION FILES**. Records disposition schedules, descriptive inventories disposal authorizations, and reports

a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation.

(1) SF 115s that have been approved by NARA.

CUT OFF UPON SUPERSESSION. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 16, Item 2a(1)) **(5015/R3a(1))**

(2) SF 135s. Forms and related correspondence used to transfer records (maintained in any DFAS office).

CUT OFF AT THE END OF THE YEAR IN WHICH APPLICABLE RECORDS ARE DESTROYED. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 16, Item 2a(2)) **(5015/R3a(2))**

(3) SF 258s covering agency records transferred to the National Archives.

CUT OFF AFTER THE RELATED RECORDS HAVE BEEN TRANSFERRED TO THE NATIONAL ARCHIVES OF THE UNITED STATES. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 16, Item 2a(2)) **(5015/R3a(3))**

NARA approval not needed because are GRS items. -R. Noble 1/16/03

b. Routine communications

CUT OFF AT THE END OF THE YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 16, Item 2b) **(5015/R3b)**

4. **SYSTEM NOTICES (see NOTE 1*).** Reports, work papers, correspondence, and forms used to document announcement of proposed records schedules and changes to existing ones, in the Federal Register.

CUT OFF AT END OF CALENDAR YEAR IN WHICH NOTICE IS PUBLISHED IN THE FEDERAL REGISTER. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (GRS 16, Item 13a) **(5015/R4)**

NOTE: 1* For disposition on systems notices covering Privacy Act records, please see Schedule 5020.

5. **FILE PLANS**

NOTE: 2 *The file plan file folder should be the first one in the first drawer of the first cabinet (maintained in any DFAS office).

DESTROY WHEN SUPERSEDED OR OBSOLETE.
AUTH: (N1-507-93-2, Item 137) **(5015/R5)**

6. **REPORTS CONTROL FILES.** Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including SF 83; copies of pertinent forms or descriptions of format, copies of authorizing directives; preparation instructions, and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements (maintained in DFAS reports control offices).

CUT OFF WHEN REPORT IS DISCONTINUED. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 16, Item 6) **(5015/R6)**

7. **INFORMATION COLLECTION BUDGET FILES** Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations (maintained in DFAS reports control offices).

CUT OFF AT END OF FISCAL YEAR. DESTROY 7 YEARS AFTER CUTOFF.
AUTH: (GRS 16, Item 12) **(5015/R7)**

NOTE: 1* The DFAS RMO should maintain completed SF 258s as a permanent part of operating records held onsite. Attached to the SF 258 should be a copy of the governing SF 115 (or an extract thereof) and any SF 135s which originally transferred the records into NARA holdings. Such a collection will prove to be of invaluable assistance to researchers and provide legal protection to both DFAS and the National Archives.

8. **INFORMATION REQUESTS.** Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature.

CUT OFF AT END OF QUARTER; DESTROY 3 MONTHS AFTER CUTOFF.
AUTH: (GRS 14, Item 1) (5015/R8)

9. 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.

38 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

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5020,
PRIVACY ACT AND
FREEDOM OF INFORMATION ACT RECORDS.

This schedule governs disposition of records accumulated in support of the Privacy Act (PA) and Freedom of Information Act (FOIA) programs (maintained in DFAS FOIA or PA offices, except as indicated).

1. PRIVACY ACT GENERAL ADMINISTRATIVE FILES.

a. Approved Privacy Act Systems Notices.

CUT OFF WHEN NOTICE IS DISCONTINUED. DESTROY 2 YEARS AFTER THE CLOSE OF THE CY IN WHICH NOTICE IS DISCONTINUED.
AUTH: (GRS 14, Item 26) **(5020/R1a)**

b. Records relating to the general Agency implementation of the Privacy Act, including routine correspondence and related records.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 14, Item 26) **(5020/R1b)**

2. PRIVACY ACT REQUESTS FILES. files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include a copy of the records requested.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.

CUT OFF AT END OF CY IN WHICH REQUEST IS GRANTED. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 14, Item 21a(1)) **(5020/R2a(1))**

(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Requests not appealed.

CUT OFF AT END OF CY IN WHICH RESPONSE IS MADE. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 14, Item 21a(2)(a)) **(5020/R2a(2)(a))**

(b) Requests appealed.

DESTROY AS AUTHORIZED UNDER ITEM 3c.

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10. FOIA CONTROL FILES. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

a. Registers or listing.

DESTROY 6 YEARS AFTER DATE OF LAST ENTRY.
AUTH: (GRS 14, Item 13a) **(5020/R10a)**

b. Other files.

DESTROY 6 YEARS AFTER FINAL ACTION BY THE AGENCY OR AFTER FINAL ADJUDICATION BY COURTS, WHICHEVER IS LATER.
AUTH: (GRS 14, Item 13b) **(5020/R10b)**

11. FOIA REPORTS FILES. [See note after this item.] Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 14, Item 14) **(5020/R11)**

[NOTE: The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the National Archives of the United States by submitting an SF 115 to NARA.]

12. FOIA REPORT TO CONGRESS. Annual Report to Congress.

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN MOST RECENT RECORDS ARE 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 138) **(5020/R12)**

13. 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.

40 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5025, PUBLICATIONS AND FORMS.

This schedule governs disposition of records pertaining to the creation, production, and distribution of forms and publications.

1. **RECORD SET -- PUBLICATIONS.** The record set of each publication, regulation, manual, pamphlet, visual aid, etc., to include backup documenting the approval process, such as coordination, pertinent federal laws, studies, and similar records (maintained in DFAS publications management office).

a. DoD-Level **(Mission-Related)** Issuances for which DFAS is the POC.

PERMANENT. CUT OFF WHEN PUBLICATION IS RESCINDED, SUPERSEDED, OR OBSOLETE. PLACE IN AN INACTIVE FILE WHICH IS CUT OFF ANNUALLY ON DECEMBER 31. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN MOST RECENT RECORDS ARE 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 144) **(5025/R1a)**

b. DFAS HQ/Agencywide Coverage **(Mission-Related)**

PERMANENT. CUT OFF WHEN PUBLICATION IS RESCINDED, SUPERSEDED, OR OBSOLETE. PLACE IN AN INACTIVE FILE WHICH IS CUT OFF ANNUALLY ON DECEMBER 31. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN MOST RECENT RECORDS ARE 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 144) **(5025/R1b)**

c. Individual DFAS Field Organization Coverage **(Mission-Related)**

PERMANENT. CUT OFF WHEN PUBLICATION IS RESCINDED, SUPERSEDED, OR OBSOLETE. PLACE IN AN INACTIVE FILE WHICH IS CUT OFF ANNUALLY ON DECEMBER 31. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN MOST RECENT RECORDS ARE 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 144) **(5025/R1c)**

d. Case files related to 1.aathrough 1.c., above.

CUT OFF AND TRANSFER WITH THE ISSUANCE TO WHICH THE INDIVIDUAL FILE PERTAINS.

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e. Case files related to DFAS coordination on higher level non-mission-related issuances (i.e. DoD Directives, DoD Instructions, DoD Regulations and Manuals, OSD Administrative Instructions).

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CUT OFF AT CLOSE OF FISCAL YEAR IN WHICH APPLICABLE PUBLICATION IS PUBLISHED. DESTROY 4 YEARS AFTER CUTOFF.
AUTH: **(P E N D I N G)**

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f. Administrative Issuances, Notices and other types of issuances related to routine administrative functions (any DFAS Organization).

NARA approval not needed, because is GRS item.
-R. Noble 6-17-03

DESTROY WHEN SUPERSEDED OR OBSOLETE.
AUTH: (GRS16, Item 1a) **(P E N D I N G)**

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2. **RECORD SET -- FORMS**. Record copy of each form to include request for a new or redesigned form, all justifications and approvals, all supporting documents and correspondence copies of old forms, when applicable, and drawings, sketches, or designs (maintained in Forms management offices).

CUT OFF WHEN FORM IS DISCONTINUED, SUPERSEDED, OR CANCELLED. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 16, Item 3a) **(5025/R2)**

3. **FORMS MANAGEMENT REPORTS**. Documents relating to reports on progress in forms management; included are reports, work sheets, and correspondence directly related to the reports.

a. HQ Level.

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 146) **(5025/R3a)**

b. Field Organization Level

CUT OFF AT END OF FISCAL YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 147) **(5025/R3b)**

4. **FORMS NUMBER REGISTERS**. Documents used to record and control the assignment of form numbers, consisting of an entry in the register.

CUT OFF WHEN ALL FORMS ENTERED ON THE PAGE ARE DISCONTINUED OR OBSOLETE. DESTROY UPON CUTOFF.
AUTH: (GRS 16, Item 3b) **(5025/R4)**

5. **ACCOUNTABLE FORMS RECEIPTS AND ISSUES**. Documents reflecting the receipt or issue of accountable blank forms; included are receipt forms, listings, and registers.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 148) **(5025/R5)**

6. **ACCOUNTABLE FORMS AUTHORIZATIONS**. Signature cards identifying individuals authorized to receive accountable forms.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 149) **(5025/R6)**

7. **GENERAL REFERENCE AND PUBLICATIONS**. Any publication which is not the record copy and is maintained for reference purposesa

CUT OFF WHEN PUBLICATION BECOMES SUPERSEDED OR OBSOLETE. DESTROY UPON CUTOFF.
AUTH: (N1-507-93-2, Item 145) **(5025/R7)**

8. **FORMS REQUESTS AND APPROVALS**. Background material accumulated during design of form and maintained by functional area responsible for the forma

CUT OFF WHEN RELATED FORM IS DISCONTINUED, SUPERSEDED, OR CANCELLED. DESTROY UPON CUTOFF.
AUTH: (GRS 16, Item 3b) **(5025/R8)**

9. FORMS AND PUBLICATIONS PRINTING FILES. Documents relating to printing of forms and publications to include requisition, invoice, specifications, and related papers (maintained in forms and publications management offices).

CUT OFF AT END OF FISCAL YEAR IN WHICH REQUISITION IS FILLED OR ITEM IS CANCELLED. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (GRS 3, Item 6a) **(5025/R9)**

10. REQUISITION, STOCKING, AND DISTRIBUTION FILES (maintained in Publications Distribution Office)

a. Publications requirements and distribution.

CUT OFF AT END OF FISCAL YEAR IN WHICH REQUEST IS FILLED. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (GRS 13, Item 3) **(5025/R10a)**

b. Forms requirements and distribution.

DESTROY WHEN RELATED FORM IS DISCONTINUED, SUPERSEDED, OR CANCELLED.
AUTH: (GRS 16, Item 3b) **(5025/R10b)**

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11. 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.

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 copya

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DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

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DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5040,
AUDIOVISUAL INFORMATION AND GRAPHICS.

This schedule governs disposition of all forms of records created by DFAS Audiovisual Information and Graphics programs to include exhibits, visual information productions, graphic presentations, photography, and similar records.

1. PRODUCTION FILES. Project files that document origin, development, acquisition, use, and ownership of audiovisual production projects; includes scripts, cue sheets, production reports, production contracts, and similar records documenting production of a project (DFAS audiovisual information and graphics office).

a. Non-mission

CUT OFF ON COMPLETION OF THE PRODUCTION. DISPOSE OF ACCORDING TO THE INSTRUCTIONS COVERING THE RELATED AV RECORDS.
AUTH: (GRS 21, Item 28) **(5040/R1a)**

b. Mission

PERMANENT. CUT OFF ON COMPLETION OF THE PRODUCTION. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN NEWEST RECORD IN BLOCK IS 20 YEARS OLD.
AUTH: (PENDING)

Withdrawn per 3/17/03 emails between V. Ferran & R. Noble

2. FINDING AIDS. Aids such as data sheets, shot lists, catalogs, indexes, review sheets, lists of captions, and other textual documentation necessary for the proper identification, retrieval, or use of audiovisual information records.

CUT OFF WHEN SUPERSEDED OR OBSOLETE. DESTROY ACCORDING TO INSTRUCTIONS COVERING THE RELATED RECORDS.
AUTH: (GRS 21, Item 29) **(5040/R2)**

3. REQUESTS FOR AUDIOVISUAL SERVICES. Requisitions or other requests for audiovisual products or service.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 151) **(5040/R3)**

4. STILL PHOTOGRAPHY

a. Non-missiona Still photography that does not reflect the mission of DFAS, such as photographs of routine award ceremonies, social events, or similar activities.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (GRS 21, Item 1) **(5040/R4a)**

b Mission Still photography that pertains to DFAS mission, includes official portraits of senior agency officials, agency publications, exhibitions, or other media productions; documentary photographs shot for fact-finding purposes; or slides that depict the mission of DFAS (See **NOTE***)

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN NEWEST RECORD IN BLOCK IS 20 YEARS OLD
AUTH: (N1-507-93-2, Item 152) **(5040/R4b)**

NOTE: * **Record Sets; Black and white photographs – original negative and a captioned print.; Color photographs – original color transparency or color negative, and a captioned print.; Slide sets – original and a reference set and the related audio recording and script if one exists.**

5 **BRIEFING AIDS**. Overhead transparencies, or other briefing aids, used in training, briefings, public affairs presentations, etc.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (GRS 21, Item 5) **(5040/R5)**

6. ARTWORK Artwork used for handbills, flyers, posters, letterhead, and other graphics

CUT OFF UPON FINAL PUBLICATION OF PRODUCT. DESTROY 1 YEAR AFTER CUTOFF
AUTH: (GRS 21, Item 6) **(5040/R6)**

7. PHOTO-MECHANICAL REPRODUCTION. Lines and half-tone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.

CUT OFF WHEN NO LONGER NEEDED FOR PUBLICATION OR REPRINT. DESTROY AT CUTOFF
AUTH: (GRS 21, Item 7) **(5040/R7)**

8. LINE COPIES. Line copies of graphs and charts

CUT OFF UPON FINAL PRODUCTION. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (GRS 21, Item 8) **(5040/R8)**

9. POSTERS. Mission-related posters and non-mission-related posters (including related production records) held by the DFAS Audiovisual Information and Graphics Office and distributed locally, agencywide, or to the public.

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a Non-mission:
CUT OFF ON COMPLETION OF THE PRODUCTION. DESTROY 1 YEAR AFTER OCCURRENCE OF EVENT OR COMPLETION OF PROGRAM BEING DOCUMENTED.
AUTH: (N1-507-93-2, Item 153)

b. Mission:
PERMANENT. CUT OFF ON COMPLETION OF THE PRODUCTION. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN NEWEST RECORD IN BLOCK IS 20 YEARS OLD.
~~**AUTH:** (PENDING)~~

Rule 9b withdrawn 1/31/03 (R. Noble)

10. TRAINING PROGRAMS. Productions and programs to include any type of film, slides, video or audio media used for training personnel

CUT OFF WHEN NO LONGER BEING USED FOR TRAINING PURPOSES. DESTROY 1 YEAR AFTER CUTOFF AUTH: (GRS 21, Items 14 and 17) **(5040/R10)**

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11. AUDIO-VISUAL PRODUCTIONS. Motion-picture photography, videotapes, and audio recordings which reflect functions performed within DFAS; includes mission and non-mission briefings and similar products

a. Non-mission:

CUT OFF ON COMPLETION OF THE PRODUCTION. DESTROY 1 YEAR AFTER OCCURRENCE OF EVENT OR COMPLETION OF PROGRAM BEING DOCUMENTED. AUTH: (P E N D I N G)

b. Mission

PERMANENT. CUT OFF ON COMPLETION OF THE PRODUCTION. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN NEWEST RECORD IN BLOCK IS 20 YEARS OLD. AUTH: (N1-507-93-2, Item 154) **(5040/R11)**

12. DIGITAL MEDIA

a. Non-mission. Includes video and web products that do not reflect the mission of DFAS.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 1 YEAR AFTER CUTOFF. AUTH: (P E N D I N G)

b. Mission. Includes video prints and web products, briefings by senior level agency officials, or other presentations that depict the mission of DFAS.

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN NEWEST RECORD IN BLOCK IS 20 YEARS OLD. AUTH: (P E N D I N G)

Rule 12 withdrawn, P. Korpenty phone call to R. Noble 12/23/02

13. RECORDINGS OF MEETINGS. Recordings of meetings made exclusively for notetaking or transcription

CUT OFF WHEN TRANSCRIPTION IS COMPLETE. DESTROY IMMEDIATELY AFTER CUTOFF OR ERASE FOR RE-USE.
AUTH: (GRS 21, Item 22) **(5040/R13)**

14. PRE-MIX SOUND ELEMENTS Created during the course of a motion picture, television, or radio production.

CUT OFF WHEN PURPOSE HAS BEEN SERVED. DESTROY AT CUTOFF.
AUTH: (GRS 21, Item 24) **(5040/R14)**

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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.

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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5210,
SECURITY AND PROTECTIVE SERVICES RECORDS.

This schedule governs disposition of records pertaining to all forms of security to include information, and personnel security (maintained in DFAS security offices, except as noted).

1. **DOCUMENT RECEIPT FILES.** Records documenting the receipt and issuance of classified documents (maintained in any DFAS office).

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 2) **(5210/R1)**

2. **DESTRUCTION CERTIFICATES FILES.** Certificates relating to the destruction of classified documents (maintained in any DFAS office).

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 3) **(5020/R2)**

3. **CLASSIFIED DOCUMENT INVENTORY FILES.** Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents EXCLUDING Top Secret documents (maintained in any DFAS office).

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 4) **(5020/R3)**

4. **TOP SECRET CONTROL REGISTERS.** Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents (maintained in any DFAS office).

CUT OFF WHEN CONTROLLED DOCUMENTS ARE DOWNGRADED, TRANSFERRED, OR DESTROYED. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 5a) **(5020/R4)**

5. **TOP SECRET ROUTING DOCUMENTS.** Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data (maintained in any DFAS office).

CUT OFF AND DESTROY WHEN CONTROLLED DOCUMENTS ARE DOWNGRADED, TRANSFERRED, OR DESTROYED.
AUTH: (GRS 18, Item 5b) **(5020/R5)**

6. **ACCESS REQUEST FILES**

a. Requests and authorizations for individuals to have access to classified files.

CUT OFF AT END OF CALENDAR YEAR AUTHORIZATION EXPIRES. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 6) **(5210/R6a)**

b. Reports of investigations for suitability and/or security determination for position occupancy are maintained until an adjudicative decision is made.

Rule 6b withdrawn. 6-17-03 (R. Noble)

CUT OFF WHEN THE DECISION IS MADE; DESTROY 90 DAYS AFTER CUTOFF.
AUTH: (PENDING)

7. **CLASSIFIED DOCUMENT CONTAINER FILES**. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.

CUT OFF INDIVIDUAL DOCUMENTS WHEN SUPERSEDED OR OBSOLETE. DESTROY UPON CUTOFF.
AUTH: (GRS 18, Item 7a) **(5210/R7)**

8. **INSPECTION AND SURVEY FILES**. Reports of inspections or surveys of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 9) **(5210/R8)**

9. **INVESTIGATIVE FILES**. Investigative files accumulating from investigations of fires, explosions, and accidents.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 11) **(5210/R9)**

10. **PROPERTY PASS FILES**. Property pass files, authorizing removal of property or materials (maintained in any DFAS office).

CUT OFF AND DESTROY INDIVIDUAL DOCUMENTS WITHIN THE FILE 3 MONTHS AFTER EXPIRATION OR REVOCATION.
AUTH: (GRS 18, Item 12) **(5210/R10)**

11. **GUARD ASSIGNMENT LEDGER RECORDS**. Ledgers relating to guard assignments and strength.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 13a) **(5210/R11)**

12. **GUARD POST ASSIGNMENT FILES**. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 13b) **(5210/R12)**

13. **KEY CONTROL**

a. **Maximum security**. Files relating to accountability for keys for areas under maximum security.

CUT OFF UPON TURN-IN OF KEY. DESTROY 3 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 16a) **(5210/R13a)**

b. **Other**. Files relating to accountability for keys for areas under less than maximum security.

CUT OFF UPON TURN-IN OF KEY. DESTROY 6 MONTHS AFTER CUTOFF.
AUTH: (GRS 18, Item 16b) **(5210/R13b)**

14. 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.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 17b) **(5210/R14)**

15. FACILITY CHECK FILES. Reports of routine after-hours security checks which do not reflect security violations.

CUT OFF AT END OF MONTH. DESTROY 1 MONTH AFTER CUTOFF.
AUTH: (GRS 18, Item 18b) **(5210/R15)**

16. SECURITY VIOLATIONS

a. **Higher Echelon Investigations.** Case files of investigations of alleged security violations which are referred to the Department of Justice or Defense for investigation and/or prosecution.

CUT OFF WHEN CASE IS CLOSED. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 24a) **(5210/R16a)**

b. **Local Investigations.** Case files of investigations of alleged security violations which remain within DFAS channels for investigation and/or prosecution.

CUT OFF WHEN CASE IS CLOSED. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 24b) **(5210/R16b)**

17. SECURITY CLEARANCE CASE FILES. Case files documenting the processing of security clearance investigations on Federal employees, potential Federal employees, and contractors to include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and status of the clearance.

CUT OFF UPON TRANSFER OR SEPARATION OF EMPLOYEE OR UPON CONTRACT EXPIRATION (See **NOTE 1 ***) **DESTROY 5 YEARS AFTER CUTOFF.**
AUTH: (GRS 18, Item 22a) **(5210/R17)**

NOTE: 1 * Destroy immediately upon notification of death of employee.

18. INVESTIGATIVE REPORTS. Investigative reports and related documents furnished by investigative organizations for use in making security/suitability determinations.

CUT OFF AND DESTROY PER THE INVESTIGATING AGENCY INSTRUCTIONS.
AUTH: (GRS 18, Item 22b) **(5210/R18)**

19. NONDISCLOSURE AGREEMENT FILES. Copies of agreements (such as SF 312, Classified Information Nondisclosure Agreement) signed by employees with access to information which is classified or classifiable.

a. If maintained separately from the individual's official personnel folder.

CUT OFF AT END OF CALENDAR YEAR IN WHICH STATEMENT EXPIRES. DESTROY 70 YEARS AFTER CUTOFF.
AUTH: (GRS 18, Item 25a) **(5210/R19a)**

b. If maintained in the individual's official personnel folder.

APPLY THE DISPOSITION FOR THE OFFICIAL PERSONNEL FOLDER.
AUTH: (GRS 25b) **(5210/R19b)**

20. ORIGINAL CLASSIFICATION AUTHORITY. Master listing by title and organization of officials designated to exercise this authority.

CUT OFF ON SUPERSESSION OF INDIVIDUAL DOCUMENTS WITHIN FILE. DESTROY UPON CUTOFF.
AUTH: (N1-507-93-2, Item 155) **(5210/R20)**

21. DELETIONS FROM ORIGINAL CLASSIFICATION AUTHORITY. Requests to delete officials from the master listing.

CUT OFF WHEN ACTION IS COMPLETE. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 156) **(5210/R21)**

22. CLASSIFICATION EVALUATION. Challenges to classification and requests for mandatory review.

CUT OFF AT END OF CALENDAR YEAR IN WHICH REVIEW IS COMPLETED. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 157) **(5210/R22)**

23. ACCESS CONTROL RECORDS. Forms used to certify access to classified information or restricted areas such as access lists, authority to open or close alarmed areas, and similar types of records.

CUT OFF INDIVIDUAL DOCUMENTS WITHIN THE FILE WHEN SUPERSEDED OR OBSOLETE.
AUTH: (N1-507-93-2, Item 158) **(5210/R23)**

24. 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.

49 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5300,
MAIL ACCEPTANCE, MOVEMENT, AND DELIVERY.

This schedule governs disposition of records pertaining to postal operations, mail management, and accountability

1. **ACCOUNTABILITY RECORDS**. PS 3800, Receipt for Certified Mail; PS 3806, Receipt for Registered Mail; PS 3849A, Delivery Notice or Receipt; PS 3849B, Delivery Reminder or Receipt; PS 3850, Record of Delivery; Registered, Numbered Insured, Certified and COD Mail; PS 3854, Manifold Registry Dispatch Book; PS 3877, Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail; PS 3883, Firm Delivery Book - Registered, Certified and Numbered Insured Mail; DD 1384, Transportation Control and Movement Document (maintained in DFAS mail centers).

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (GRS 12, Item 5a) **(5300/R1)**

2. **MAIL MANAGEMENT ADMINISTRATIVE RECORDS**. Copies of mail contracts, invoices, working papers, program management records, and all other records governing the administration of mail management (maintained in DFAS mail centers).

CUT OFF CONTRACTS UPON EXPIRATION AND ALL OTHERS AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (GRS 12, Item 6g) **(5300/R2)**

3. **OFFICIAL MAIL FINANCIAL RECORDS--SUPPORT DOCUMENTS**. Standard Forms 1034, Receipts; and other documentary transactions between DFAS and the US Postal Service (maintained in DFAS official mail offices).

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
AUTH: (GRS 6, Item 1a) **(5300/R3)**

4. **OFFICIAL MAIL FINANCIAL RECORDS--ACCOUNTS RECONCILIATIONS**. Monthly postal accounts reconciliations required by DoD Financial Management Regulation, Volume 10, Chapter 16 (maintained in DFAS official mail offices).

CUT OFF AT END OF FISCAL YEAR. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 115) **(5300/R4)**

5. **OFFICIAL POSTAGE METER LICENSES**. PS Form 3601-A, License to Use Postage Meters (maintained in any DFAS office using official postage meters).

CUT OFF UPON RELOCATION OR TERMINATION OF POSTAGE METER OPERATION. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 116) **(5300/R5)**

6. **POSTAGE METER REPORT**. PS 3602-PO, Report of Meter Setting, and supporting records (maintained in any DFAS office using official postage meters).

CUT OFF AT END OF FISCAL YEAR IN WHICH REPORT IS COMPLETED. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 117) **(5300/R6)**

20. POSTAL BULLETINS. Self-explanatory (maintained in postal activities).

CUT OFF UPON INCLUSION IN A USPS PUBLICATION. DESTROY AT CUTOFF.
AUTH: (N1-507-93-2, Item 131) **(5300/R20)**

21. DISTRIBUTION AND LOCATION LISTINGS. Mail distribution scheme, MPO location lists, and related records (maintained in postal activities).

CUT OFF UPON REVISION OR INACTIVATION OF USING ACTIVITY. DESTROY AT CUTOFF.
AUTH: (N1-507-93-2, Item 132) **(5300/R21)**

22. INVENTORIES OF POSTAL SUPPLIES AND USPS EQUIPMENT. PS 1586, Supply Record; PS 1590, Supplies and Equipment Receipt (maintained in postal activities).

CUT OFF UPON SUPERSESSION. DESTROY AT CUTOFF.
AUTH: (N1-507-93-2, Item 133) **(5300/R22)**

23. REQUISITIONS FOR USPS EQUIPMENT, SUPPLIES, PUBLICATIONS, CODED TAGS AND LABELS. PS 1567, Requisition for Rubber and Steel Stamps Only; PS 1578-B, Requisition for Non-Standard Facing Slips and Labels; PS 1957-C, Request for Military Tags and Labels; PS 4686-A, Shipping Order; PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition; PS 7381, Requisition for Supplies, Services, or Equipment (maintained in postal activities).

CUT OFF WHEN REQUISITION IS FILLED. DESTROY AT CUTOFF.
AUTH: (N1-507-93-2, Item 134) **(5300/R23)**

24. 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.

51 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5400,
PUBLIC AFFAIRS.

This schedule governs disposition of records pertaining to public information and community relations programs designed to inform and motivate DFAS personnel, maintain liaison with public news media, promote public understanding of DFAS activities, and develop and maintain cooperation between DFAS and the communitya

1. PUBLIC AFFAIRS RELEASES

a. **DFAS-Arlington**. All original releases to news media made by DFAS-Arlington Public Affairs office.

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST RECORD IS 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 161) **(5400/R1)**

b. **DFAS Field Organizations**. Releases to news media including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, and similar records which are determined by the Organization Public Affairs Officer to have lasting significance to the Organization's mission.

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST RECORD IS 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 160) **(5400/R1b)**

c. **DFAS Field Organizations (Temporary)**. Releases to news media including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, and similar records which are determined by the Public Affairs Officer to be routine or to have no lasting significance to the Organization's mission.

CUT OFF AT END OF CALENDAR YEAR. DESTROY 1 YEAR AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 159) **(5400/R1c)**

2. PUBLIC RELATIONS FILES. Speeches, addresses, or remarks made by DFAS agency heads or other high-ranking DFAS officials at formal ceremonies or community functions (maintained at DFAS Field Organizations Public Affairs offices).

PERMANENT. CUT OFF INDIVIDUAL FILES WHEN SUPERSEDED. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST RECORD IS 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 162) **(5400/R2)**

3. EXHIBIT CASE FILES. Information on the development, acquisition, and use of DFAS exhibits for public display (maintained at DFAS Field Organizations Public Affairs offices).

CUT OFF UPON RETIREMENT OF EXHIBIT. DESTROY WHEN EXHIBIT IS REFURBISHED OR RETIRED.
AUTH: (N1-507-93-2, Item 163) **(5400/R3)**

4. **BIOGRAPHICAL FILES**. Biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of DFAS employees who have performed outstanding service to DFAS (maintained in DFAS Organization Public Affairs Offices).

CUT OFF UPON SEPARATION OR TRANSFER OF EMPLOYEE. DESTROY WHEN EMPLOYEE SEPARATES OR TRANSFERS.
AUTH: (N1-507-93-2, Item 164) **(5400/R4)**

5. **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.

53 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5500,
LEGAL ADMINISTRATION RECORDS.

This schedule governs disposition of records accumulated in carrying out the legal administration program (maintained in DFAS legal offices).

1. LEGAL OPINIONS

a. Precedent-setting. The record copy of a legal opinion which establishes policy or precedent.

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST DOCUMENT IS 20 YEARS OLD.
AUTH: (N1-507-93-2, Item 165) **(5500/R1a)**

b. Nonprecedent-setting. A legal opinion based on a previously set precedent; interprets but does not establish policy or precedent.

CUT OFF AT END OF CALENDAR YEAR IN WHICH SUPERSEDED OR OBSOLETE. DESTROY UPON CUTOFF.
AUTH: (N1-507-93-2, Item 166) **(5500/1b)**

2. LEGISLATIVE AND CONGRESSIONAL LIAISON RECORDS. Records pertaining to legislation, executive orders, proclamations, and to liaison with Congress, excluding budgetary and appropriation matters. Includes supporting memoranda and comments reflecting DFAS position on legislative matters.

CUT OFF AT END OF CALENDAR YEAR IN WHICH SUPERSEDED OR OBSOLETE. DESTROY UPON CUTOFF.
AUTH: (N1-507-93-2, Item 167) **(5500/R2)**

3. LITIGATION RECORDS. Records accumulated incident to litigation arising out of tax disputes or other actions; legal actions involving DFAS, its personnel or contractors; administrative proceedings, investigative reports, and legal processing affecting accomplishment of the DFAS mission.

CUT OFF AT END OF CALENDAR YEAR IN WHICH CASE CLOSED. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 168) **(5500/R3)**

4. FINANCIAL DISCLOSURE REPORTS. Records pertaining to financial disclosure reports such as SF 278, DD Form 1555, SF 450, etc.

CUT OFF ON DATE OF FILING. DESTROY 6 YEARS AFTER DATE OF FILING. (NOTE*)
AUTH: (GRS 1, Item 24b) **(5500/R4)**

(*NOTE: Documents needed in an ongoing investigation will be retained until no longer needed in the investigation.)

5. 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.

55 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 5545,
CONGRESSIONAL INQUIRIES.

This schedule governs disposition of records accumulated during correspondence with members of Congress

1. **NONROUTINE CONGRESSIONAL INQUIRIES.** Nonroutine inquiries and replies relating to or involving DFAS policies, procedures, plans, classified information, and other matters of importance, such as changes in status or location of DFAS organizations, activities or installations, production facilities, major procurement or allied mattersa

Rule 1a: NARA approval not needed for proposed decrease in transfer period to NARA or establishment of transfer period to records center. -R. Noble 2/5/03

a. Hard copy (*to be maintained in DFAS-Arlington*)

PERMANENT. CUT OFF AT END OF CALENDAR YEAR. *TRANSFER TO APPROPRIATE REGIONAL RECORDS SERVICE FACILITY (OR WASHINGTON NATIONAL RECORDS CENTER) 1 YEAR AFTER THE CLOSE OF A NUMBERED CONGRESS).* TRANSFER TO NATIONAL ARCHIVES IN 5-YEAR BLOCKS WHEN LATEST RECORD IS 20 YEARS OLD. AUTH. (N1-507-93-2, Item 170) **(5545/R1)**

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b. Non-Textual copy

Rule 1b withdrawn 1/31/03 -R. Noble

CUT OFF AT END OF NUMBERED CONGRESS. MAINTAIN MICROFORM COPY OR ON A SEPARATE ELECTRONIC READ-ONLY MEDIUM FOR 2 YEARS AFTER THE CLOSE OF THE FOLLOWING NUMBERED CONGRESS. DESTROY MICROFORM OR ERASE ELECTRONIC MEDIUM FOR RE-USE 2 YEARS AFTER CUTOFF. (NOTE THAT A HARD COPY MUST BE RETAINED UNDER ITEM 1a. ABOVE.)
AUTH: (P E N D I N G)

2. **ROUTINE CONGRESSIONAL INQUIRIES.** Routine and noncontroversial communications from and to members of Congress relating to unclassified information such as requests from DFAS employees for Congressional assistance in resolving problems relating to active duty, reserve, ANG, civilian, retired, annuitant pay and policies, DFAS civilian employment, and dependent support issues (*to be maintained in DFAS-Arlington or Field Organization Congressional Liaison Office*)a

CUT OFF AT END OF CALENDAR YEAR. DESTROY 2 YEARS AFTER CUTOFF.
AUTH: (N1-507-93-2, Item 171) **(5545/R2)**

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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 schedulea 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.

57

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

58

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

c. Copies maintained for dealing with updating of case work and general inquiries, but not maintained as record copies.

CUT OFF AT END OF CALENDAR YEAR. ERASE/DELETE 2 YEARS AFTER CUTOFF.
AUTH: (P E N D I N G)

Rule 3c withdrawn.
R. Noble 6-17-03

SCHEDULE 6055,

SAFETY PROGRAM ADMINISTRATION**

This schedule governs disposition of records created or used by the DFAS Safety Program to include safety and accident prevention (maintained in DFAS-Arlington and DFAS Field Organizations).

** SCHEDULE NOT APPROVED PENDING RESOLUTION OF RETENTION ISSUES.

59

1. **SAFETY PROGRAM PLANNING AND ANNUAL REPORTS** Records pertaining to planning the DFAS Safety Program, including safety and health goals and objectives, measures, performance measurement, and reports.

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (29 CFR 1960 73)(**PENDING**)

60

2. **SAFETY AND OCCUPATIONAL HEALTH AUDITS, SURVEYS, AND INSPECTIONS** Final reports and supporting correspondence relating to findings and recommendations by safety and health professionals, additional duty safety personnel, safety monitors, supervisors and contractors.

CUT OFF AT END OF FY TO WHICH RECORDS RELATE AND MAINTAIN ONSITE. DESTROY 5 YEARS AFTER CUTOFF
AUTH: (29 CFR 1960 73) (**PENDING**)

61

3. **ACCIDENT RECORDS AND SUPPLEMENTARY INFORMATION.** Reports and other records providing notification and preliminary information about accidents. Included are supervisor reports of injury and illness reports, accident logs maintained in the Safety office, extracts from records of employee medical treatment provided to the Safety office after medical evaluation and treatment for workplace injury or illness, and Office of Workers' Compensation Program forms and records which serve as supplementary information to the Safety office. Medical information filed in the Employee Medical Folder is excluded and falls under medical recordkeeping requirements

CUT OFF THREE YEARS AFTER THE DATE OF THE REPORT. DESTROY 5 YEARS AFTER CUTOFF. AUTH: (29 CFR 1960 73 and Exception to GRS 1, Item 31) (**PENDING**)

NOTE: *Accident information maintained in the Safety Office is different from compensation claims information. Some of the information is the same; however, the purposes are vastly different and the retention periods are required for SOH under 29 CFR 1960.

62

4. **ACCIDENT INVESTIGATION REPORTS (29 CFR 1960.73)** that include documentation under 29 CFR 1960.29.

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF.

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5. **OCCUPATIONAL INJURY/ILLNESS LOG.** Log of occupational injuries and illnesses and supplementary records under 29 CFR 1960 68, "Supplementary Record of Occupational Injuries and Illnesses".

CUT OFF AT END OF FISCAL YEAR. DESTROY 5 YEARS AFTER CUTOFF
AUTH: (29 CFR 1960) (GRS 1, Item 34)

NARA approval not needed, because is GRS item. -R. Noble 1/13/03

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6. **FIRE PREVENTION AND PROTECTION.** Related records of inspections and tests.

63

CUT OFF AT END OF CALENDAR YEAR. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (DODI 6055 1, 6055 5, 6055 6 & 6055.7) (Proposed revision to N1-507-93-2, Item 173) (**PENDING**)

64

7. **HAZARD REPORTS** Hazards reported under this program include environmental, fire, health, and safety hazards. Hazard reports are logged in the safety office

CUT OFF WHEN ABATEMENT IS COMPLETE. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (29 CFR 1960.26(c)(4)) **(P E N D I N G)**

NOTE: * Abatement may occur more than 5 years after the fiscal year in which the hazard is identified. Original hazard reporting and abatement documentation shall be retained on-site for at least 5 years after the hazard(s) is/are abated.

65

8. **HAZARD ABATEMENT** Records of plans, status of funding, and efforts to eliminate hazards as well as related logs

CUT OFF AT END OF FISCAL YEAR IN WHICH HAZARD IS CORRECTED; MAINTAIN ONSITE AND DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (29 CFR 1960.73) **(P E N D I N G)**

9. **HAZARDOUS MATERIALS. Records of hazardous materials, actions pertaining to management of hazardous materials, hazardous waste, and hazard communication training.**

66

a. **Material Safety Data Sheets (MSDS) and related records. Data may be centrally archived as the system grows.**

CUT OFF WHEN THE HAZARDOUS MATERIAL IS NO LONGER USED OR STORED, OR UPON TRANSFER TO AN APPROVED HAZARDOUS MATERIAL ACCUMULATION SITE AWAITING TRANSPORT TO AN APPROVED WASTE MANAGEMENT SITE. DESTROY 50 YEARS FROM THE DATE OF THE RECORD. (See NOTE *)
AUTH: (DODI 6050.5) **(P E N D I N G)**

NOTE: *Section 103, P.L. 96-510, prescribed that these records would be destroyed 50 years from the date of the document or 50 years after its enactment on December 11, 1980, whichever is later. If the Administrator of the Environmental Protection Agency (EPA), the EPA regional administrator, the state or local environmental officials, or the DFAS Site Director require a longer retention period for the protection of the public health or welfare, submit a request to the Designated Agency Safety and Health Official for approval of the revised retention period and hold the records in a "pending disposition" status.

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b. **Hazard Communication Training Records** Documentation of hazardous communications training of employees storing, transferring, using, and transporting, hazardous materials who may be exposed to, or potentially exposed to hazardous materials (maintained by immediate supervisor as long as employee is assigned to the Agency).

(1) **Transferred employees.**

TRANSFER TO GAINING AGENCY IN ACCORDANCE WITH INSTRUCTIONS IN 5 CFR Part 293, Subpart E.
AUTH: **(P E N D I N G)**

NARA approval not needed, because are instructions, not dispositions. -R. Noble 6/24/03

(2) **Separated employees.**

INCLUDE RECORD OF HAZARDOUS COMMUNICATIONS TRAINING IN EMPLOYEE MEDICAL FOLDER (SF 66D OR COMPARABLE AGENCY FORM). TRANSFER TO NPRC (ST. LOUIS, MO) 30 DAYS AFTER SEPARATION. NPRC WILL DESTROY 75 YEARS AFTER BIRTH DATE OF EMPLOYEE; 60 YEARS AFTER DATE OF THE EARLIEST DOCUMENT IN THE FOLDER, IF THE DATE OF BIRTH CANNOT BE ASCERTAINED; OR 30 YEARS AFTER LATEST SEPARATION, WHICHEVER IS LATER.
AUTH: (GRS 1, Item 21a(2)) **(P E N D I N G)**

64

10. **RESERVED**

NARA approval not needed, because is instruction, not disposition. - R. Noble 6/24/03

11. **HAZARDOUS SUBSTANCE EXPOSURE**. Records documenting employee's exposure to toxic or hazardous substances as defined in 29 CFR 1910 (maintained in medical treatment facilities supporting DFAS activities and in DFAS safety and occupational health offices).

CUT OFF ON SEPARATION OR TRANSFER OF EMPLOYEE. TRANSFER FOR INCLUSION IN RECORD DESCRIBED IN RULES 9b(1) and 9b(2) ABOVE. (P E N D I N G)

12. **INDUSTRIAL HYGIENE AND OCCUPATIONAL HEALTH RECORDS.** Tests, surveys, evaluations, etc., which ascertain presence or absence, nature, and degree of occupational health hazards (maintained in DFAS safety and occupational health offices), health effects and recommendations.

67

CUT OFF FIVE YEARS AFTER THE FISCAL YEAR TO WHICH THE RECORDS PERTAIN. UPON CUTOFF, TRANSFER TO RECORDS RETENTION CENTER. DESTROY 40 YEARS AFTER THE DATE OF THE LATEST RECORD, TEST, SURVEY, EVALUATION. (DoDI 6055.5, Industrial Hygiene and Occupational Health). (P E N D I N G)

68

13. **ENVIRONMENTAL RECORDS**. Recommendations, plans and supporting data covering pollution prevention and environmental preservation under the 40 CFR series.

CUT OFF 5 YEARS AFTER CLOSING ACTION. DESTROY 40 YEARS AFTER CLOSE OF FY IN WHICH CUTOFF OCCURS.
AUTH: **(P E N D I N G)**

14. Employee Medical File (EMF).

a. Long-term medical records as defined in 5 CFR, Part 293, Subpart E.

(1) Transferred employees. When an employee transfers to or from another Federal agency, the EMF must be transferred to the gaining agency at the same time as the employee's OPF, but not with the OPF

TRANSFER THE EMPLOYEE'S EMF ONLY TO THE DESIGNATED EMF MANAGER (MEDICAL, HEALTH, OR SAFETY PROFESSIONAL).
AUTH: GRS 1, Item 21a(1)

(2) Separated employees.

CUT OFF 30 DAYS AFTER SEPARATION AND TRANSFER TO NPRC, ST. LOUIS, MO. NPRC WILL DESTROY 75 YEARS AFTER THE BIRTH DATE OF THE EMPLOYEE, OR 60 YEARS AFTER THE DATE OF THE EARLIEST DOCUMENT IN THE FOLDER IF THE BIRTH DATE CANNOT BE DETERMINED, OR 30 YEARS AFTER THE LATEST SEPARATION, WHICHEVER IS LATER.
AUTH: GRS 1, Item 21a(2)

b. Temporary or short-term records as defined in the Federal Personnel Manual (FPM).

DESTROY 1 YEAR AFTER SEPARATION OR TRANSFER OF THE EMPLOYEE.
AUTH: GRS 1, Item 21b

c. Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility.

DESTROY 60 YEARS AFTER RETIREMENT TO THE NARA RECORDS STORAGE FACILITY.
AUTH: GRS 1, Item 21c

NARA approval not needed, because are GRS items. -R. Noble 11/13/03

NOTE: Electronic master files and data bases created to supplement or replace the records covered by item 14 are not authorized for disposal under the GRS. Such files must be scheduled on an SF115.

NOTE: Employee job-related X-ray films are part of the Employee Medical File (EMF). Oversized X-ray films (i.e., larger than 8 ½" X 11" and usually of the chest or torso) are too large to fit in the Employee Medical File (EMF) and therefore are not sent with the EMF to storage. (However, these oversized films may be sent with the EMF to a new Federal employing agency.) When the EMF is sent to storage, over-sized X-ray films shall be retained at the last Medical Treatment Facility (MTF) that provided occupational health services to the employee, until such time as the films may be destroyed according to the disposition for the EMFs (Rule 14 of this Schedule). X-ray films 8 ½" x 11" or smaller will fit within the EMF and are transferred or retired in the EMF. Radiographic results shall be included in the EMF, with a notation of the location of any film not present in the EMF and how it can be obtained. When OSHA standards allow, a microfiche copy of any X-ray film may be placed in the EMF instead of the X-ray film itself.

15. Statistical Summaries. Copies of statistical summaries and reports with related papers pertaining to employee health that are retained by the reporting health unit.

DESTROY 2 YEARS AFTER THE DATE OF THE SUMMARY OR REPORT.
AUTH: GRS 1, Item 22

NOTE: Electronic master files and data bases created to supplement or replace the records covered BY THIS ITEM ARE NOT AUTHORIZED FOR DISPOSAL UNDER THE GRS. Such files must be scheduled on an SF 115.

NARA approval not needed, because are GRSO items. -R. Noble 3/21/03

16. 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.

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.

69

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

70

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 7221
CENTRAL PROCUREMENT ACCOUNTING SYSTEM**

(maintained in units as indicated)

**SCHEDULE NOT APPROVED, PENDING PREPARATION OF, OR REVISION TO, SERIES DESCRIPTIONS AND DISPOSITION INSTRUCTIONS.

1. CENTRAL PROCUREMENT ACCOUNTING SYSTEM (CPAS)

a. **DIAGNOSTIC LISTINGS** containing information used to balance system when an out-of-balance occurs; listings used by Data Manager. (Sysout, BRO, BR1, BR2, BR3, BR4, BR5, BR6, BR7, BR8, BR9, 3N1) (maintained in the Data Base Administration Location).

71 **CUT OFF/CLOSE AT END OF FISCAL YEAR IN WHICH AUDITORS AUTHORIZE DISPOSAL. TRANSFER TO ARCHIVE RESERVED FOR 6-YEAR, 3 MONTH RETENTION(S). DELETE/ERASE 6 YEARS, 3 MONTHS AFTER CUTOFF.**
AUTH: (PENDING)

b. **Individual Submissions of Reports** used by CPAS customers to manage stock fund weapons systems, FMS open/closed cases, track financial status, manage capital equipment purchase, identify dormant purchase requests, research irregular fund status, control ULOs. (D10, 1G1, 1L1, 1N1, 1R1, 1R2, 1R5, 1R7, 2DA, 2DB, 2DC, 2D1, 2D4, 2D5, 2D6, 2D7, D8, 2D9, 2H1, 2H2, 2H3, 2H4, 2J1, 2J2, 2J3, 2L1, 2L3, 3D, 3D3, 3H, 3N2, 4A1, 4H1, 4L1, 7A2, 7D1, 1E1, 9D2, 9F1, 9I1) (maintained by Budget, Item Manager, Resource Advisor, FSO, Other Customer).

72

CUT OFF AFTER EACH INDIVIDUAL SUBMISSION. DELETE/ERASE 30 DAYS AFTER HAVING BEEN ADDED TO TOTAL CUMULATIVE DATABASE (1f BELOW).
AUTH: (PENDING)

c. **LISTINGS** used to verify transactions processed/interfaced, mismatched data, identify over-obligations, assist in delivery reporting. (ER1, ER2, 1D1, 1F1, 1H1, 1J1, 1R6, 2P6, 2T1, 2T2, 9Q1) (maintained Field Organizations).

73

CUT OFF/CLOSE AND DELETE WHEN SUPERSEDED.
AUTH: (PENDING)

d. **LISTINGS** used to manage the Direct Disbursement function. (1B1, 1B2, 1B3, 1B4, 1J1, 1J2, 1S1, 1V1, 1V2, 1V3, 2W1, 3C1, 3S1, 3V1, 4M1) (maintained in Field Organizations).

74 **CUT OFF/CLOSE AT END OF FISCAL YEAR. TRANSFER TO ARCHIVE RESERVED FOR 1-YEAR RETENTION(S). DELETE/ERASE 1 YEAR AFTER CUTOFF.**
AUTH: (PENDING)

e. **LISTINGS** used to validate/reconcile/adjust open items, initiations, commitments and obligations, reconcile FMS case transactions to deliveries, balance at FY end. (1L1, 1N1, 2H2, 2H3, 2L2, 2P1, 2P2, 2P3, 2P4, 2P5, 2P7, 2P8, 2P9, 3T1, 3T2, 8L1, 8L3, 8N1, 9M1, 9P1, 9P2, 9T1) (maintained in Field Organizations).

75 (1) Listings not requiring corrections.

CUT OFF/CLOSE AT END OF FISCAL YEAR. TRANSFER TO ARCHIVE RESERVED FOR 2-YEAR RETENTION(S). DELETE 2 YEARS AFTER CUTOFF.
AUTH: (PENDING)

(2) Listings requiring corrections.

76 **CUT OFF/CLOSE AT END OF FISCAL YEAR IN WHICH CORRECTIONS MADE. TRANSFER TO ARCHIVE RESERVED FOR CORRECTED LISTINGS. DELETE/ERASE 2 YEARS AFTER CLOSE OF FISCAL YEAR IN WHICH CORRECTIONS ARE MADE.**
AUTH: (P E N D I N G)

f. Total cumulative database

77 **RETAIN IN ELECTRONIC MEDIA FOR 6 YEARS, 3 MONTHS AS PART OF AN HISTORICAL DATABASE. DELETE/ERASE THE OLDEST YEAR'S DATA AT THE END OF EACH FISCAL YEAR.**
AUTH: (P E N D I N G)

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 (any DFAS Field Organizations).

78 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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (P E N D I N G)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (P E N D I N G)

SCHEDULE 7300

ORIGINAL DISBURSING ACCOUNTS**

governs disposition of records pertaining to original source documents.
(Reference: Financial Management Regulation, DoD 7000.14-R)
**SCHEDULE ITEMS 2A, 2B, 2C, AND 2D HAVE NOT BEEN APPROVED, PENDING REVISION OF DISPOSITION INSTRUCTIONS.

1. **ORIGINAL ACCOUNTS**. Original collection and disbursement vouchers, bond issuance schedules, applicable control registers and listings, statements of accountability and supporting records, Treasury statements and reconciliations, certificates of deposit; DJMS-RC information file (money lists), summaries, and cover sheets; retiree and annuitant substantiating information, voucher listings and summaries, VA Class N summaries; accounts receivable listings, and other comparable data to include NATO Infrastructure Program.

a. **DFAS Field Organizations**
(1) **REGULAR ACCOUNTS**

CUT OFF AT END OF MONTH. TRANSFER 1 YEAR AFTER CUTOFF. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF. (See **NOTES* 1, 2 and 3)**
AUTH: (GRS 6, Item 1a EXCEPTION) **(N1-507-97-1) (7300/R1a(1))**

NOTE: 1 * A copy of the NATO Infrastructure Program vouchers will be kept with the prefinanced project files.
2 * See DoD 7000.14-R, Vol 5, Disbursing Policy and Procedures, Chapter 20, for transfer procedures.

(2) **FMS CASES**

CUT OFF AT END OF MONTH IN WHICH FINAL PAYMENT MADE. DESTROY 30 YEARS AFTER FINAL PAYMENT. (See **NOTES* 3)**
AUTH: (N1-507-97-1) (7300/R1a(2))

b. **Accountable Stations**

TRANSFER CUTOFF RECORDS DIRECTLY TO FRC ON NORMAL QUARTERLY OR FISCAL YEAR CYCLES FOR APPLICATION OF DISPOSITION INSTRUCTIONS IN 1a(1) ABOVE.
AUTH: (GRS 6, 1a EXCEPTION) **(N1-507-97-1) (7300/R1b)**

c. **Accounts and Supporting Documents** pertaining to American Indians (See **NOTES 4)**

NOTE: 3 * Freeze record upon receipt of direction from NARA. Dispose of 30 years after cutoff, or once freeze has been lifted, if freeze has caused retention beyond normal disposal date.
4 * Not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians. (GRS 6, NOTE at end of Item 1)

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2. **TRANSPORTATION BY FOREIGN CARRIERS (ORIGINAL ACCOUNTS)** (maintained at Accountable Stations)

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a. Original vouchers supported by international English-language bills for freight, passenger, and household goods between foreign countries; and vouchers for the same service from foreign countries to the US This item does not include vouchers covering charges for which there is a circumstance that prevents settling of the account, such vouchers are covered by GRS 9, Item 1b.

NARA approval not needed because is a GRS item. R. Noble 1/13/03

CUT OFF AT END OF PERIOD OF THE ACCOUNT. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 9, Item 1a)

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b. Copies of original vouchers supported by international English-language bills for freight, passenger, and household goods between foreign countries; and vouchers for the same service from foreign countries to the US.

withdrawn per 3/17/03 emails between V. Ferran & R. Noble.

SUBMIT TO SERVICING DFAS SITES WITH ORIGINAL VOUCHER SUBMISSION. (See **NOTE 2***) **AUTH: (P E N D I N G)**

c. Original vouchers other than those supported by international English-language bills for freight, passenger, and household goods between foreign countries; and vouchers for the same service from foreign countries to the US This item does not include vouchers covering charges for which there is a circumstance that prevents settling of the account, such vouchers are covered by GRS 9, Item 1b.

NARA approval not needed because is a GRS item. -R. Noble 1/13/0

CUT OFF AT END OF PERIOD OF THE ACCOUNT. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (GRS 9, Item 1a)

d. Copies of original vouchers other than those supported by international English-language bills for freight, passenger, and household goods between foreign countries; and vouchers for the same service from foreign countries to the US

withdrawn per 3/17/03 emails between R. Noble & V. Ferran

SUBMIT TO SERVICING DFAS SITES WITH ORIGINAL VOUCHER SUBMISSION (See **NOTE 2***)
AUTH: (P E N D I N G)

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.

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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (N1-507-97-1) (7300/R3a)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (N1-507-97-1) (7300/R3b)

NOTE: 2 * See DoD 7000.14-R, Vol 5, Disbursing Policy and Procedures, Chapter 20, for transfer procedures.

SCHEDULE 7346
MILITARY PAY RECORDS CREATED PRIOR TO AUTOMATION**

This schedule governs disposition of military pay records created prior to automation to include active duty pay, reserve pay, retired pay, and annuity pay (maintained at Regional Records Service Facilities). (Reference. Financial Management Regulation, DoD 7000.14-R)

**SCHEDULE ITEMS 1 AND 5 HAVE NOT BEEN APPROVED, PENDING RESOLUTION OF RETENTION ISSUES.

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1. **ACTIVE DUTY PAY RECORDS**. Military pay records and related records.

80 **CUT OFF ON CONVERSION TO DJMS. DESTROY ON OCTOBER 1, ~~2017~~ 2033 (~~40~~ 56 YEARS AFTER IMPLEMENTATION OF JUMPS).**
AUTH: (PENDING) Disposition revised per 3/17/03 emails of V. Ferran & R. Noble.

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2. **DJMS-RC LEAVE BALANCES**. Final leave balance (prior to JUMPS) listings.

CUT OFF ON CONVERSION TO JUMPS. DESTROY 56 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1/ 7346/R2)

3. **RESERVE AND NATIONAL GUARD (NG) PAY RECORDS**. Pay jackets with manual pay records and entitlement data such as declaration of benefits received and waivers, subsistence and dependency certificates and other pay information records, forms and correspondence.

CUT OFF AT END OF PAYROLL YEAR. DESTROY 56 YEARS AFTER YEAR IN WHICH CREATED. (See **NOTE 1***)
AUTH: (N1-507-97-1/ 7346/R3)

NOTE: 1 * NG records not located at FRCs are located at the appropriate State Adjutant General.

4. **RETIRED PAY FOLDERS**. Source data used to establish and continue the pay of a retiree, to include retirement orders, data for pay of retired armed forces personnel, statement of employment, withholding certificates, Veteran Affairs and Office of Personnel Management waivers, etc., and records such as medical reports, court appointed fiduciary and other related papers pertaining to mentally incompetent individuals.

CUT OFF AT END OF CALENDAR YEAR IN WHICH DEATH OCCURRED OR ON REMOVAL FROM TEMPORARY DISABILITY RETIRED LIST. DESTROY 6 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1/ 7346/R4)

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5. **ANNUITANT PAY FOLDERS**. Terminated due to death or termination of annuitant eligibility. (See **NOTE 2***)

81 **CUT OFF AT END OF CALENDAR YEAR IN WHICH TERMINATED. DESTROY 6 YEARS AFTER CUTOFF.**
AUTH: (PENDING)

NOTE: 2 * Limited income cases are subject to be reopened.

6. ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES

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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (N1-507-97-1/ 7346/R6a)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (N1-507-97-1/ 7346/R6b)

SCHEDULE 7349

PAY ACCOUNT RECORDS**

governs disposition of records pertaining to the Marine Corps Total Force System (MCTFS) at DFAS-KC, as well as other systems containing similar records at other DFAS Finance Sites.

****Schedule Items 1 and 2 have not been approved, pending revision of series description and disposition instructions and submission of revision for processing.**

1. **STANDARD PAY DIRECT DEPOSIT.** Direct deposit forms (i e SF 1199A) are distributed as follows:

   a. Bank (Original)

   b. Member (cy 2)

   c. Unit (cy 3)

DESTROY UPON SUPERSESSION OF FORM OR SEPARATION OF INDIVIDUAL MEMBER, WHICHEVER IS SOONER.
82 **AUTH: (P E N D I N G)**

2. **ALLOTMENTS/BOND AUTHORIZATIONS** (e.g., SB 2152, SB 2253, DD 2559)

   a. Original Paper Copy.

83 **DESTROY UPON SUPERSESSION OF FORM OR SEPARATION OF INDIVIDUAL MEMBER, WHICHEVER IS SOONER.**
AUTH: (P E N D I N G)

   b. Microform Copies

      (1) Original Copy.

CUT OFF AT END OF FISCAL YEAR. MAINTAIN ONSITE. DESTROY 56 YEARS AFTER CUTOFF.
84 **AUTH: (P E N D I N G)**

      (2) Vital Record Copy.

85 **CUT OFF AT END OF FISCAL YEAR. TRANSFER TO OFFSITE STORAGE. DESTROY 56 YEARS AFTER CUTOFF.**
AUTH: (P E N D I N G)

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3. **COLLECTION AND DISBURSEMENT VOUCHER.** Original collection and disbursement vouchers, statements of transactions, statements of accountability, collection schedules, disbursement schedules, and all other schedules and vouchers or documents used as schedules or vouchers

CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
AUTH: (GRS 6, Item 1a) (7349/R3)

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4. **MCTFS SUBSTANTIATING DOCUMENTS**. Substantiating records for MCTFS, including the original documents transmittal listing with detailed mid-month and end-of-month payroll listings used for inquiries and to advise financial organizations of deposits made to member's accounts, and supporting records.

CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
AUTH: (GRS 6, Item 1a) **(7349/R4)**

5. **DAILY TRANSACTIONS**. Detailed records of all transactions received and actions taken, used for inquiry/audit purposes.

CUT OFF AT END OF DAY. DESTROY 6 MONTHS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7349/R5)

6. **REJECTED TRANSACTIONS**

CUT OFF AT END OF MONTH IN WHICH ANY OUTSTANDING DISCREPANCIES HAVE BEEN CLEARED. DESTROY 6 MONTHS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7349/R6)

7. **MANAGEMENT NOTICES**

a Data identifying transactions which require manual processing.

CUT OFF AT END OF MONTH. PLACE ON MICROFICHE AND DESTROY SOURCE DOCUMENTS UPON VERIFICATION OF THE MICROFICHE. DESTROY MICROFICHE 6 YEARS, 3 MONTHS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7349/R7a)

b. If however, the records are no longer being microfiched, then

CUT OFF AT END OF MONTH. TRANSFER TO FRC 3 YEARS AFTER CUTOFF. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
AUTH: (GRS 6, Item 1a) **(7349/R7b)**

8. **MASTER MILITARY PAY ACCOUNT (MMPA)**. History of member's leave/pay transactions and leave and earnings data.

CUT OFF AT END OF FISCAL YEAR. DESTROY 56 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7349/R8)

9. **ALLOTMENT DATA**. Original accounts listing of domestic and foreign check vouchers, blanket payments, insurance payments, uniformed services savings deposit program and transaction histories.

CUT OFF AT END OF FISCAL YEAR. DESTROY 56 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7349/R9)

10. **LEAVE AND EARNING STATEMENTS (LES)**. Monthly statement of member's leave and earnings.

CUT OFF AT END OF FISCAL YEAR. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
AUTH: (GRS 6, Item 1a) **(7349/R10)**

11. **MCTFS PAYMENTS**. Regular and special payments issued to Marine Corps Active and Reserve members bi-monthly.

CUT OFF AT END OF FISCAL YEAR. DESTROY 50 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7349/R11)

12. **VOUCHER BALANCING RECONCILIATION**. Summaries of MCTFS payment transactions, used to reconcile payment posting with MMPAs.

CUT OFF WHEN PAYROLL HAS ACHIEVED MILITARY PAY VOUCHER/REGISTERED (MPV/Reg) BALANCED. DESTROY 13 MONTHS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7349/R12)

13. **FEDERAL INCOME TAX WITHHOLDING (FITW), STATE INCOME TAX WITHHOLDING (SITW), AND FEDERAL INSURANCE CONTRIBUTION ACT (FICA)**

a. Copies of amounts of FICA wage deductions, FITW, and SITW deductions for military members used to determine benefits and answer inquiries.

CUT OFF AT END OF FISCAL YEAR. TRANSFER TO MICROFORM 3 YEARS AFTER CUTOFF. DESTROY 56 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7349/R13a)

b. Federal Income Tax (FITW), State Income Tax Withholding (SITW), and Federal Insurance Contribution Act (FICA) Copies of quarterly reports sent to Social Security Administration or Internal Revenue Service reflecting amounts of FICA wage deductions, FITW and SITW deductions for military members.

CUT OFF AT END OF FISCAL YEAR. DESTROY 4 YEARS AFTER CUTOFF.
AUTH: (GRS 2, Item 13b) **(7349/R13b)**

14. **CLOSED SEPARATION REENLISTMENT DATA ACCOUNT**. MMPA printouts, copies of pay adjustment authorizations, correspondence and related records created at time of member's separation reenlistment and reflect payments made.

CUT OFF AT END OF MONTH. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
AUTH: (GRS 6, Item 1a) **(7349/R14)**

15. **DATA COLLECTION LISTINGS**. All transactions that processed, recycled, or rejected during an update.

CUT OFF BI-MONTHLY. DESTROY 6 YEARS, 3 MONTHS AFTER CUTOFF.
AUTH: (N1-507-97-1/ 7349/R15)

16. **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 (DFAS Site offices)a

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.

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (N1-507-97-1/ 7349/R14a)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (N1-507-97-1/ 7349/R14b)

SCHEDULE 7360
FOREIGN MILITARY SALES (FMS) RECORDS.

This schedule governs disposition of records pertaining to Foreign Military Sales (FMS) activities The records listed in this schedule are from those offices performing financial management on FMS cases. (Reference. Financial Management Regulation, DoD 7000.14-R, Volume 15, Chapter 6); and covers records created by computer operators, programmers, analysts, systems administrators, and all personnel with access to a computer.

1. **CASE FILES** (DFAS FMS Activities)

a Original or office copies of FMS case documentation (See **NOTE 1***) to include· letter of request, pricing data, correspondence, financial analysis/termination liability worksheets, Defense Requirements Survey Report, letter of intent, letter of offer and acceptance, modifications and amendments, Memorandum of Understanding (MOU)or Memorandum of Agreement (MOA), Congressional notification, financial control documents, Implementation Directives, DSAA 1200 system documentation, execution documentation, special logistics documentation, shipping/control records, management reviews, case closure documentation, ~~and~~ reopened case documentation, ***and copies of disbursement vouchers.***

CUT OFF AT END OF FISCAL YEAR IN WHICH CASE CLOSED. DESTROY 30 YEARS AFTER CUTOFF (See **NOTE 2 ***)
AUTH: (N1-507-97-1) (7360/R1a)

NARA approval not needed because this change in records description doesn't require change in previously approved disposition.
- R. Noble 6-24-03

NOTE: **1* Paragraph 060201 of referenced regulation (FMR, DoD 7000.14-R, VOL 15, Chapter 6).**
2 * This schedule does not authorize the destruction of those records appraised as permanent under NC1-330-78-4 and NC1-330-78-6.

b All FMS electronic imaging data stored by FMS case designator.

CUT OFF/CLOSE AT END OF FISCAL YEAR IN WHICH CASE CLOSED. TRANSFER TO AN ARCHIVE RESERVED FOR 10-YEAR RETENTION(S). DELETE/ERASE 10 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7360/R1b)

2. **FMS REPORTS.** Reports, such as detailed balance of payment transactions affecting funds disbursed and/or collected, FMS forecast of deliveries report, part I-status of open cases quarterly report, part II-status of closed cases only annual report; and Reports of Status of Funds or Execution.

a DFAS-DE

CUT OFF AT END OF FISCAL YEAR. DESTROY 10 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7360/R2a)

b. Sites and Field Organizations

CUT OFF WHEN SUPERSEDED. DESTROY UPON CUTOFF.
AUTH: (N1-507-97-1) (7360/R2b)

3. **FMS ADMINISTRATIVE BUDGET** (DFAS FMS Activities)

a Originals or copies of documentation relating to estimating, distributing, and executing the budget.

CUT OFF AT END OF FISCAL YEAR IN WHICH ALLOCATED. DESTROY 5 YEARS AFTER CUTOFF.
AUTH: (GRS 5, Item 3a) **(7360/R3a)**

b Equipment inventory records for items purchased under the FMS Administrative Budget

CUT OFF WHEN SUPERSEDED. DESTROY UPON CUTOFF.
AUTH: (N1-507-97-1) (7360/R3b)

4. **FMS CONTRACT FILES.** Copies of Paying or Accounting Office Contract files containing FMS fund citations (DFAS FMS activities).

CUT OFF AT END OF FISCAL YEAR IN WHICH CONTRACT IS CLOSED. DESTROY 10 YEARS AFTER CUTOFF
AUTH: (N1-507-97-1) (7360/R4)

5. **FMS COLLECTION AND DISBURSEMENT VOUCHERS** (DFAS FMS activities)

a. Original collection and disbursement vouchers

CUT OFF AT END OF MONTH IN WHICH CASE IS CLOSED. DESTROY 10 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7360/R5a)

b Copies of vouchers and supporting records maintained centrally for research and audit purposes.

CUT OFF AT END OF FISCAL YEAR IN WHICH RECONCILIATION COMPLETE. DESTROY 1 YEAR AFTER CUTOFF. ***(See NOTE.)***
AUTH: (GRS 6, Item 1b) **(7360/R5b)**

NARA approval not needed because addition of Note doesn't affect previously approved disposition. -R. Noble 6/24/03

NOTE: *Disposition of copies of disbursement vouchers in FMS case files is covered by Rule 1a.*

6. **FMS BILLING DOCUMENTATION** (DFAS FMS activities)

a Copies of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence, delivery, and case control listings.

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED. DESTROY 10 YEARS AFTER CUTOFF
AUTH: (N1-507-97-1) (7360/R6a)

b Microfiche of statements of FMS transactions submitted to foreign governments and supporting documentation consisting of various computer listings and related correspondence delivery and case control listings

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED. DESTROY 10 YEARS AFTER CUTOFF
AUTH: (N1-507-97-1) (7360/R6b)

7. **COMMAND REIMBURSEMENTS.** Command lists, accounts payable lists, non-interfund transaction lists, and other products supporting FMS reimbursements to commands (DFAS FMS activities).

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED. DESTROY 10 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7360/R7b)

8. **ARMY AND NAVY LOAD MATERIAL.** Initial load cumulative list, case spread sheets, audit notes, FMS transactions, and related documentation DFAS FMS activities).

CUT OFF AT END OF FISCAL YEAR IN WHICH CREATED. DESTROY 10 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7360/R8)

9. **INTERFUND BILLS FOR FMS CUSTOMERS**. Buyer and seller listings, transactions, and data (DFAS FMS activities).

CUT OFF AT END OF FISCAL YEAR IN WHICH BILL CLEARS. DESTROY 10 YEARS AFTER CUTOFF
AUTH: (N1-507-97-1) (7360/R9)

10. **ARMY INTERFUND**. Billing data which consists of Army Input Totals List, rejected Army interfund transactions, Army interfund unmatches by product control number (PCN), register of delete out-of-balance actions taken, in-balance summary cards list, retail stock loss allowance transactions, interfund zero balance listings, unidentified input to Deputate for Security Assistance converter, FMS interfund summary transactions, history file, and other records pertaining to Army interfund (DFAS FMS activities).

CUT OFF AT END OF FISCAL YEAR IN WHICH BILL CLEARS. DESTROY 10 YEARS AFTER CUTOFF
AUTH: (N1-507-97-1) (7360/R10)

11. **REPORTS OF DISCREPANCIES (RODs)** Financial RODs and related correspondence (DFAS FMS activities)

CUT OFF AT END OF FISCAL YEAR AFTER DISCREPANCY IS RESOLVED. DESTROY 10 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1) (7360/R11)

12. **ACCOUNTS RECEIVABLE AND PAYABLE CASE FILES**. International and intragovernment accounts containing basic accounting records, related posting records, reports, correspondence, copies of agreements between US and foreign countries or international organizations (originals at Department of State), evidence support rendered or received, and collection and payment actions (DFAS FMS activities).

CUT OFF AT END OF FISCAL YEAR IN WHICH FINAL ACTION OR PAYMENT IS MADE AND WHEN ALL CORRECTIVE ACTIONS REQUIRED BY ANY AUDIT HAVE BEEN ACCOMPLISHED. DESTROY 30 YEARS AFTER CUTOFF. (See **NOTE 1 ***)
AUTH: (N1-507-97-1/ 7360/R12)

NOTE: 1 * This schedule does not authorize the destruction of those records appraised as permanent under NC1-330-78 and NC1-330-78-6.

13. **SHIPPING RECORDS**. Machine listings, material inspection and receiving report (DD Form 250), country transaction report, and comparable and related records pertaining to accounting for expenditures incident to the Direct Forces Support Programs, Common Items Programs, Excess Program, Foreign Military Facilities Program, Off Shore Procurement Program, and the FMS Program (formerly the Reimbursable Aid (RMA) Program)(DFAS FMS activities).

CUT OFF AT END OF FISCAL YEAR IN WHICH CASE CLOSED. DESTROY 10 YEARS AFTER CUTOFF.
AUTH: (N1-507-97-1/ 7360/R13)

14. 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 (any DFAS Site office).

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

DESTROY/DELETE WITHIN 180 DAYS AFTER THE RECORDKEEPING COPY HAS BEEN PRODUCED.
AUTH: (N1-507-97-1/ 7360/R14a)

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

DESTROY/DELETE WHEN DISSEMINATION, REVISION, OR UPDATING IS COMPLETED.
AUTH: (N1-507-97-1/ 7360/14b)