Schedule Number: N1-507-93-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

This schedule is superseded in its entirety by N1-507-11-001.

Date Reported: 10/09/2020

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)
DEFENSE FINANCE & ACCOUNTING SERVICE

2. MAJOR SUBDIVISION
NOT APPLICABLE / APPLIES TO ENTIRE AGENCY

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER: JOYCE LEMONS

5. TELEPHONE: 303-676-6045

LEAVE BLANK (NARA use only)

JOB NUMBER: N1-507-93-2

DATE RECEIVED: 3-5-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Retain

DATE: 8-16-94

ARCHIVIST OF THE UNITED STATES: Candy Hudkins Paterson

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 108 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,

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

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
FEB 18, 93	J Marvin Lewis MARVIN LEWIS	ADMINISTRATIVE OFFICER

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 GRS OR SUPERSEDED JOB CITATION	10.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 Regulation - Initial Submission Contains all schedules for disposition of administrative records.		

Copies sent to Agency, NIA, NNT, NNW, NCF 9/8/94

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

SCHEDULE 1025, Technical Training

Description of Covered Records: 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.

SCHEDULE 1025

TECHNICAL TRAINING

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
1 ✓	2	Training Planning Records	Records used to plan a course of instruction including training standards, training plans and course syllabi	Any office responsible for conducting training	Cutoff: When course is discontinued. Disposition: Destroy when revised, obsolete, or on discontinuance of the related course. Authority:
2 ✓	3	Instructional Materials	Records used to conduct a class, such as lesson plans, tests, films, charts, study guides, workbooks, handouts, and similar material	Any office responsible for conducting training	Cutoff: When course is discontinued. Disposition: Destroy when revised, obsolete, or on discontinuance of the related course. Authority:

NOTE:
Some DFAS Center Training Offices operate on a fiscal year rather than a calendar year. At those Centers, the cutoff is end of fiscal year

SCHEDULE 1100, Manpower and Organization

Description of Covered Records: This schedule governs disposition of records pertaining to authorizing, allocating, utilizing, and programming for military and civilian personnel. It includes management engineering and productivity enhancement records.

SCHEDULE 1100

MANPOWER AND ORGANIZATION

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
3	1	~~Manpower Authorization File~~	~~Paper or electronic records which contain detailed unit and position manpower authorization data for all fiscal periods in the current manpower program~~	Manpower office	~~Cutoff: End of fiscal year. Disposition: Destroy 1 year after cutoff. Authority:~~ Withdrawn
4 ✓	2	Approved Manpower Change Requests	Correspondence, forms, or machine listings which identify the changes requested and contain justification, coordination, and approval statements	Manpower office	Cutoff: End of calendar year in which change was implemented. Disposition: Destroy 2 years after cutoff. Authority:
5 ✓	3	Disapproved Manpower Change Requests	Reports documenting all aspects of the management engineering program	Manpower office	Cutoff: End of calendar year in which disapproved. Disposition: Destroy 2 years after cutoff. Authority:
6 ✓	4	Management Engineering Reports	Reports documenting all aspects of the management engineering program	Manpower office	Cutoff: End of calendar year. Disposition: Destroy 3 years after cutoff. Authority:
7	5	~~Productivity Measurement and Evaluation~~	~~Data and information in correspondence, reports, and other sources used to prepare annual productivity reports to establish internal productivity goals, or to assess internal productivity~~	Manpower office	~~Cutoff: End of calendar year in which superseded. Disposition: Destroy 1 year after cutoff. Authority:~~ GRS 23, Item 1 Withdrawn

Item

SCHEDULE 1100. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
8 ✓ 6	Capital Investments – Approved	Individual requests, summary records, status reports, and general correspondence for capital investment programs justified through increases in productivity	Comptroller functional area	Cutoff: End of fiscal year in which approved project was amortized. Disposition: Destroy 2 years after cutoff. Authority:
9 ✓ 7	Capital Investments – Disapproved	Individual requests, summary records, status reports, and general correspondence for capital investment programs justified through increases in productivity	Comptroller functional area	Cutoff: End of fiscal year in which request was disapproved. Disposition: Destroy 2 years after cutoff. Authority:
10 ✓ 8	Commercial Activities Cost Records	Performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records	Comptroller functional area	Cutoff: When study is completed. Disposition: Destroy 5 years after cutoff or upon completion of next study. Authority:

SCHEDULE 1300, Military Personnel Records

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

SCHEDULE 1300

MILITARY PERSONNEL RECORDS

Item 11

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
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	DFAS military personnel offices (orderly rooms)	Cutoff: Not applicable. Disposition: Destroy when superseded, obsolete, or no longer needed. Authority:

NOTE:

Records accumulated in the office to which the military person is assigned are filed under Schedule 5010, rule 4, Administration of Office Personnel.

SCHEDULE 1400, Civilian Personnel Files

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

SCHEDULE 1400

CIVILIAN PERSONNEL FILES

Item RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
12 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	DFAS civilian personnel offices	~~Cutoff: When~~ design of program is complete. Destroy 10 yrs after ~~Disposition: Do not destroy; retain as permanent. (See note 1.)~~ ~~Authority:~~
130 3	~~Supervisor's Employee~~ Record	Records maintained by ~~employee's~~ supervisor for informational and ~~managerial~~ purposes	Any DFAS office	Cutoff: Upon separation or transfer of employee. Disposition: Destroy 30 days after separation or transfer of ~~employee.~~ (See note 3.) Authority: GRS 1, Item 8 withdrawn

SCHEDULE 1400. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
Item				
14 ✓ 9	Staffing Plan Files	Civilian personnel status and improvement plans	DFAS civilian personnel offices	Cutoff: End of calendar year Disposition: Destroy 3 years after cutoff Authority:
15 11	Veterans ~~Preference~~ Records	Records pertaining to entitlement, administration of preference and preference preserved, lost, or changed	DFAS civilian personnel offices	Cutoff. When action is complete. Disposition: File on right side of OPF. Authority: GRS 1, Item 1

with-drawn

SCHEDULE 1400. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
Item 16	~~Excepted Service Files~~	~~Files relating to employment programs and functions of excepted positions~~	~~DFAS civilian personnel offices~~	~~Cutoff: End of calendar year. Disposition: Destroy 3 years after cutoff. Authority:~~ withdrawn GRS 1, Item 3

SCHEDULE 1400. CONTINUED

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY	
170	31	Performance Appraisals—Acceptable	Forms and related records documenting performance which is acceptable or above	DFAS civilian personnel offices	Cutoff: End of calendar year. Disposition: Destroy 4 years after cutoff. Authority: GRS 1, Item 23(a)(4)	Withdrawn
180	32	Performance Appraisals—Unacceptable	Forms and related records documenting performance which is unacceptable but which is not accompanied by demotion or removal action	DFAS civilian personnel offices	Cutoff: End of calendar year. Disposition: Destroy 4 years after cutoff. Authority: GRS 1, Item 23(a)(1)	Withdrawn
GRS 19	33	Performance Appraisals—Proposed Adverse Action	Forms and related records documenting a rating of unacceptable where demotion or removal is proposed but not effected	DFAS civilian personnel offices	Cutoff: Completion of written notice of proposed action. Disposition: Destroy when employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade. Authority: GRS 1, Item 23(a)(1)	Withdrawn

SCHEDULE 1400. CONTINUED

Item

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
20✓ 36	Performance Appraisals—SES	Forms documenting ratings of members of the Senior Executive Service	DFAS civilian personnel offices	Cutoff: End of calendar year. Disposition: Destroy 5 years after cutoff. Authority:

withdrawn

GRS1, Item 23(b)(3)

SCHEDULE 1400. CONTINUED

Item RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
40	~~Adverse Action Case Files (Continued)~~	~~hearing notices, reports and decisions, reversal of action and appeal records EXCLUDING letters of reprimand which are filed in the OPF~~	~~DFAS civilian personnel offices~~	
21✓ 41	Promotions	Records of individual promotion actions including work records, job analysis, qualification standards, evaluation methods, selection procedures, evaluation of candidates, and similar records	DFAS civilian personnel offices	Cutoff: When promotion action is complete or upon completion of an OPM formal evaluation. (See FPM chap 335, subchap 1–4.) Disposition: Destroy 2 years after cutoff. Authority:
22 0 42	~~EEO Case Files~~	~~Official discrimination complaint case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and similar records~~	~~DFAS EEO complaint management offices~~	~~Cutoff: Upon resolution of case. Disposition: Destroy 4 years after cutoff. Authority: GRS 1, Item 25(a)~~ with-drawn
23 0 43	~~EEO Background Files~~	~~Files containing background records not related to the official discrimination complaint case file~~	~~DFAS EEO complaint management offices~~	~~Cutoff: End of fiscal year. Disposition: Destroy 4 years after cutoff. Authority: GRS 1, Item 25(c)(1)~~ with-drawn
24✓ 44	Wage Administration	Wage schedules and other pay adjustment authorization resulting from legislation or other across-the-board administrative action which constitute the basis for personnel actions which may require reconstruction at a later date	DFAS civilian personnel offices	Cutoff: Not applicable; perpetual file. Disposition: Purge file annually and destroy individual documents when no longer needed. Authority:
25✓ 45	Applicant Supply File	Employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications and related data	DFAS civilian personnel offices	Cutoff: Not applicable Disposition: Dispose of according to FPM guidance and OPM agreements. Authority:

SCHEDULE 1400. CONTINUED

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
26 ✓	46	Affirmative Action	Committee minutes, program activities, records of community contacts, sexual harassment records, reports and supporting papers regarding status of employment	DFAS civilian personnel offices and/or EEO complaint management offices	Cutoff: End of fiscal year. Disposition: Destroy 3 years after cutoff or when superseded or obsolete. Authority:
27 ✓	47	Priority Placement Action Files	"Stopper lists" received and records of any position in the pay category series and grades on the "stopper list" during the time lists are in force; case files of employees affected by priority placement action	DFAS civilian personnel offices	Cutoff: When registrant is removed from the program. Disposition: Destroy 2 years after cutoff. Authority:
28 O	48	~~Leave Sharing Records~~	~~Information submitted or resulting from a request or contribution of leave~~	DFAS civilian personnel offices	~~Cutoff: When leave transfer effort is completed or terminated.~~ ~~Disposition: Destroy 3 years after cutoff~~ ~~Authority: GRS 1, Item 37~~	with-drawn

NOTES:

1. Offer to National Archives in 5 year blocks when the most recent records in the block are 25 years old.
2. Follow instructions in the Federal Personnel Manual.
3. If the transfer of the employee is internal, follow local procedures for transfer or destruction of the record.
4. Original is returned to OPM.

SCHEDULE 3000, Planning

Description of Covered Records: 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 ofdDFAS as well as records pertaining to planning for unusual situations such as natural disasters.

SCHEDULE 3000

PLANNING

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
29	1	Programming—HQ Level	Documents relating to DFAS-wide 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	HQ DFAS planning offices or program management offices	Cutoff: End of calendar year. Disposition: Do not destroy; retain as permanent. (See note 1.) Authority:
30	2	Programming—Center Level	Documents relating to Center level 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	DFAS Center planning offices or program management offices	~~Cutoff: End of calendar year. Disposition: Authority:~~ Same as Rule 1 above.
31	3	Program Review—HQ Level	Documents created at HQ level in the process of 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	HQ DFAS planning offices or program management offices	~~Cutoff: End of calendar year. Disposition: Do not destroy; retain as permanent. Authority:~~ Same as Rule 1 above

SCHEDULE 3000. CONTINUED

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
32	4	Program Review—Center Level	Documents created at Center level in the process of 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	DFAS Center planning offices or program management offices	Cutoff: End of calendar year. Disposition: ~~Destroy 10 years after cutoff.~~ Authority: Same as Rule 1 above
33	5	DFAS Council Actions—HQ Level	Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of formal, HQ level DFAS councils, including significant background and supporting documents accumulated and/or created by the council in fulfilling its mission relative to program review and analysis	HQ DFAS planning offices or program management offices	Cutoff: End of calendar year. Disposition: Do not destroy; retain as permanent. Authority: See Note 1
34	6	DFAS Council Actions—Center Level	Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of formal, Center level DFAS councils including significant background and supporting documents accumulated and/or created by the council in fulfilling its mission relative to program review and analysis	DFAS Center planning offices or program management offices	Cutoff: End of calendar year. Disposition: ~~Destroy 10 years after cutoff.~~ Authority: Same as Rule 5 above

SCHEDULE 3000. CONTINUED

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
35	7	HQ War and Mobilization Plans	Master set of DFAS war and mobilization plan, planning concepts, continuity of operations plan, survival, recovery and reconstitution plans, augmentation plans, and other related plans; essential source material, annexes, appendices, tabs, and all changes	HQ DFAS planning offices	Cutoff: Obsolescence or supersession. Disposition: Do not destroy; retain as permanent. (See note 2.) Authority:
36	8	Center War and Mobilization Plans	Basic wartime plans, operations plans and orders, augmentation plans, continuity of operations plans, and similar media with essential source material	DFAS Center planning offices	~~Cutoff: When superseded or obsolete.~~ ~~Disposition: Destroy when superseded or obsolete.~~ Authority: Same as Rule 7 above
37	9	Contingency Plans	Contingency master plans, operational plans and orders, augmentation plans, and similar media which provide essential guidance and requirements for continuity of operations in the event of destruction or major damage to a DFAS component	DFAS planning offices	Cutoff: When superseded or obsolete. Disposition: ~~Destroy when superseded or obsolete.~~ Do NOT DESTROY; retain as permanent (See Note 2) Authority:
38	10	~~Contingency Training Files~~	~~Records pertaining to planning and conducting training to ensure the successful execution of a contingency; includes individual training documents~~	DFAS planning offices	~~Cutoff: When superseded or obsolete~~ ~~Disposition: Destroy when superseded or obsolete.~~ ~~Authority: Same as Rule 9~~
39	11	Natural Disasters	Reports, messages, and other data describing the situation, such as accomplishments and results, loss of personnel, equipment, material and related cost expenditure data	DFAS office providing assistance	Cutoff: When all action regarding the disaster has been completed. Disposition: Destroy 2 years after cutoff. (See note 3.) Authority:

Withdrawn

NOTES:

1. Offer to National Archives in five year blocks when latest record in block is twenty ~~five~~ years old.
2. Retire as permanent when superseded or obsolete. Offer to National Archives in accordance with note 1.
3. If a "Lessons Learned" summary document is created when the disaster is over, file with documents covered in rule 1 or 2.

GRS 12, Item 29 (a)(1)

SCHEDULE 3000-1, Committees, Boards, and Charitable Campaign Records

Description of Covered Records: This schedule governs disposition of records pertaining to special committees and boards which are appointed or convened at DFAS Director, DFAS Center Director, or comparable level to study a problem, situation, or opportunity with at least DFAS or Center-wide impact. Committees referred to here should not be confused with routine, ad hoc working groups, total quality management teams, or similar groups.

SCHEDULE 3000-1

COMMITTEES, BOARDS, AND CHARITABLE CAMPAIGN RECORDS

Item

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
1 40	Committee Records	Recorders' records which consist of case files of each approved committee, including (but not limited to) directive 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	DFAS directorates or deputates	Cutoff: Upon termination of the committee. Disposition: Do not destroy; retain as permanent. (See note.) Authority:
2 41	Administrative Support Records	Records that facilitate and support the responsibility of the chairman/recorder and staff activities designated as representatives or for 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	DFAS directorates or deputates	Cutoff: Upon termination of the committee. Disposition: Destroy when no longer needed but no later than 2 years after termination of the committee. Authority:
3 42	Reports of Existing Committees—DFAS HQ	Annual reports of DFAS committees in existence accumulated at DFAS HQ	DFAS HQ committee management office	Cutoff: End of calendar year to which report pertains. Disposition: Retire as permanent. (See note) Authority:

SCHEDULE 3000-1. CONTINUED

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
43 ✓	4	Reports of Existing Committees—Center Level	Annual reports of DFAS committees in existence, accumulated at DFAS Center level, may be feeder reports to the DFAS HQ report	DFAS Centers committee management offices	Cutoff: End of calendar year to which report pertains. Disposition: Destroy 2 years after cutoff. Authority:
44	5	Fund Raising Campaigns	Records accumulated while administering the Combined Federal Campaign (CFC), including correspondence, receipts, invoices, and related records	DFAS Center office responsible for conducting the CFC	Cutoff: Upon completion of the campaign. Disposition: Destroy upon completion of next equivalent campaign. Authority: GRS 23, Item 7

Withdrawn

NOTE:
Offer to the National Archives in 5 year blocks when latest document is 25 years old.

SCHEDULE 4105, Contracting Records

Description of Covered Records: This schedule governs disposition of records pertaining to contracting matters.

Item

SCHEDULE 4105

CONTRACTING RECORDS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
450 1	~~Original Contracts~~	Signed originals of contracts and modifications	DFAS contracting offices	Cutoff: Upon final payment. Disposition: Destroy 6 years, 3 months after cutoff. Authority: GRS 3, Item 3
460 2	Justifications	Signed originals of justifications, approvals, determinations, and findings and copies of supporting documents	~~DFAS contracting~~ offices	Cutoff: Upon final payment. Disposition: Destroy 6 years, 3 months after final payment. Authority: GRS 3, Item 3

} with-drawn

SCHEDULE 4105. CONTINUED

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY	
470	13	~~Board of Contract Appeals~~	~~Records relating to contracts involved in appeals handled by the Board of Contract Appeals~~	DFAS contracting offices	~~Cutoff: Final Board decision. Disposition: Destroy 7 years after cutoff. Authority: GRS 3, Item 15~~	Withdrawn
48	16	~~Contract Numbering Assignment Files~~	~~Logs, lists, and similar means of controlling contract numbering, change notifications, master serial number register, and similar forms or records~~	DFAS contracting office	~~Cutoff: Completion of all contracts listed. Disposition: Destroy 6 years after cutoff. Authority: GRS 3~~	Withdrawn
49 ✓	17	Contractor Performance Files	Historical records of contractor performance data prepared by contract officer on completed or terminated contracts of $100,000 or more	DFAS contracting office	Cutoff: Termination of contract. Disposition: Destroy when no longer needed. Authority:	

Item

SCHEDULE 4105. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
50 ✓ 18	Procurement Fraud Case Files	Reports of irregularities in procurements prepared by FBI, OSI, correspondence, and related records	DFAS contracting offices	Cutoff: When case is closed. Disposition: Destroy 5 years after case is closed, or when no longer needed, whichever is sooner. Authority:
51 ✓ 19	Designation and Termination of Contracting Officers and Representatives	Request for designation or termination, statement of qualifications, and the designation or termination and acknowledgement of receipt thereof	DFAS contracting offices	Cutoff: Termination of appointment. Disposition: Destroy 3 years after cutoff. Authority:
52 ✓ 20	Contractors Insurance Program Files	Insurance policy and/or plans and amendments to, including correspondence and related documents	DFAS contracting offices	Cutoff: When premium accounting has been finalized. Disposition: Destroy 6 years after contract. Authority:
53 ✓ 21	Outstanding Insurance Claims	Contractors insurance program records related to outstanding exceptions, unsettled claims by or against the Government, incomplete investigations, litigations, or requests made by the Comptroller General of the US	DFAS contracting offices	Cutoff: Settlement of claim. Disposition: Destroy when clearances are obtained. Authority:
54 22	Retiree Affidavits Files	Affidavits and related records filed by persons seeking to do business with the Government within 3 years after separation or retirement	DFAS contracting offices	Cutoff: Upon final action or decision. Disposition: Destroy 6 years after cutoff. Authority:
55 23	Contract Termination and Settlement Files	All records accumulated during termination and settlement phase of a contract	DFAS contracting offices	Cutoff: When all termination settlement activities are complete. Disposition: Destroy 6 years after cutoff. Authority:

Item

SCHEDULE 4105. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
24 56	Acquisition Quality Assurance Files	Copies of contracts, specifications, contract changes and amendments, records, forms, and other media used in planning, conducting and recording the results of product inspection, auditing of quality assurance systems and procedures, and effecting clearances of deficiencies	DFAS contracting offices	Cutoff: Upon completion of contract. Disposition: Destroy 1 year after cutoff. Authority:
25 57	Contractor Financial Data Case Files	Records reflecting current financial capabilities of present and potential contractors such as credit records, cash flow sheets, backlog reports, requests for financial clearance, with supporting attached information; commercial credit agency reports, credit letters from financial institutions, manufacturers and other commercial agencies, financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc., from banks and commercial companies, articles of incorporation and financial analyses, newspaper reports and related papers and correspondence	DFAS contracting offices	Cutoff: Upon completion of contract. Disposition: Destroy ~~6 years and 3 months after cutoff.~~ Authority: 1 yr after cutoff.
26 58	Contract Progress	Contract status, expediting and production surveillance records	DFAS contracting offices	Cutoff: Upon final payment. Disposition: Destroy 6 months after cutoff. Authority:
27 59	Engineering Changes	Rejected engineering change proposals	DFAS contracting offices	Cutoff: Upon final payment. Disposition Destroy 6 months after cutoff. Authority:
28 60	Labor Records	Labor compliance records including equal employment opportunity records	DFAS contracting offices	Cutoff: Upon final payment. Disposition: Destroy 3 years after cutoff. Authority:

Item

61

SCHEDULE 4105. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
29	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	DFAS contracting offices	Cutoff: Not applicable. Disposition: Destroy when superseded or obsolete. Authority:

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. Any records created prior to October 1, 1979 which pertain to contracts which are still under appeal will be destroyed 6 years and 3 months after final action on decision per GRS 3, Item 15a.

SCHEDULE 4105–1, Supply Records

Item

Description of Covered Records: This schedule governs disposition of records pertaining to acquisition and use of supply items to include identification, classification, cataloging, and coding

SCHEDULE 4105–1

SUPPLY RECORDS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY	
620	1 Control Files	Complete inventory list of all supply items	DFAS supply offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy when superseded or obsolete. Authority: GRS3, Item 9	Withdrawn
63	3 Supply Catalog NON-RECORD	Complete catalog of supplies including identification and coding of items	DFAS supply offices	Cutoff: Not applicable. Disposition: Destroy when superseded or obsolete. Authority:	Withdrawn
640	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	DFAS supply offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents when superseded or obsolete. Authority: GRS 3, Item 9	"

SCHEDULE 4140, Equipment Management and Maintenance Files

Description of Covered Records: This schedule governs disposition of records pertaining to the management of equipment.

Item

SCHEDULE 4140

EQUIPMENT MANAGEMENT AND MAINTENANCE FILES

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
65 1	Equipment Control Files	Complete inventory of all equipment items to include supporting records	DFAS equipment management offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy when superseded or obsolete. Authority:
66 2	~~Vehicle Files~~	~~Maintenance records, warranties, and similar records pertaining to a vehicle accumulated during the useful life of the vehicle~~	~~DFAS equipment management offices~~	~~Cutoff: When vehicle is disposed of. Disposition: Destroy at cutoff or when no longer needed for reference. Authority:~~ GRS 10, Item 2
67 ✓ 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	DFAS equipment management offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents within the file when all outstanding actions are complete and records are no longer needed. Authority:
68 ✓ 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	Any DFAS office	Cutoff: End of fiscal year. Disposition: Destroy 1 year after cutoff. Authority:

With-drawn

Item

SCHEDULE 4140. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
6 69	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	DFAS equipment management offices	Cutoff: When corrective action is complete. Disposition: Destroy one year after cutoff. Authority:
7 70	Equipment Movement Files	Files pertaining to actions involving internal movement of equipment	DFAS equipment management offices	Cutoff: When move is complete. Disposition: Destroy 2 years after cutoff or when no longer needed for reference. Authority:
8 71	Reprographics Equipment	Forms and related records that document history of reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers, and disposal)	DFAS reprographics equipment management offices	Cutoff: End of fiscal year when equipment is disposed of. Disposition: Destroy 1 year after cutoff. Authority:
9 72	Copier Operating Notices	Notices posted at or near copiers which list local operating rules, identify key operators, or provide other similar information	Any DFAS office	Cutoff: Not applicable. Disposition: Destroy when superseded or obsolete. Authority:

SCHEDULE 4160, Property Disposal

Item

Description of Covered Records: This schedule governs disposition of records pertaining to release, transfer, redistribution, or sale of excess Government property excluding real property.

SCHEDULE 4160

PROPERTY DISPOSAL

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
5	Donation Agreements	Formal donation agreements with Service Educational activities and organizations eligible for donations pursuant to 10 U.S.C. 2572, and documents relating to each agreement	DFAS property management offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:
6	Precious Metals Recovery	Forms, reports, logs, accountability records and correspondence pertaining to reclamation and use of previous metals	DFAS offices involved in recovery programs	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:

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Item

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SCHEDULE 4160. CONTINUED

RULE	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7	Recyclable Materials Program	Documents concerning the DoD Recyclable Materials Program including scrap recycling program and resource recovery	DFAS recycling offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:

SCHEDULE 4165, Real Property Operations and Maintenance

Description of Covered Records: 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.

SCHEDULE 4165

REAL PROPERTY OPERATIONS AND MAINTENANCE

Item

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
1 (76)	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	DFAS property management offices	~~Cutoff: Not applicable; perpetual file.~~ ~~Disposition: Retire as permanent upon~~ Destroy 10 yrs after inactivation of the installation. ~~(See notes 1, 2, and 3.)~~ ~~Authority:~~
5 (77)	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	DFAS property management offices	~~Cutoff: Not applicable; perpetual file.~~ ~~Disposition: Do not destroy. (See note 3.)~~ Destroy 10 yrs after inactivation of the installation. ~~Authority:~~

SCHEDULE 4165. CONTINUED

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
78	7	Proposed Acquisitions	Documents relating to the proposed acquiring of real property for DFAS use, consideration of possible sites, and related proposals; EXCLUDES documents directly incident to an acquisition of real property	DFAS property management offices	Cutoff: End of calendar year. Disposition: Destroy 6 years after cutoff. Authority:
79	8	Leasing of Real Property	Documents relating to acquisitions of real property by lease, lease terminations, and related documents such as lease agreements, notices of renewal releases, supplemental agreements, notices of cancellation, appraisals, and related documents	DFAS property management offices	Cutoff: Termination of lease. Disposition: Destroy 2 years after cutoff. (See note 4.) Authority:

SCHEDULE 4165. CONTINUED

Item RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
80 13	Real Property Inventories	Documents relating to the inventory of real property, including reports, ledgers, correspondence, machine listings, and similar records	DFAS property management offices	Cutoff: End of calendar year. Disposition: Destroy when superseded, obsolete, or 2 years after cutoff. Authority:
81 14	Real Property Record Cards	Individual record cards and supporting documents maintained for each item or category of real property to provide a continuing record of the real property; i.e., land and interests therein, leaseholds, buildings and improvements or appurtenances, copies of transfers of new construction forms, completion reports, and similar records	DFAS property management offices	~~Cutoff: Not applicable; perpetual file.~~ ~~Disposition: Do not destroy. (See note 3.)~~ ~~Authority:~~ Destroy 1 year after consummation of the real property disposal action.
82 15	Real Property Drawings	Drawings related to the design and construction of a project such as maps and layouts; architectural, mechanical and structural building plans; water distribution system; gasoline storage and fuel systems; roads, aprons and parking areas; storm drainage systems, and similar records	DFAS property management offices	~~Cutoff: Not applicable; perpetual file.~~ ~~Disposition: Do not destroy. (See note 3.)~~ ~~Authority:~~ Destroy 1 year after consummation of the real property disposal action.
83 16	Construction Programming	Program documents relating to planned construction projects and their priorities, including programs on which actions have been taken, proposed programs, and executed programs	DFAS property management offices	Cutoff: End of fiscal year in which program is completed or cancelled. Disposition: Destroy 6 years after cutoff. Authority:

SCHEDULE 4165. CONTINUED

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
84	17	Construction Projects	Documents accumulated in connection with the planning and construction of specific projects such as the authorization, justification, tests and investigations, specifications and addenda, tracings, copies of "as is" drawings, progress photographs, inspections and completion reports, and related documents for the design and construction of facilities; completion of repairs, maintenance and modifications; and installation, repair or operation of utilities systems and equipment	DFAS property management offices	Cutoff: Upon completion of project. Disposition: Destroy 6 years after cutoff. Authority:
85	18	Construction Progress Reports	Reports and related documents pertaining to progress of design and construction projects	DFAS property management offices	Cutoff: End of fiscal year. Disposition: Destroy one year after cutoff. (See note 5.) Authority:
86	19	Utilities Operations	Documents relating to the operation of utility systems such as water, sewer, gas, electric, heating, boiler, etc., to include service economy reports, reports of fuel consumption, and laboratory test reports	DFAS property management offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority
87	20	Utilities Operating Logs	Records maintained to provide a continuing record of utilities systems and equipment operations	DFAS property management offices	Cutoff: End of life of the system to which the records pertain. Disposition: Destroy at cutoff. Authority:
88	21	Utilities Conservation	Correspondence, reports, surveys, poster designs, informational media, and related data	Any DFAS office	Cutoff: Not applicable. Disposition: Destroy when superseded or obsolete. Authority:

SCHEDULE 4165. CONTINUED

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
89	22	Parking Records	Records pertaining to assigned parking space programs to include handicapped, executive, mission essential, key personnel, etc.	DFAS traffic control offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents within the file when superseded or obsolete. Authority:
90	23	Vehicle Registration	Vehicle decal and supporting records used to register employee's vehicles for entrance to the installation	DFAS traffic control offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents within the file when superseded or obsolete. Authority:
91	24	Parking Tickets	Record copy of a citation issued to the owner of an illegally parked vehicle	DFAS traffic control offices	Cutoff: End of calendar year in which citation issued. Disposition: Destroy 2 years after cutoff. Authority:
92	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	DFAS traffic control offices	Cutoff: End of calendar year in which suspension is terminated. Disposition: Destroy 2 years after cutoff. Authority:

NOTES:

1. When real property is returned to a local government due to inactivation of a DFAS component, the records are forwarded to the next higher headquarters where they will be held until it is determined that no claim will be filed.
2 Offer to the National Archives 30 years after the unconditional sale or release by the government of all conditions, restrictions, mortgages or other liens.
3. Maintain records as current records until inactivation of installation, at which time they will be retired as permanent.
4. Do not destroy files which relate to an unsettled claim, incomplete investigation, or pending litigation until settlement of the claim, completion of the claim, or completion of the investigation or litigation.
5. September and final reports will not be destroyed until 6 years after cutoff.

SCHEDULE 4500, Travel and Transportation Records

Description of Covered 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.

Item

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SCHEDULE 4500

TRAVEL AND TRANSPORTATION RECORDS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
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	DFAS transportation offices	Cutoff: End of fiscal year claim or investigation is settled. Disposition: Destroy 3 years after cutoff. Unsettled claims or investigation files will not be destroyed. Authority:

SCHEDULE 5000, Library Records

Description of Covered Records: This schedule governs disposition of records pertaining to management of DFAS libraries.

Item

SCHEDULE 5000

LIBRARY RECORDS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
94 1	Library Acquisitions	Requisitions, purchase orders, packing lists, requests for issue or turn-in, and similar records used for control purposes	DFAS libraries	Cutoff: End of calendar year. Disposition: Destroy 3 years after cutoff. Authority:
95 2	Library Disposition Files	Inventory adjustment vouchers and related records which document each item withdrawn from permanent holdings	DFAS libraries	Cutoff: End of calendar year. Disposition: Destroy 3 years after cutoff. Authority:
96. 3	Library Shelf Lists	Manual or automated listing of material in the permanent collection of DFAS libraries, set up per rules of professional librarianship	DFAS libraries	Cutoff: Not applicable; perpetual file. Disposition: Do not destroy. (See note.) Authority:
97 4	Card Catalog	Manual or automated author, title, and subject index to permanent holdings of library collection maintained per rules of professional librarianship	DFAS libraries	Cutoff: Not applicable; perpetual file. Disposition: Do not destroy. (See note.) Authority:
98 5	Library Loans	Automated or hard copy records such as book cards, reserve cards, and similar records of the charge-out system	DFAS libraries	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual items within the file when obsolete or no longer needed. Authority:
99 6	Library Balance on Hand	Records containing total number of items in permanent library collections to include records of all additions and withdrawals	DFAS libraries	Cutoff: Not applicable; perpetual file. Disposition: Destroy 1 year after transfer of the complete collection or dissolution of the library Authority:

Item

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SCHEDULE 5000. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
7	Library Reports of Audit	Reports of library control records	DFAS libraries	Cutoff: End of calendar year in which all corrective action is complete. Disposition: Destroy 1 year after cutoff. Authority:

NOTE:
If collection is transferred, transfer with collection. If collection is dissolved, destroy one year after dissolution of library.

SCHEDULE 5000-1, Administrative Orders

Description of Covered Records: This schedule governs disposition of permanent and temporary orders.

Item

SCHEDULE 5000-1

ADMINISTRATIVE ORDERS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
1 101	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	DFAS orders publications office	Cutoff: End of calendar year. Disposition: Do not destroy; retire as permanent. (See note.) Authority:
2 102 ✓	Temporary Orders—Long Term	Orders pertaining to civilian permanent change of station and dependent travel, assignment of contract personnel, and formal boards and committees	DFAS orders publications office	Cutoff: End of calendar year. Disposition: Destroy 56 years after cutoff. Authority:
3 103 ✓	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	DFAS orders publications office	Cutoff: End of calendar year. Disposition: Destroy 1 year after cutoff. Authority:

NOTE:

Offer to National Archives in 10-year blocks when latest records in block are 25 years old.

Item

SCHEDULE 5010. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
17 1054	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	Any DFAS office	Cutoff: Do not cut off, perpetual file. Disposition: Destroy individual agreements within the file when superseded or obsolete. (See note.) Authority:
20 1050	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.	Any DFAS office	Cutoff: Do not cut off; perpetual file. Disposition: Destroy individual documents within the file when superseded or obsolete. Authority:

Item

SCHEDULE 5010. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
28 106 0	Mail Control Records	Office level copy of forms or other records pertaining to accountable or registered mail	Any DFAS office	Cutoff: End of calendar year Disposition. Destroy 2 years after cutoff. Authority: GRS 12, Item 6 withdrawn

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.

SCHEDULE 5010–1, Studies

Description of Covered Records: 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.

Item

SCHEDULE 5010–1
STUDIES

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
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.	DFAS–HQ DFAS Centers at Center, Directorate, or Deputate level	Cutoff: When study is complete. Disposition: Retire as permanent. Offer to National Archives when 25 years old. Authority:
2	Office Projects and Studies—Publication	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 results in the issuance of a publication	Any DFAS office	Cutoff: When study is complete. Disposition: Include the final report and pertinent records with the record set of the publication and dispose of per Schedule 5025. Authority:

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Item

SCHEDULE 5010-1. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
109 ✓ 5	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	Any DFAS office	Cutoff: When study is complete. Disposition: Destroy when information contained has either been incorporated into the final report or discarded as not pertinent to the study. Authority:
110 ✓ 7	Productivity Enhancement Studies—Recommendation Approved	Feasibility studies, study proposals, study plans, requests and related records	Any DFAS office	Cutoff: End of calendar year in which implementation is complete. Disposition: Destroy 3 years after cutoff. Authority:
111 ✓ 8	Productivity Enhancement Studies—Recommendation Disapproved	Feasibility studies, study proposals, study plans, requests and related records	Any DFAS office	Cutoff: When recommendation is disapproved. Disposition: Destroy 1 year after cutoff. Authority:
112 ✓ 9	Manpower Standards Studies	Studies, memoranda, measurement plans and reports, and other source data such as standard data input computation, measured manhour records, workload factor records, work unit production records, concurrences and comments, final reports, and related records used to develop manpower standards	Manpower functional areas at DFAS Centers	Cutoff: End of calendar year in which a manpower standard is superseded or becomes obsolete. (See note 2.) Disposition: Destroy 1 year after cutoff. Authority:

Item

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SCHEDULE 5010-1. CONTINUED

RULE	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
10	Organizational Studies	Organizational charts and reorganization studies; graphic illustrations which provide a detailed description of the administrative structure of the agency to include final recommendations, proposals and staff evaluations	DFAS-HQ and manpower functional areas at DFAS Centers	Cutoff: End of calendar year. Disposition: Do not destroy; permanent file. (See note 3.) Authority:

NOTES:

1. If an accident attributable to the identified weakness occurs during the three year retention period, the file will be reopened and cut off again when the weakness causing the accident is eliminated.
2. The file should remain open as long as the standard remains in effect, regardless of when it was established.
3. Offer to NARA in 5 year blocks when the latest record in the block is 25 years old.

4. Temporary records of former Defense Logistic Agency accounting activities.

Disposition: Apply appropriate items from DLAM 5015.1 until DFAS schedule is approved.

SCHEDULE 5010-2, Mail Acceptance, Movement, and Delivery

Description of Covered Records: This schedule governs disposition of records pertaining to postal operations, mail management, and accountability.

SCHEDULE 5010-2

MAIL ACCEPTANCE, MOVEMENT, AND DELIVERY

Item

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
3 114 0	Official Mail Financial Records – Support Documents	Standard Forms 1034, Receipts; and other documentation to support monetary transactions between DFAS and the U.S. Postal Service	DFAS official mail offices	Cutoff: End of fiscal year. Disposition: Destroy 1 year after cutoff. Authority: GRS 6, Item 1

Withdrawn

Item

SCHEDULE 5010-2. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
115 4	Official Mail Financial Records – Accounts Reconciliations	Monthly postal accounts reconciliations required by DoD Financial Management Regulation, Volume 10, Chapter 16	DFAS official mail offices	Cutoff: End of fiscal year. Disposition: Destroy 1 year after cutoff. Authority:
116 5	Official Postage Meter Licenses	PS Form 3601-A, License to Use Postage Meters	Any DFAS office using official postage meters	Cutoff: Upon relocation or termination of postage meter operation. Disposition: Destroy 2 years after cutoff. Authority:
117 6	Postage Meter Report	PS 3602-PO, Report of Meter Setting, and supporting records	DFAS official mail offices and offices using official postage meters	Cutoff: End of fiscal year in which report is completed. Disposition: Destroy 2 years after cutoff. Authority:
118 7	Postage Meter Supporting Records	PS 3602-A, Daily Record of Meter Register Readings; PS 3603, Receipt for Postage Meter Settings; PS 3604, Nonuse of Mailing Permit/Meter License; PS 3610, Record of Postage Meter Settings; PS 3533, Copies of Application and Voucher for Refund of Postage and Fees; PS 3633-G, Daily Activity Recap for Official Mail; PS 3635-G, Postage and Fee Adjustment for Official Mail	DFAS official mail offices and offices using official postage meters	Cutoff: End of fiscal year in which final entry is made. Disposition: Destroy 2 years after cutoff. Authority:
119 8	Permit Imprint Mailing Statements	PS Form 3600-PC, First Class Other than Priority Mail Postage Affixed; PS Form 3600-R, Statement of Mailing with Permit Imprints First Class Mail; PS Form 3602-R, Statement of Mailing with Permit Imprints Third Class Mail (Regular Rates Only); PS Form 3602-PC, Statement of Mailing with Meter or Precanceled Postage Affixed Bulk Third Class (Regular or	DFAS official mail offices	Cutoff: End of fiscal year when mailing is completed. Disposition: Destroy 1 year after cutoff. Authority:

Item

SCHEDULE 5010-2. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
		Nonprofit Rates); PS Form 3605–R, Statement of Mailing with Permit Imprints Priority Mail and Zone–Rated Fourth Class Mail; PS Form 3605–PC, Statement of Mailing with Meter Postage Affixed Priority Mail and Zone–Rated Fourth Class Mail; PS Form 3608–PC, Statement of Mailing with Meter Postage Affixed Presorted Special Fourth Class Mail; PS Form 3608–R, Statement of Mailing with Permit Imprints Special Fourth Class and Library Rate Fourth Class Mail		
9	Postage Expenditure Reports	RCS: DD–P&L(Q)1833 Quarterly Prepaid Postage Report	Official mail activities	Cutoff: End of fiscal year in which report is created. Disposition: Destroy 1 year after cutoff. Authority:
10	Mail Calls or Hours of Collection Notices	DD 1115, Mailroom; USPS Label 55, Mail Collection Times	Official mail activities	Cutoff: Not applicable. Disposition: Destroy when new forms are posted. Authority:
11	Accountable Container Receipts	Receipts for accountable containers which are dispatched or received via registered mail, dispatched or received via other than registered mail, or via interoffice distribution, and in pouches or other consolidated mailings	Postal activities and official mail activities	Cutoff: End of fiscal year. Disposition: Destroy 2 years after cutoff. Authority:
12	Accountable Container Receipts – Suspense Copy	Unsigned duplicate copies used for tracer and control purposes	Postal activities and official mail activities	Cutoff: End of month. Disposition: Destroy after 90 days or when no longer needed, whichever is later. Authority:

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Item

SCHEDULE 5010-2. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
13 124	Application for Registration or Certification of Official Mail	PS Form 3877 used to obtain a receipt for sealed accountable containers being dispatched via registered mail	Official mail activities	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:
14 125	Postal Analyses and Summaries	Analysis/summary records from Transit Time Information System for Military Mail, Postal Activity Reporting System, and Postal Net Alerts, and Container Receipt Summaries	Postal activities	Cutoff: End of month. Disposition: Destroy 6 months after cutoff. Authority:
15 126	Small Parcel Shipment Billing or Shipping Records	Records generated by small-parcel shipping companies	Postal activities	Cutoff: End of fiscal year. Disposition: Destroy 1 year after cutoff. (See note). Authority:
16 127	FMS Small Parcel Shipment Billing or Shipping Records	Records for material sent as part of the Foreign Military Sales/Security Assistance Program which may be needed to answer a Report of Item Discrepancy	Postal activities	Cutoff: End of fiscal year in which shipping or billing took place. Disposition: Destroy 2 years after cutoff. Authority:
17 128	Claims Paid by USPS and UPS	Claims Forms: PS 542, Inquiry About Registered Article or an Insured Parcel or an Ordinary Parcel; PS 565, Registered Mail Application for Indemnity/ Inquiry; PS 673, Report of Rifled Parcel; PS 1510, Mail Nondelivery Report; PS 2855, Claim for Indemnity – International Registered and Insured Mail; PS 3760, Wrapper Found Without Contents; PS 3812, Request for Payment of Domestic Postal Insurance/ Claim Identification; PS 3831, Post Office Record of Claim; PS 3841, Post Office Record of Claim	Postal activities	Cutoff: End of fiscal year. Disposition: Destroy 2 years after cutoff. Authority:

Item

SCHEDULE 5010-2. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
129 18	Tracers	Processing Records: PS 3830–A, Registry Dispatch Record; PS 3854, Registered Mail Dispatch Bill	Postal activities	Cutoff: End of fiscal year. Disposition: Destroy 2 years after cutoff. Authority:
130 19	Registry Balance and Inventory	DD 2261, Registered Maild-Balance and Inventory	Postal activities	Cutoff: End of fiscal year. Disposition: Destroy 2 years after cutoff. Authority:
131 20	Postal Bulletins	Self–explanatory	Postal activities	Cutoff: Upon inclusion in a USPS publication. Disposition: Destroy at cutoff. Authority:
132 21	Distribution and Location Listings	Mail distribution scheme, MPO location lists, and related records	Postal activities	Cutoff: Upon revision or inactivation of using activity. Disposition: Destroy at cutoff. Authority:
133 22	Inventories of Postal Supplies and USPS Equipment	PS 1586, Supply Record; PS 1590, Supplies and Equipment Receipt	Postal activities	Cutoff: Upon supersession. Disposition: Destroy at cutoff. Authority:
134 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	Postal activities	Cutoff: When requisition is filled. Disposition: Destroy at cutoff. Authority:

NOTE: If a longer retention period is specified in the contract, comply with the terms of the contract.

SCHEDULE 5015, Records Management

Description of Covered Records: This schedule governs disposition of records created by the Records Management Program pertaining to the creation, maintenance, disposition, preservation, storage, and retrieval of records.

Item

SCHEDULE 5015

RECORDS MANAGEMENT

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
2 135	Staff Assistance Visits	All records and files pertaining to staff assistance visits or records management surveys	DFAS records management offices	Cutoff: Upon completion of visit or survey. Disposition: Destroy when superseded. Authority:
5 136	Retirement, transfer, or shipment of records (SFs 135)	Forms and related correspondence used to retire, transfer, or ship records	Any DFAS office	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual SFs 135 when all records listed have been destroyed or transferred to the National Archives, or when no longer needed, whichever is later. Authority: GRS 16, Item 2

Withdrawn

Item

SCHEDULE 5015. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
6	File Plans	Files maintenance and disposition plans and related records	Any DFAS office	Cutoff: Not applicable. Disposition: Destroy when superseded, obsolete, or no longer needed. Authority:

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SCHEDULE 5015-1. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
70	FOIA Report to Congress	Annual report to Congress	DFAS HQ FOIA office	Cutoff: End of calendar year. Disposition: Do not destroy; retain as permanent. (See note 2.) Authority

Item

SCHEDULE 5015-2, Central Files

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

SCHEDULE 5015-2

CENTRAL FILES

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
1 139	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	DFAS Center Central Files	Cutoff: End of fiscal year Disposition: Destroy 10 years after cutoff. Authority:
2 140	Mission Policies and Procedures Files	Documents pertaining to policy matters and to actions documenting the primary mission of the organization	DFAS Center Central Files	Cutoff: End of fiscal year. Disposition: Do not destroy; permanent. (See note 1.) Authority:
3 141	Index Files	Index of central files	DFAS Center Central Files	Cutoff: End of calendar year. Disposition: Do not destroy; permanent. (See note 2.) Authority:

NOTES:

1. Offer to National Archives in 5-year blocks when latest record in block is 25 years old
2. Offer to National Archives along with the records to which they pertain.

SCHEDULE 5025, Publications and Forms

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

Item

SCHEDULE 5025

PUBLICATIONS AND FORMS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY	
142	1	Publications Requirements and Distribution	Files pertaining to requisition, stocking, and distribution of publications	Publications Distribution Office	Cutoff: None – perpetual file. Disposition: Destroy individual documents when superseded, obsolete, or no longer needed. Authority: GRS 13, Item 3	Withdrawn
143	2	Forms Requirements and Distribution	Files pertaining to requisition, stocking, and distribution of forms	Publications Distribution Office	Cutoff: None – perpetual file. Disposition: Destroy individual documents within the file when superseded, obsolete, or no longer needed. Authority: GRS 16, Item 3b	Withdrawn

SCHEDULE 5025. CONTINUED

Item	RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
144	6	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	Publications management office	Cutoff: See note. Disposition: Retire as permanent. (See note.) Authority:
145	7	General Reference Publications	Any publication which is not the record copy and is maintained for reference purposes.	Any DFAS office	Cutoff: NA. Disposition: Destroy when superseded, obsolete, or no longer needed, whichever is sooner. Authority:
146.	8	Forms Management Reports—HQ Level	Documents relating to reports on progress in forms management. Included are reports, work sheets, and correspondence directly related to the reports	DFAS HQ forms management offices	Cutoff: End of fiscal year. Disposition: Destroy 5 years after cutoff. Authority:
147	9	Forms Management Reports—Center Level	Records described in rule 8 accumulated at Center level	DFAS Center forms management offices	Cutoff: End of fiscal year. Disposition: Destroy 2 years after cutoff. Authority:
148	11	Accountable Forms Receipts and Issues	Documents reflecting the receipt or issue of accountable blank forms. Included are receipt forms, listings, and registers	DFAS forms management offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:
149	12	Accountable Forms Authorizations	Signature cards identifying individuals authorized to receive accountable forms	DFAS forms management offices	Cutoff: End of calendar year. Disposition. Destroy 2 years after cutoff. Authority:

NOTE: Record sets of publications are maintained as current records until the publication is rescinded, superseded, or obsolete. Then they are placed in an inactive file which is cut off on December 31 each year. They are retired to the Washington National Records Center two years after cutoff for permanent retention.

SCHEDULE 5040, Au... ...ual Information and Graphics

Description of Covered Records: 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.

Item

SCHEDULE 5040

AUDIOVISUAL INFORMATION AND GRAPHICS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
150 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 offices	Cutoff: Completion of the production. GRS 21, Item 28 Disposition: Destroy after useful life of the production, if production is not permanent. If production is permanent, retire production files as permanent toc. Authority:
151 3	Requests for Audiovisual Services	Requisitions or other requests for audiovisual products or service	DFAS audiovisual offices	Cutoff: End of calendar year. Disposition: Destroy one year after cutoff. Authority:
152 5	Still Photography—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; photographs, slides, or filmstrips that depict the mission of DFAS (See note 1.)	DFAS audiovisual offices	Cutoff: End of calendar year. Disposition: Do not destroy; retain as permanent. (See note 2.) Authority:

Item

SCHEDULE 5040. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
153 10	Posters	Posters distributed locally, agency-wide, or to the public	DFAS audiovisual offices	Cutoff: When no longer needed. Disposition: Destroy at cutoff Authority:
154 12	Audiovisual Productions—Mission	Motion picture photography, videotapes, and related audio recordings which reflect the mission of DFAS; includes mission briefings and similar products	DFAS audiovisual offices	Cutoff: When superseded or obsolete. Disposition Do not destroy; retain as permanent. (See note 2.) Authority:

Item

SCHEDULE 5210. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
22 155	Original Classification Authority	Master listing by title and organization of officials designated to exercise this authority	DFAS security offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents within the file when superseded or no longer needed. Authority:
23 156.	Deletions from Original Classification Authority	Requests to delete officials from the master listing	DFAS security offices	Cutoff: When action is complete. Disposition: Destroy one year after cutoff. Authority:
24 157	Classification Evaluation	Challenges to classification and requests for mandatory review	DFAS security offices	Cutoff: End of calendar year when review is complete. Disposition: Destroy one year after cutoff. Authority:
25 158	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	DFAS security offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents within the file when superseded or obsolete. Authority:

NOTES:

1. Destroy immediately upon notification of death of employee.
2. These documents may be maintained in the OPF. If so, apply the disposition for the OPF or destroy when 50 years old, whichever is later.

SCHEDULE 5400, Public Affairs

Description of Covered Records: 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 community.

Item

SCHEDULE 5400

PUBLIC AFFAIRS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
159 1	Public Affairs Releases—Temporary U	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 Center's mission	DFAS Center Public Affairs offices	Cutoff: End of calendar year. Disposition: Destroy one year after cutoff. Authority:
160 2	Public Affairs Releases—Permanent	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 Center Public Affairs Officer to be of lasting significance in relation to mission, policies, or status	DFAS Center Public Affairs offices	Cutoff: End of calendar year. Disposition: Retire as permanent. (See note.) Authority:
161 3	Public Affairs Releases—DFAS HQ	All original releases to news media made by DFAS HQ Public Affairs offices	DFAS HQ Public Affairs offices	Cutoff: End of calendar year. Disposition: Retire as permanent. (See note.) Authority:
162 4	Public Relations Files	Speeches, addresses, or remarks made by DFAS agency heads or other high-ranking DFAS officials at formal ceremonies or community functions	DFAS Center Public Affairs offices	Cutoff: NA; perpetual file. Disposition: ~~Destroy~~ PERM: Retire individual documents within the file when superseded or no longer needed for current business Authority:

Item

SCHEDULE 5400. CONTINUED

RULE	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
5	Exhibit Case Files	Information on the development, acquisition, and use ofDFAS exhibits for public display	DFAS Center Public Affairs offices	Cutoff: Upon retirement of exhibit. Disposition· Destroy when exhibit is refurbished or retired, or when no longer needed, whichever is later. Authority:
6	Biographical Files	Biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of DFAS employees who have performed outstanding service todDFAS	DFAS Center Public Affairs offices	Cutoff: Upon separation or transfer of employee. Disposition· Destroy when employee separates or transfers. Authority:

163

164

NOTE:
Offer to National Archives in 5 year blocks when latest record is 20 years old.

SCHEDULE 5500, Legal Administration Records

Item

Description of Covered Records: This schedule governs disposition of records accumulated in carrying out the legal administration program.

SCHEDULE 5500

LEGAL ADMINISTRATION RECORDS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
165 1	Precedent-setting legal opinions	The record copy of a legal opinion which establishes policy or precedent	DFAS legal offices	Cutoff: End of calendar year. Disposition: Do not destroy – permanent records. (See note.) Authority:
166 2	Nonprecedent-setting legal opinions	A legal opinion based on a previously set precedent; interprets but does not establish policy or precedent	DFAS legal offices	Cutoff: End of calendar year. Disposition: Destroy when superseded or obsolete. Authority:
167 3	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 poaition on legislative matters	DFAS legal offices	Cutoff: End of calendar year. Disposition: Destroy when superseded or obsolete. Authority:
168 4	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	DFAS legal offices	Cutoff: End of calendar year in which case closed. Disposition: Destroy 2 years after cutoff. Authority:
169 5	Financial Disclosure Reports	Records pertaining to financial disclosure reports such as SF 278, DD Form 1555, SF 450, etc.	DFAS legal offices	Cutoff: Date of filing. Disposition: Destroy 6 years after date of filing. Authority: GRS1, Item 24b

with-drawn

NOTE:
Offer to National Archives in five year blocks when latest document is 25 years old.

SCHEDULE 5545, Congressional Inquiries

Description of Covered Records: This schedule governs disposition of records accumulated during correspondence with members of Congress.

Item

SCHEDULE 5545

CONGRESSIONAL INQUIRIES

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
1 170	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 matters	DFAS Congressional Liaison offices	Cutoff: End of calendar year. Disposition: Do not destroy; retire as permanent. (See note.) Authority:
2 171	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	DFAS Congressional Liaison offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:

NOTE:
Offer to National Archives in 5-year blocks when latest record is 25 years old.

SCHEDULE 6055, Safety Program Administration

Item

Description of Covered Records: This schedule governs disposition of records created or used by the Center Safety Program to include safety and accident prevention.

SCHEDULE 6055

SAFETY PROGRAM ADMINISTRATION

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
172 1	Safety Program Planning	Records pertaining to planning the Center Safety Program, including planning for specific safety efforts	Safety offices	Cutoff: End of calendar year. Disposition: Destroy when planning for next year's safety program is complete. Authority:
173 4	Fire Inspections and Tests	Checklists and similar forms used in conducting real property inspections, including inspections and tests of installed systems of fire extinguishing, alarm and detection equipment, portable fire extinguishers, etc.	Safety offices	Cutoff: End of calendar year. Disposition: Destroy one year after cutoff. Authority:
174 5	Hazard Reports	Reports of hazards, including fire hazards	Safety offices	~~Cutoff: When hazard is corrected.~~ ~~Disposition: Destroy 2 years after cutoff.~~ Disp. pending ~~Authority:~~
175 6	Hazard Abatement Plans	Records used to plan and/or monitor efforts to reduce or eliminate hazards	Safety offices	~~Cutoff: When hazard is eliminated.~~ ~~Disposition: Destroy 2 years after cutoff.~~ Disp. pending ~~Authority:~~

Item

SCHEDULE 6055. CONTINUED

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
176 7	Hazardous Material or Communications Management	Records that describe action taken on hazardous material issues and the effect of the actions on operations and similar records pertaining to management of hazardous materials, waste, or communications	Safety offices	~~Cutoff: End of calendar year.~~ ~~Disposition: Destroy 50 years after cutoff.~~ ~~Authority:~~ Disp pending DISP PENDING
177 8	Hazardous Waste/Material Reporting	Reports concerning hazardous waste disposal, hazardous material management, and related information	Safety offices	~~Cutoff: End of calendar year.~~ ~~Disposition: Destroy 50 years after cutoff.~~ ~~Authority:~~ Disp. pending
178 9	Hazard Communication Training Records	Records showing training history of employees exposed to hazardous communications	Safety offices	~~Cutoff: Upon retirement or separation of employee.~~ ~~Disposition: Destroy 2 years after cutoff.~~ ~~Authority:~~ Disp. pending
179 10	Civilian Employee Medical File System (EMFS)	Temporary or short-term records as defined in the Federal Personnel Manual	DFAS medical treatment facilities	~~Cutoff: Upon separation, transfer, or retirement of employee.~~ ~~Disposition: Destroy 1 year after cutoff. (See note.)~~ ~~Authority:~~ Disp pending
180 11	Hazardous Substance Exposure	Records documenting employee's exposure to toxic or hazardous substances as defined in 29 CFR 1910	DFAS medical treatment facilities	Cutoff: Upon separation, transfer, or retirement of employee. Disposition: Destroy 30 years after cutoff or 40 years after date of exposure, whichever is greater. Authority: DISP PENDING
181 12	Industrial Hygiene Records	Baseline records, tests, evaluations, etc., which ascertain the presence or absence, nature and degree of occupational health hazards	DFAS safety offices and occupational health offices	Cutoff: End of calendar year. Disposition: Destroy 40 years after cutoff. Authority: DISP PENDING

Item

SCHEDULE 6055. CONTINUED

RULE	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
13 182	Environmental Protection Records	Plans and supporting data for spill prevention control and counter-measures plan; oil and hazardous substance pollution contingency plan, hazardous waste plan, hazardous waste treatment, storage, and disposal facility operation plan, traffic abatement plan, and similar plans	DFAS safety offices	Cutoff: Not applicable, perpetual file. Disposition: Destroy individual documents within the file when superseded, obsolete, or no longer needed. Authority: Disp PEND
14 183	System Safety Records	Records documenting the basis for integrating system safety, health hazard and environmental considerations into the systems engineering process to include plans, reviews, summaries, etc.	DFAS safety offices	Cutoff: If system is implemented, cutoff when system is terminated; if system is not implemented, cut off when system engineering is discontinued. Disposition: Destroy 5 years after cutoff. Authority: Disp PEND

NOTE:
Purge file prior to destruction. If file contains record of injury or exposure that has resulted or could result in a lawsuit against the Government, retain pertinent documents until lawsuit is settled or statute of limitations has expired.

Item

SCHEDULE 7040, Comptroller, Cost Analysis, and Budget Records

Description of Covered Records: This schedule governs disposition of records pertaining to cost analysis including cost information systems, planning factors, cost analysis methods, cost estimating, cost tracking and life cycle cost. It also governs disposition of Budget Office records which pertain to preparation, analysis, justification and control of the budget.

SCHEDULE 7040

COMPTROLLER, COST ANALYSIS, AND BUDGET RECORDS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
7	Cost and Economic Analysis Correspondence Records	Correspondence pertaining to cost/economic analysis studies and estimating factors and methods	Cost offices	Cutoff: End of fiscal year. Disposition: Destroy 3 years after cutoff. Authority:

184

SCHEDULE 7600, Internal Audit and Inspection Records

Item

Description of Covered Records: This schedule governs disposition of records pertaining to audits and inspections done to evaluate effectiveness and economy of DFAS operations, methods, and procedures.

SCHEDULE 7600

INTERNAL AUDIT AND INSPECTION RECORDS

RULE	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
185 1	Audit/Inspection Programming	Records pertaining to planning, organizing, directing and controlling the audit or inspection program. Includes schedules, resources planned or expended for the program, plans for the conduct of a specific audit, inspection itineraries, team personnel rosters, and similar records	DFAS offices responsible for performing audits or inspections	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents when superseded, obsolete, or no longer needed. Authority:
186 2	Reports of Audit	Report created upon completion of an audit to show findings, recommendations, and similar information and to track follow-up actions taken to correct identified deficiencies	DFAS offices responsible for performing audits and inspections	Cutoff: When all deficiencies have been corrected. Disposition: Destroy 2 years after cutoff. Authority:
187 3	Commander's Audit Program	Commander's audit program reports of audit	Held by installation commanders or their staff	Cutoff: When purpose has been served. Disposition: Destroy at cutoff. Authority:
188 4	Risk Assessments	Documented worksheets, minutes of meetings, and reports addressing the risk of assessable units	DFAS offices responsible for performing audits or inspections	Cutoff: Completion of vulnerability assessment. Disposition: Destroy 5 years after cutoff. Authority:
189 5	Statements of Assurance	Letters stating compliance or noncompliance with internal control objectives	DFAS offices responsible for performing audits or inspections	Cutoff: Completion of next comparable statement. Disposition: Destroy 5 years after cutoff. Authority:
190 6	~~Annual Statement of~~ Assurance sent to SECDEF (RCS: DD-COMP(AR)1618)	Annual reports including ~~description of evaluation report of material weakness, status of~~ corrective action and other similar records	DFAS&HQ	Cutoff: When report is complete annually. Destroy after next reporting cycle. Disposition: ~~Do not destroy; retire as permanent. (See note.)~~ Authority: GRS 16, Item 14d

NOTE: Offer to National Archives in 5-year blocks when latest record is 25 years old.

Withdrawn

Note on 190 — disp use same language as 189 above. per GRO letter of 6/30/94