Request for Records Disposition Authority

(See Instructions on reverse)

To: **National Archives and Records Administration (NIR)**
Washington, DC 20408

1. From: (Agency or establishment)
National Reconnaissance Office (NRO)

2. Major Subdivision

3. Minor Subdivision

4. Name of Person with whom to confer
(b)(3)

5. Telephone (include area code)
(b)(3)

Leave Blank (NARA Use Only)

Job Number
N1-525-12-1

Date Received
1-17-2012

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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: 21 NOV 16

Archivist of the United States

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 _____ 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:

[X] is not required [ ] is attached [ ] has been requested

Signatu (b)(3)

Title
(b)(3)

Date (mm/dd/yyyy)
1/11/2012

7. Item Number	Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
	Bucket RCS 100 series - see attached.		

100 Administrative

*For specific types of records included in these items, please see the crosswalk.

Item 100-01:
Title: Awards Files
Disposition: Destroy/Delete at 25 years.
Instructions: Finalize at the end of the CY. Files can be retired to the NRC after one calendar year.
Description: Awards and Decorations to individuals (military and civilian). The records include case files of recommendations, decisions, awards, announcements, board meeting minutes, and related documents as well as approvals of peace time U.S. military, U.S. non-military and foreign decorations at the awarding/approving authority.

High level awards and related award information reviewed by NRO senior leaders are captured in the 500 series.

> **Management Files:**
> Records concerning management administrative matters such as Employee Assistance Program, Equal Employment Opportunity, time and attendance, training files, supervisor personnel files, personnel correspondence, position description files, employee grievances, individual non-occupational forms, and other common management files.

Item: 100-02
Title: Employees Assistance Program (EAP) Counseling Files
Disposition: Destroy/Delete at 10 years or when superseded/obsolete or when no longer needed for agency business, whichever is longer.
Instructions: Finalize files at the end of the CY. Files can be retired to the NRC after one calendar year.
Description: Employees Assistance Program (EAP) Counseling records of mental health, alcohol, drug abuse, and financial counseling files. (Including reports of interviews, assessments, and all other related records.)

Item: 100-03
Title: Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use
Disposition: Destroy/Delete at 3 years or when superseded/obsolete or when no longer needed for agency business, whichever is longer.
Instructions: Finalize files at the end of the CY. Files can be retired to the NRC after one calendar year.
Description: Records concerning routine supervisor/management administrative matters of short-term business use including supervisor's files documenting allegations of inappropriate behavior, general records relating to administration/operation of personnel functions, personnel operations statistic reports, position description files and other common management files. Also included are training files (curriculum and administration) are included. Excluded are records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.

Finally, Equal Employment Opportunity (EEO) discrimination complaint case files that specifically pertain to housing requests, compliance reports, background records not filed in the official discrimination

complaint case file, records documenting complaints that do not develop into official complaints and general EEO files.

Item: 100-04
Title: Management, Equal Employment Opportunity, and Employee Grievance Files of longer term business use:
Disposition: Destroy/Delete at 6 years or when superseded/obsolete or when no longer needed for agency business, whichever is longer.
Instructions: Finalize files at the end of the CY. Files can be retired to the NRC after one calendar year.
Description: Records concerning management and administrative matters including Equal Employment Opportunity (EEO) Official discrimination complaint case files that develop into case files and supporting information which documents employee demographic statistics, EEO information relating to contractor employment practices, affirmative action (AA) plans, AA programs, and on-site review reports of AA programs. Originating agency's EEO files containing complaints with related correspondence, reports, exhibits withdrawal notices, copies of decisions, records of hearings and meetings and other records as described in 29 DFR 1613.222. Excluded are short term EEO discrimination case files like housing request forms, compliance reports, and records that are covered by 100-03.

Additionally, records concerning management and administrative matters with longer business use include records relating to grievances raised by employees at the directorate or office level such as: records documenting the circumstances that caused the grievance, the examiner's findings and recommendations, employee withdrawal, and final resolution of the grievance are included. Finally, management administrative records including time and attendance, individual occupational and non-occupational health records, and other common management files are included in this bucket. Excluded are supervisor's files and personnel correspondence covered by 100-03.

Finally, privacy case files that document the issuance of corrective guidance, but do not develop into litigation or investigative case files should be captured within this bucket. Privacy case files that do develop into litigation or investigative case files should be captured in 400-01.

> **Operational Files:**
> Records concerning operational administrative matters such as transportation, motor vehicles, shipping, health unit control files, facilities, property accounting, and other common operational matters."

Item: 100-05
Title: Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicles Files of Short Term Business Use.
Disposition: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.
Instructions: Finalize files at the end of the CY. Files can be retired to the NRC after one calendar year.
Description: Routine operational files involving facilities, vehicles, transportation, and shipping & transportation that have short term business use and are often superseded when registers, services agreements, or services are executed or updated.

Specifically, facilities design records of structures and buildings (drawings of electrical, telephone, plumbing, heating, or air conditioning systems) and outline floor plans indicating occupancy of a building. Also included are requests for building and equipment maintenance services (excluding fiscal

copies) and directory service correspondence, forms, and other records relating to the compilation of directory service listings. Additionally, host/tenant agreements between NRO components and other agencies concerning routine support services such as fire protection, guard services, snow removal, repair and maintenance of roads, and similar subjects (these agreements do not involve foreign governments). Motor Vehicle Operating and Maintenance Files including information relating to gas and oil consumption, dispatching, service and repair (excluding motor vehicle report files relating to individual operators and accidents). Health Unit Control Files including logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units that are summarized in reports.

Transportation Files including obligation copies of records relating to reimbursing individuals for official travel by officers, employees, dependents, or others authorized by law to travel (such records include travel orders, per diem vouchers etc.). Commercial Freight and Passenger Transportation Files including the obligation copy of commercial passenger transportation vouchers and completed unused ticket redemption forms, (such as SF 1170). General Travel and Transportation Files including accountability records documenting the issue or receipt of accountable documents and records relating to official passports including registers of agency personnel who have official passports and annual reports concerning official passports are also included. Shipping and transportation discrepancy reports and other records pertaining to traffic irregularities, packaging and handling deficiencies and similar matters. Shipping and transportation mission files including cargo summaries, itineraries, requests, and messages pertaining to specific transportation flights. Air Worthiness Certificates of oversize shipping containers (Included are blueprints, requests for certifications, and approvals.)

Excluded from this item are periodic reports, planning documents, or files held by the office of record that relate to financial transactions (generally covered by 100-06).

Item: 100-06
Title: Operational Files relating to Facility, Shipping & Transportation, and Property Accounting files that Pertain to Planning, Vehicle Use, and Financial Disbursement.
Disposition: Destroy/Delete at 6 years or when superseded/obsolete or when no longer needed for agency business, whichever is longer.
Instructions: Finalize files at the end of the CY. Files can be retired to the NRC after one calendar year.
Description: This item includes Operational Files involving contracting and procurement, property accounting and inventory control; facility files including correspondence and records related to the planning and use of NRO facilities; all vehicle files with the exception of short term vehicle records (eg. Gas/oil change); and shipping and transportation files held by the office of record relating to vouchers, reimbursement, payment and/or final reports.

Specifically included in this item are contracting and Procurement records regarding logistics support systems used to document purchases of material and property accounting, inventory control, and Supply Records including: Inventory lists/cards, Report of survey files and other papers used as evidence for adjustment of inventory records. Inventory Requisitions for supplies and equipment for current inventory (Stockroom copy). Accountable Property Accounting Files (returns and reports, with related work papers) and accountable property invoices or equivalent used for non-expendable property accounting purposes.

This item includes Facility Building space and maintenance files, including the general correspondence files pertaining to the responsible unit's operation, administration, and related papers. NRO Building

space files relating to the allocation, utilization, and release of building space under NRO control, and related reports including: building plan files, surveys, and other records utilized in NRO building space planning, assignment, and adjustment; also included are Correspondence with and reports to staff agencies relating to NRO building space holdings and requirements (such as SF 81, requests for space etc.) Also included are Motor Vehicle Files including records relating to individual operators, accident files, and motor vehicle report files (such as SF 82 but excluding operating and maintenance reports). Motor vehicle ledger and work sheets providing cost/expense data and records relating to transfer, sale, donation, or exchange of vehicles.

Health Unit Control Files including logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units that are not summarized.

Transportation information, held by the office of record, including commercial freight and passenger transportation information including government or commercial bills of lading, commercial passenger transportation vouchers, transportation requests, travel authorizations, original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts. Additionally, transportation records relating to the issuance of official passports and Routine administrative records pertaining to general commercial/noncommercial agency travel, transportation, and freight functions are included. Similarly, travel administrative office copies of records relating to reimbursing individuals for official travel by officers, employees, dependents, or others authorized by law to travel (such records include travel orders, per diem vouchers etc.) are included. Also included in this item are shipping and transportation unit records accumulated in connection with the shipment of materiel to other NRO activities, brief annual reports that summarize transportation mission activities and records pertaining to damaged, lost and pilfered cargo. Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.

**Transportation records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) litigation, or 6) any other condition that prevents the settling of the account, requiring the voucher to be retained beyond the 6 year retention period, such as detection of overcharge may need to be retained longer for agency business.*

Routine Office Administrative Files:
Records concerning routine office administrative matters such as records management, the Federal Register, graphics production, tracking control, administrative issuances, forms, and other common office administrative activities.

Item: 100-07
Title: Office Administrative Files of Short Term Business Use
Disposition: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.
Instructions: Finalize files at the end of the CY. Files can be retired to the NRC after one calendar year.
Description: Routine office administrative records include transitory information of short-term business use which has no documentary or evidential value are included in this item, this would include: routine requests for information and records that do not serve as the basis of official actions including notices of holidays or charity/welfare fund appeals. Also included in this item are schedules of daily activities

(excluding senior/Capstone official's calendars), notices/issuances related to routine administrative functions (e.g., payroll, procurement, personnel, parking), background and specification criteria for the creation of forms, files documenting the processing of notices announcing committee meetings on the Federal Register, records documenting the inspection of microform records, and other common office administrative activities.

Finally, transitory administrative information used to generate records found in award and decoration case files are included in this item. General awards and decorations to individuals (and the related award information) are captured in 100-01. High level awards (and related award information) that are reviewed by NRO senior leaders are captured in the 500 series.

Administrative processes that involve external authorities (example: NARA, GSA) are captured within 100-08.

Item: 100-08
Title: Office Administrative Files, Audiovisual files and Graphics Production files of longer term business use.
Disposition: Destroy/Delete at 3 years or when superseded/obsolete or when no longer needed for agency business, whichever is longer.
Instructions: Finalize files at the end of the CY. Files can be retired to the NRC after one calendar year.
Description: Records concerning office administrative matters with regulated processes such as records management, the Federal Register, forms and tracking control and other common offices administrative activities covered in this item. Audiovisual files and graphics production files are also covered in this section.

Records Management Files comprised of correspondence, reports, authorizations, and other records that relate to the management of NRO records. (Including file plans, records management surveys; vital essential records programs; and all other aspects of records management). Files documenting the processing of semiannual regulatory agenda Published in the Federal Register. Records Disposition Files – including Descriptive inventories, disposal authorizations, schedules, and reports, SF 115s that have been approved by NARA, Routine correspondences, memoranda and other records. Finally, Information Resources Management (IRM) Triennial Review Reports required by the General Services Administration concerning reviews of IRM practices.

> **Some records management files (example: NARA Appraisals) have a business use that extends past 3 years and should be kept longer.*

Also captured in this item are administrative matters with regulated processes such as individual office's records that relate to the internal administration including: recall rosters, staffing, procedures, communications, the expenditure of funds, personnel training and travel, supplies and equipment requests/receipts, and the use of office space and utilities. Reports Control Case files maintained for each NRO report (created or proposed) are found here also. Additionally, completed clearance forms, OMB 83 and documents relating to reporting requirements are included. Statistical reports of NRO holdings (including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer). Logs, registers, and other records used to track, control or document the status of correspondence, reports, or other records. This item also captures one record copy of each form created by the NRO with related instructions and documentation showing inception, scope, and purpose of the form. Excluded from this item are the administrative documents found in 100-07.

Finally, records accumulated in the production of graphics including hard and soft copies of viewgraphs, slides, and other graphics (held by units responsible for producing graphics). Project Files containing information related to planning and execution of printing, binding, duplication, and distribution jobs. Specifically, Project files pertaining to the planning, technical matters, and accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the public printer and related records; and (2) records related to services obtained outside the NRO. Internal Management Graphics Production Files containing records related to internal management and operation of any unit responsible for handling, printing, binding, duplication, and distribution of NRO publications or documentation. Graphics Production Control Files pertaining to requisitions and work orders. Mailing Lists files including correspondence, request forms, and other records relating to changes in mailing lists including card lists.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 25 years	N	(U) Cutoff files at the end of the CY.	N1-525-00-1	100-01	1202-a	**(U) Awards and Decorations -** Decorations to individuals (military and civilian). Case files of recommendations, decisions, awards, announcements, board meeting minutes, and related documents. Approval of peacetime U.S. military, U.S. non-military and foreign decorations at the awarding/approving authority.	(U) Recordkeeping copy.	**(U) Temporary.** Destroy after 25 years. (Authorized N1-525-00-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: Destroy/Delete at 10 years	Y +5	(U) Cutoff at end of CY when counseling session is terminated.	N1-525-00-1	100-02	1205-a	**(U) Management Files:** **(U) Employees Assistance Program (EAP) Counseling Files** **(U) Employees Assistance Program (EAP) Counseling Files** - Mental health, alcohol, drug abuse, and financial counseling files. (Including reports of interviews, assessments, and all other related records.)	(U) Recordkeeping copy.	**(U) Temporary.** Destroy when 5 years old. (Authorized N1-525-00-1.)	(U) After termination of all sessions EAP will hold counseling files in current file area for 3 years before transferring to the Records Center.	(U) Cutoff date is determined when counseling session is terminated.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff end of the CY after position is abolished or position description is superseded.	GRS 1 Item 7-b	100-03	New	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **Position Descriptions.**	Record copy of position descriptions that include information on title, series, grade, duties and responsibilities, and related documents.	Destroy 2 years after position is abolished or description is superseded. GRS 1 Item 7-b		
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the CY.	GRS 1 Item 3	100-03	New	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **Personnel Correspondence Files.**	Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.	Destroy when 3 years old. GRS 1 Item 3		

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the CY.	GRS 1 Item 16	100-03	New	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **Personnel Operations Statistical Reports.**	Statistical reports in the operating personnel office and subordinate units relating to personnel.	Destroy when 2 years old. GRS 1 Item 16		
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the CY after course is discontinued.	N1-525-95-1	100-03	1201-1	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **(U) Training Files.**	(U) Training Administrative Files - Course schedules, registrations, training completion forms, student evaluations, and other records relating to the administration of training courses.	**(U) Temporary.** Destroy when 3 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the CY after course is discontinued.	N1-525-95-1	100-03	1201-2	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **(U) Training Files.**	(U) Course Curriculum Files - Course descriptions, outlines, lesson plans, videotapes, training aids, student workbooks and texts, and other records pertaining to individual NRO-sponsored courses.	**(U) Temporary.** Destroy 3 years after course is discontinued. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the CY.	GRS 1 Item 25-c-2	100-03	1207-1-c-2	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files. (U) Preliminary and Background Files.	(U) Records documenting complaints that do not develop into Official Discrimination Complaint Cases.	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 1 Item 25-c-2.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the FY.	GRS 1 Item 25-d-2	100-03	1207-1-d-2	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files. (U) Compliance Records.	(U) EEO Compliance Reports.	**(U) Temporary.** Destroy when 3 years old. (Authorized GRS 1 Item 25-d-2.)	(U) Transfer to the Records Center when no longer active.	(U) Cutoff files at the end of the FY.
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +2	(U) Cutoff files at the end of the CY.	GRS 1 Item 25-e.	100-03	1207-1-e	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files.	(U) Employee Housing Requests Forms requesting agency assistance in housing matters, such as rental or purchase.	**(U) Temporary.** Destroy when 1 year old. (Authorized GRS 1 Item 25-e.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the FY.	GRS 1 Item 25-g	100-03	1207-1-g	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files.	(U) EEO General Files - General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.	**(U) Temporary.** Destroy when 3 years old. Or when superseded or obsolete, whichever is applicable. (Authorized GRS 1 Item 25-g.)	(U) Transfer to the Records Center when no longer active.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +2	(U) Cutoff files at the end of the CY from latest document in file.	N1-525-02-2	100-03	1210-1-a	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **(U) Supervisor's Personnel Files.** (U) Management Inquiry Files - Interview files, correspondence, reports, and other documentation relating to management inquiries into allegations of harassment, misconduct, and other inappropriate behavior.	(U) Record Copy.	**(U) Temporary.** Retain for at least 1 year from date of last document created relating to the inquiry. After 1 year destroy when no longer needed or superseded. (Authorized N1-525-02-2.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +2	(U) Cutoff files at the end of the CY from latest document in file.	N1-525-06-3	100-03	1210-1-c	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **(U) Supervisor's Personnel Files.** (U) Management Inquiry Files - Interview files, correspondence, reports, and other documentation relating to management inquiries into allegations of harassment, misconduct, and other inappropriate behavior.	(U) Correspondence, forms and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action and records on individual employees duplicated in or not appropriate for the OPF.	**(U) Temporary.** Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer. (Authorized N1-525-06-3.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.		(U) Cutoff files at the end of the CY after case file is closed.		100-04	New	**(U) Management Files:** **(U) Routine Management, Training and Equal Employment Opportunity Files of Short Term Business Use** **Privacy Case Files**	Privacy Case Files documenting the issuance of corrective guidance, but do not develop into litigation or investigative case files			
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -1	(U) Cutoff files at the end of the FY after case file is closed.	GRS 1Item 25-d-1	100-04	1207-1-d-1	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files. (U) Compliance Records.	(U) Reviews, background documents, and correspondence relating to contractor employment practices.	**(U) Temporary.** Destroy when 7 years old. (Authorized GRS 1Item 25-d-1.)	(U) Transfer to the Records Center when no longer active.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the FY.	GRS 1 Item 25-f	100-04	1207-1-f	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files.	(U) Employment Statistics Files - Employment statistics relating to race and sex.	**(U) Temporary.** Destroy when 5 years old. (Authorized GRS 1 Item 25-f.)	(U) Transfer to the Records Center when no longer active.	(U) Cutoff files at the end of the FY.
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the CY after GAO audit or when 6 years old, whichever is sooner. .	GRS 2 Item 7	100-04	1208-1-a	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Time and Attendance Records.**	(U) Time and Attendance Source Records - All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form 1130); flextime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine-readable or paper form.	**(U) Temporary.** Destroy after GAO audit or 6 years old, whichever is sooner. (Authorized GRS 2 Item 7.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the CY after GAO audit or when 6 years old, whichever is sooner. .	GRS 2 Item 8	100-04	1208-1-b	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Time and Attendance Records.**	(U) Time and Attendance Input Reports - Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.	**(U) Temporary.** Destroy after GAO audit or 6 years old, whichever is sooner. (Authorized GRS 2 Item 8.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the CY after last entry in file.	GRS 1 Item 19	100-04	1203-	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Individual Non-Occupational Health Record Files** - Forms, Correspondence, and other records. (Including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes.)	**(U) Individual Non-Occupational Health Record Files** - Forms, Correspondence, and other records. (Including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes.)	**(U) Temporary.** Destroy 6 years after date of last entry. (Authorized GRS 1 Item 19.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +2	(U) Cutoff files at the end of the FY after case resolution.	GRS 1 Item 25-a	100-04	1207-1-a	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files.	(U) Originating agency's files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 DFR 1613.222. Cases resolved within the agency, by EEO Commission, or by a U.S. Court.	**(U) Temporary.** Destroy 4 years after resolution of case. (Authorized GRS 1 Item 25-a.)	(U) Transfer to the Records Center after resolution of case.	(U) Cutoff files at the end of the FY.
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +4	(U) Cutoff files at the end of the FY after case resolution.	GRS 1 Item 25-c-1	100-04	1207-1-c-1	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files. (U) Preliminary and Background Files.	(U) Background records not filed in the Official Discrimination Complaint Case File.	**(U) Temporary.** Destroy 2 years after final resolution of case. (Authorized GRS 1 Item 25-c-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the FY after the date of plan.	GRS 1 Item 25-h-1	100-04	1207-1-h-1	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files. (U) EEO Affirmative Action (AAP) Files.	(U) Agency copy of consolidated AAP(s).	**(U) Temporary.** Destroy 5 years from date of plan. (Authorized GRS 1 Item 25-h-1.)	(U) Transfer to the Records Center when no longer active.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the FY from date of feeder plan or when administrative purposes have been served, whichever is sooner.	GRS 1 Item 25-h-2	100-04	1207-1-h-2	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files. (U) EEO Affirmative Action (AAP) Files.	(U) Agency feeder plan to consolidated AAP(s).	**(U) Temporary.** Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. (Authorized GRS 1 Item 25-h-2.)	(U) Transfer to the Records Center when no longer active.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the FY from date of report.	GRS 1 Item 25-h-3	100-04	1207-1-h-3	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files. (U) EEO Affirmative Action (AAP) Files.	(U) Report of on-site reviews of Affirmative Action Programs.	(U) Temporary. Destroy 5 years from date of report. (Authorized GRS 1 Item 25-h-3.)	(U) Transfer to the Records Center when no longer active.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the FY from date of report.	GRS 1 Item 25-h-4	100-04	1207-1-h-4	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Equal Employment Opportunity (EEO) Files.** (U) Official Discrimination Complaint Case Files. (U) EEO Affirmative Action (AAP) Files.	(U) Agency copy of annual report of Affirmative Action accomplishments.	**(U) Temporary.** Destroy 5 years from date of report. (Authorized GRS 1 Item 25-h-4.)	(U) Transfer to the Records Center when no longer active.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -1	(U) Cutoff files at the end of the CY after case is closed.	N1-525-02-2	100-04	1209-1-a	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Employee Grievance Files.** (U) Employee Grievance - These files include the employee's "Grievance Record", which initiates the grievance and states the nature of the grievance. The statements of witnesses, circumstances that caused the grievance, reports of interviews and hearings, examiner's findings and recommendations, employee withdrawal, and final resolution of the grievance. If appealed, the complete file will be transferred to the Office of Inspector General. (See Item 202-2.)	(U) Records relating to grievances raised by employees, except EEO complaints. Grievance case files initiated at Directorate level or files received from components.	**(U) Temporary.** Destroy 7 years after case is closed. (Authorized N1-525-02-2.)	(U) Hold in current file area 2 years after closure before transferring to the Records Centers.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the CY after last entry.	GRS 1 Item 34	100-04	**NEW**	**(U) Management Files:** **(U) Management, Equal Employment Opportunity, and Employee Grievance Files of Longer Term Business Use** **(U) Occupational Health Record Files -** Forms, Correspondence, and other records. (Including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes.)	Forms, Correspondence, Reports and logs and other records (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.	**(U) Temporary.** Destroy **6 years** after date of last entry. (Authorized GRS 1 Item 34.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	Y -3months	(U) Destroy after last entry.	GRS1 Item 20-a	100-05	1204-a	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Health Unit Control Files -** Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.	(U) If information is summarized on statistical report.	**(U) Temporary.** Destroy 3 months after last entry. (Authorized GRS1 Item 20-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	Y -3	(U) N/A	GRS 1.1 Item 010	100-05	1301-1-e	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Transportation Files.** (U) Commercial Freight and Passenger Transportation Files.	(U) Unused ticket redemption forms, such as SF 1170.	**(U) Temporary.** Destroy 3 years after the year in which the transaction is completed. (Authorized GRS 1.1 Item 010.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	Y -1	(U) N/A	GRS 9 Item 5-b	100-05	1301-5-b	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Transportation Files.** (U) Records Relating to Official Passports.	(U) Annual Reports Concerning Official Passports - Reports to the Department of State concerning the number of official passports issued and related matters.	**(U) Temporary.** Destroy when 1 year old. (Authorized GRS 9 Item 5-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	Y -1	(U) N/A	GRS 10 Item 2-b	100-05	1401-1-b	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Motor Vehicle Files.** (U) Motor Vehicle Operating and Maintenance Files.	(U) Maintenance records. (Including those relating to service and repair.)	**(U) Temporary.** Destroy when 1 year old. (Authorized GRS 10 Item 2-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	Y -3months	(U)Destroy after work is performed or requisition is canceled.	GRS 11 Item 5	100-05	1501-6	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Facility Files.**	(U) Building and Equipment Service Files - Requests for building and equipment maintenance services. (Excluding fiscal copies.)	**(U) Temporary.** Destroy 3 months after work is performed or requisition is canceled. (Authorized GRS 11 Item 5.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	Y -2 months	(U) Destroy after issuance of listing.	GRS 11 Item 3	100-05	1501-7	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Facility Files.**	(U) Directory Service Files - Correspondence, forms, and other records relating to the compilation of directory service listings.	**(U) Temporary.** Destroy 2 months after issuance of listing. (Authorized GRS 11 Item 3.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	Y -1	(U) N/A	N1-525-95-1	100-05	403-4	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Shipping and Transportation.**	(U) Transportation Mission Files - Cargo summaries, itineraries, requests, and messages pertaining to specific transportation flights.	**(U) Temporary.** Destroy when 1 year old. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	N	(U) N/A	GRS 9 Item 5-c	100-05	1301-5-c	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Transportation Files.** (U) Records Relating to Official Passports.	(U) Passport Registers - Registers and lists of agency personnel who have official passports.	**(U) Temporary.** Destroy when superseded or obsolete. (Authorized GRS 9 Item 5-c.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	Y -3 months	(U) N/A	GRS 10 Item 2-a	100-05	1401-1-a	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Motor Vehicle Files.** (U) Motor Vehicle Operating and Maintenance Files.	(U) Operating records. (Including those relating to gas and oil consumption, dispatching, and scheduling.)	**(U) Temporary.** Destroy when 3 months old. (Authorized GRS 10 Item 2-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	N	(U) N/A	N1-525-95-1	100-05	1501-3	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Facility Files.**	(U) Host Tenant Agreements - Agreements between NRO components and other agencies concerning routine support services to be provided to or by NRO. Records relate to such matters as fire protection, guard services, snow removal, repair and maintenance of roads, and similar subjects. These agreements are normally negotiated locally and do not involve foreign governments.	**(U) Temporary.** Destroy when superseded, obsolete, or no longer needed. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Destroy when funds are obligated.	GRS 1.1 Item 010	100-05	1301-1-d	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Transportation Files.** (U) Commercial Freight and Passenger Transportation Files.	(U) Obligation copy of commercial passenger transportation vouchers.	**(U) Temporary.** Destroy when funds are obligated. (Authorized GRS 1.1 Item 010.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Destroy when funds are obligated. (Authorized	GRS 1.1 Item 010	100-05	1301-3-b	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Transportation Files.** (U) Noncommercial, Reimbursable Travel Files - Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.	(U) Obligations copies	**(U) Temporary.** Destroy when funds are obligated. (Authorized GRS 1.1 Item 010.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	Y -1	(U) Destroy after all entries are cleared.	GRS 9 Item 4-b.	100-05	1301-4-b	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Transportation Files.** **(U) General Travel and Transportation Files.**	(U) Accountability records documenting the issue or receipt of accountable documents.	**(U) Temporary.** Destroy 1 year after all entries are cleared. (Authorized GRS 9 Item 4-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Destroy when superseded or after the structure or object has been retired from service.	N1-525-95-1	100-05	1501-1	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Facility Files.**	(U) Facilities Design Records - Drawings of structures and buildings. (Included are drawings of electrical, telephone, plumbing, heating, or air conditioning systems.)	**(U) Temporary.** Destroy when superseded or after the structure or object has been retired from service. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Destroy when superseded or after the structure or object has been retired from service.	GRS 17 Item 6	100-05	1501-2	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Facility Files.**	(U) Building Space Assignment Plans - Outline floor plans indicating occupancy of a building.	**(U) Temporary.** Destroy when superseded or after the structure or object has been retired from service. (Authorized GRS 17 Item 6.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Destroy when container taken out of service or when container has been replaced, destroyed, or deleted from active inventory.	N1-525-95-1	100-05	403-5	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Shipping and Transportation.**	(U) Air Worthiness Certificates - Records relating to the certification of oversize shipping containers. (Included are blueprints, requests for certifications, and approvals.)	(U) **Temporary.** Destroy when container taken out of service or when container has been replaced, destroyed, or deleted from active inventory. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded/obsolete or when no longer needed for agency business, whichever is longer.	Y -1	(U) N/A	N1-525-95-1	100-05	403-3	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Shipping and Transportation.**	(U) Transportation Discrepancy Records -Reports and other records pertaining to traffic irregularities; packaging and handling deficiencies; and similar matters.	**(U) Temporary.** Destroy when 1 year old. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -1	(U) N/A	N1-525-95-1	100-06	NEW	**(U) Operational Files:** **(U) Routine Operational Files Involving Facility, Shipping & Transportation, or Motor Vehicle Files of Short Term Business Use** **(U) Shipping and Transportation.**	(U) Transportation Discrepancy Records -Reports and other records pertaining to damaged, pilfered and lost cargo.	**(U) Temporary.** Destroy when 1 year old. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -4	(U) Cutoff files at the end of the FY.	GRS 1.1 Item 010	100-06	1301-1-b	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Transportation Files.** **(U) Commercial Freight and Passenger Transportation Files.**	(U) Records covering payment for commercial freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that prevents the settling of the account, requiring the voucher to be retained beyond the six year retention period, such as detection of overcharge.	**(U) Temporary.** Destroy when 10 years old. (Authorized GRS 1.1 Item 010.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the FY.	GRS 9 Item 2	100-06	1301-2	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Transportation Files.**	(U) Lost or Damaged Shipment Files - Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.	**(U) Temporary.** Destroy when 6 years old. (Authorized GRS 9 Item 2.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(UO Cutoff files at the end of the FY.	GRS 1.1 Item 010	100-06	1301-3-a	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Transportation Files.** (U) Noncommercial, Reimbursable Travel Files - Copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.	(U) Travel administrative office files.	**(U) Temporary.** Destroy when 6 years old. (Authorized GRS 1.1 Item 010.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(UO Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +3	(U) Cutoff files at the end of the FY after separation of employees or after recision of authorization to operate Government-owned vehicle, whichever is sooner. .	GRS 10 Item 7	100-06	1401-6	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Motor Vehicle Files.**	(U) Motor Vehicle Operator Files - Records relating to individual employee operations of Government-owned vehicles. (Including driver tests, authorization to use, safe driving awards, and related correspondence.)	**(U) Temporary.** Destroy 3 years after separation of employees or 3 years after recision of authorization to operate Government-owned vehicle, whichever is sooner. (Authorized GRS 10 Item 7.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff monthly if volume warrants.	N1-525-06-2	100-06	403-2	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Shipping and Transportation.**	(U) Transportation Unit Control Records - Records accumulated by transportation units in connection with the shipment of materiel to other NRO activities. (Included are such forms as DD Forms 1348-1 and 1149, manifests, requisitions, log books, receipts, and periodic activity reports.)	**(U) Temporary.** Destroy when 5 years old. (Authorized N1-525-06-2.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff monthly if volume warrants.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the CY	N1-525-95-1	100-06	403-6	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Shipping and Transportation.**	(U) Annual Reports of Transportation Activities - Brief annual reports that summarize transportation mission activities. (Included are tonnage and expenditure data and similar information.)	**(U) Temporary.** Destroy when 5 years old or when superseded, obsolete, or no longer needed, whichever is later. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +4	(U) Cutoff files at the end of the CY after last entry.	GRS1 Item 20-b	100-06	1204-b	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Health Unit Control Files** - Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.	(U) If information is not summarized.	**(U) Temporary.** Destroy 2 years after last entry. (Authorized GRS1 Item 20-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +4	(U) Cutoff files at the end of the CY	GRS 9 Item 4-a	100-06	1301-4-a	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Transportation Files.** (U) General Travel and Transportation Files.	(U) Routine administrative records. (Including correspondence, forms, related records pertaining to commercial, noncommercial agency travel, transportation, and freight functions, not covered elsewhere in this schedule.)	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 9 Item 4-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +3	(U) Cutoff files at the end of the FY.	GRS 9 Item 5-a	100-06	1301-5-a	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Transportation Files.** (U) Records Relating to Official Passports.	(U) Application Files - Documents relating to the issuance of official passports. (Including requests for passports, transmittal letters, receipts, and copies of travel authorizations.)	**(U) Temporary.** Destroy when 3 years old or upon separation of the bearer, whichever is sooner. (Authorized GRS 9 Item 5-a.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +3	(U) Cutoff files at the end of the FY after discontinuance of ledger or date of worksheet.	GRS 10 Item 3	100-06	1401-2	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Motor Vehicle Files.**	(U) Motor Vehicle Cost Files - Motor vehicle ledger and work sheets providing cost and expense data.	**(U) Temporary.** Destroy 3 years after discontinuance of ledger or date of work sheet. (Authorized GRS 10 Item 3.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +3	(U) Cutoff files at the end of the FY after date of report.	GRS 10 Item 4	100-06	1401-3	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Motor Vehicle Files.**	(U) Motor Vehicle Report Files - Reports on motor vehicles (other than accident, operating, and maintenance reports). (Including SF 82, Agency Report of Motor Vehicle Data.)	**(U) Temporary.** Destroy 3 years after date of report. (Authorized GRS 10 Item 4.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +4	(U) Cutoff files at the end of the CY.	GRS 11 Item 1	100-06	1501-4	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Facility Files.**	(U) Building Space and Maintenance General Correspondence Files - Correspondence files of the unit responsible for building space and maintenance matters, pertaining to its own administration and operation, and related papers.	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 11 Item 1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +4	(U) Cutoff files at the end of the CY.	GRS 11 Item 2-b-1	100-06	1501-5-b	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Facility Files.** (U) NRO Building Space Files - Records relating to the allocation, utilization, and release of building space under NRO control, and related reports.	(U) Correspondence with and reports to staff agencies relating to NRO building space holdings and requirements. Agency reports to the GSA, including SF 81, Request for Space and related documents.	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 11 Item 2-b-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +4	(U) Cutoff files at the end of the CY from date of list.	GRS 3 Item 9-a	100-06	402-2-a	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Property Accounting, Inventory Control, and Supply Records.** (U) Inventory Files.	(U) Inventory lists.	**(U) Temporary.** Destroy 2 years from date of list. (Authorized GRS 3 Item 9-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +4	(U) Cutoff files at the end of the CY after discontinuance of item, or after stock balance is transferred to a new card or recorded under a new classification, or after equipment is removed from Government control.	GRS 3 Item 9-b	100-06	402-2-b	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Property Accounting, Inventory Control, and Supply Records.** (U) Inventory Files.	(U) Inventory cards.	**(U) Temporary.** Destroy 2 years after discontinuance of item, or 2 years after stock balance is transferred to a new card or recorded under a new classification, or 2 years after equipment is removed from Government control. (Authorized GRS 3 Item 9-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +4	(U) Cutoff files at the end of the CYafter date of survey action or date of posting medium.	GRS 3 Item 9-c	100-06	402-2-c	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Property Accounting, Inventory Control, and Supply Records.** (U) Inventory Files.	(U) Report of survey files and other papers used as evidence for adjustment of inventory records not otherwise covered in this schedule.	**(U) Temporary.** Destroy 2 years after date of survey action or date of posting medium. (Authorized GRS 3 Item 9-c.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +4	(U) Cutoff files at the end of the CY after completion or cancellation of requisition.	GRS 3 Item 8-a	100-06	402-3-a	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Property Accounting, Inventory Control, and Supply Records.** (U) Inventory Requisition Files - Requisitions for supplies and equipment for current inventory.	(U) Stockroom copy.	**(U) Temporary.** Destroy 2 years after completion or cancellation of requisition. (Authorized GRS 3 Item 8-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +3	(U) Cutoff files at the end of the CY.	N1-525-95-1	100-06	402-4	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Property Accounting, Inventory Control, and Supply Records.**	(U) Accountable Property Invoice Files - Invoices or equivalent papers used for non-expendable property accounting purposes.	**(U) Temporary.** Destroy when 3 years old. (Authorized N1-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +3 Y +4	(U) Cutoff files at the end of the CY.	N1-525-95-1	100-06	402-5	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Property Accounting, Inventory Control, and Supply Records.**	(U) Accountable Property Accounting Files - Accountable property accounting returns and reports, with related work papers.	**(U) Temporary.** Destroy returns and reports when 3 years old. Destroy work papers when 2 years old. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the FY after the period of the account.	GRS 1.1 Item 010	100-06	1301-1-a	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Transportation Files.** (U) Commercial Freight and Passenger Transportation Files.	(U) Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts. (Including registers and other control documents.) (Excluding those covered by Item 1301-1-b of this schedule.)	**(U) Temporary.** Destroy 6 years after the period of the account. (Authorized GRS 1.1 Item 010.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the FYafter the period of the account.	GRS 1.1 Item 010	100-06	1301-1-c	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Transportation Files.** (U) Commercial Freight and Passenger Transportation Files.	(U) Issuing office copies of Government or commercial bills of lading, commercial passenger transportation vouchers (SF 1113A or equivalent) and transportation requests (SF 1169 or equivalent), travel authorizations, and supporting documents.	**(U) Temporary.** Destroy 6 years after the period of the account. (Authorized GRS 1.1 Item 010.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the FY after case is closed.	GRS 10 Item 5	100-06	1401-4	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Motor Vehicle Files.**	(U) Motor Vehicle Accident Files - Records relating to motor vehicle accidents maintained by transportation offices. (Including SF 91, Operator's Report of Motor Vehicle Accident Report, Investigative Reports, and SF 94 Statement of Witness.)	**(U) Temporary.** Destroy 6 years after case is closed. (Authorized GRS 10 Item 5.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +2	(U) Cutoff files at the end of the FY after vehicle leaves NRO custody.	GRS 10 Item 6	100-06	1401-5	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Motor Vehicle Files.**	(U) Motor Vehicle Release Files - Records relating to transfer, sale, donation, or exchange of vehicles. (Including SF 97, The U.S. Government Certificate of Release to Obtain Title to a Motor Vehicle.)	**(U) Temporary.** Destroy 4 years after vehicle leaves NRO custody. (Authorized GRS 10 Item 6.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the FY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +4	(U) Cutoff files at the end of the CY after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.	GRS 11 Item 2-a	100-06	1501-5-a	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Facility Files.** (U) NRO Building Space Files - Records relating to the allocation, utilization, and release of building space under NRO control, and related reports.	(U) Building plan files, surveys, and other records utilized in NRO building space planning, assignment, and adjustment.	**(U) Temporary.** Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete. (Authorized GRS 11 Item 2-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 6 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +2	(U) Cutoff files at the end of the CY after completion of transaction.	N1-525-95-1	100-06	401-4	**(U) Operational Files:** **(U) Operational Files Relating to Facility, Shipping & Transportation, and Property Accounting Files that Pertain to Planning, Vehicle Use, and Financial Disbursement.** **(U) Contracting and Procurement.**	(U) Logistics Support Systems - Automated systems used to document purchases of material. (Included are information on priority of orders, status of transactions, warehouse locations of materiel, funds available, and similar matters.)	**(U) Temporary.** Purge data 4 years after completion of transaction. (Authorized N1-525-95-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -1	(U) N/A	GRS 16 Item 13-a	100-07	1101-10-a	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files of Short Term Business Use** **(U) Administrative Files.** (U) Documents Published in the Federal Register.	(U) Files documenting the processing of notices announcing committee meetings. (Including meetings open to the public under the Government in Sunshine Act [5 U.S.C.22b (e)(3)]; hearing and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines; the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the CFR.)	**(U) Temporary.** Destroy when 1 year old. (Authorized GRS 16 Item 13-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) N/A	GRS 16 Item 1-a	100-07	1101-1-a	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files of Short Term Business Use** **(U) Administrative Files.** (U) Administrative Issuances.	(U) Notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel, parking).	**(U) Temporary.** Destroy when superseded or obsolete. (Authorized GRS 16 Item 1-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Destroy when issuance is destroyed	GRS 16 Item 1-b	100-07	1101-1-b	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files of Short Term Business Use** **(U) Administrative Files.** (U) Administrative Issuances.	(U) Case files related to (a) above which document aspects of the development of the issuance.	**(U) Temporary.** Destroy when issuance is destroyed. (Authorized GRS 16 Item 1-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) N/A	GRS-6 Item 10-b	100-07	1101-8-b	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files of Short Term Business Use** **(U) Administrative Files.** (U) Microform Inspection Records.	(U) Copy of logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230.	**(U) Temporary.** Destroy when 2 years old or when superseded, whichever is later. (Authorized GRS-6 Item 10-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -6 months	(U) Destroy after the record copy has been produced.	N1-525-00-1	100-07	1202-b	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files of Short Term Business Use** **(U) Awards and Decorations -** Decorations to individuals (military and civilian). Case files of recommendations, decisions, awards, announcements, board meeting minutes, and related documents. Approval of peacetime U.S. military, U.S. non-military and foreign decorations at the awarding/approving authority.	(U) Electronic mail and word processing records used to generate records covered by Item a.	**(U) Temporary.** Destroy/delete within 180 days after the record copy has been produced. (Authorized N1-525-00-1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) N/A	GRS 23 Item 5-b	100-07	1801-2	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files of Short Term Business Use** **(U) Administrative Files.**	(U) Schedules of Daily Activities - Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by NRO employees while serving in an official capacity, created and maintained in hard copy or electronic form. (Excluding the Director's calendar, covered by Item 101-3 and material determined to be personal.)	**(U) Temporary.** Destroy or delete when superseded, obsolete, or no longer needed for current reference. (Authorized GRS 23 Item 5-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Destroy after action is taken.	GRS 23 Item 6-a	100-07	1801-3-a	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files of Short Term Business Use** **(U) Administrative Files.** (U) Suspense Files - Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.	(U) A note or other reminder to take action.	**(U) Temporary.** Destroy after action is taken. (Authorized GRS 23 Item 6-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -3 months	(U) N/A	GRS 23 Item 7	100-07	1801-4	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files of Short Term Business Use** **(U) Administrative Files.**	(U) Transitory Files - Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below: (a) Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply. (b) Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material. (c) Quasi-official notices. (Including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.)	**(U) Temporary.** Destroy when 3 months old. (Authorized GRS 23 Item 7.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Destroy when related form is discontinued, superseded, or canceled.	GRS 4.1 Item 040	100-07	1101-3-b	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files of Short Term Business Use** **(U) Administrative Files.** (U) Forms Files.	(U) Background materials, requisitions, specifications, processing data, and control records.	**(U) Temporary.** Destroy when related form is discontinued, superseded, or canceled. (Authorized GRS 4.1 Item 040.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -1	(U) Destroy after the records are transferred to the legal custody of the National Archives.	GRS 4.1 Item 020	100-07	1101-8-a	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files of Short Term Business Use** **(U) Administrative Files.** (U) Microform Inspection Records.	(U) Inventories, logs, and reports documenting the inspection of permanent microform records, as required by 36 CFR Part 1230.	**(U) Temporary.** Destroy 1 year after the records are transferred to the legal custody of the National Archives. (Authorized GRS 4.1 Item 020.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +3	(U) Cutoff files at the end of the CY.	GRS 4.1 Item 020,030	100-08	1101-6	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.**	(U) Records Management Files - Correspondence, reports, authorizations, and other records that relate to the management of NRO records. (Including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; ~~vital~~ essential records programs; and all other aspects of records management not covered elsewhere in this schedule.)	**(U) Temporary.** Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference. (Authorized GRS 4.1 Item 020,030.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -4	(U) Cutoff files at the end of the CY.	GRS 16 Item 11	100-08	1101-9	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.**	(U) Information Resources Management (IRM) Triennial Review Files - Reports required by the General Services Administration concerning reviews of IRM practices. (Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.)	**(U) Temporary.** Destroy when 7 years old. (Authorized GRS 16 Item 11.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the CY.	GRS 4.1 Item 040.	100-08	1101-10-b	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.** (U) Documents Published in the Federal Register.	(U) Files documenting the processing of semiannual regulatory agenda.	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 4.1 Item 040.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the CY.	GRS 4.1 Item 020.	100-08	1101-2-b	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.** (U) Records Disposition Files - Descriptive inventories, disposal authorizations, schedules, and reports.	(U) Routine correspondence and memoranda.	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 4.1 Item 020.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the CY.	GRS Rescinded	100-08	1101-4-a	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.** (U) Record Holding Files - Statistical reports of NRO holdings. (Including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.)	(U) Records held by office which prepares reports on NRO-wide records holdings.	**(U) Temporary.** Destroy when 3 years old. (Authorized GRS Rescinded.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +2	(U) Cutoff files at the end of the CY after completion of job.	GRS 13 Item 2-a	100-08	1701-1-a	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Graphics Production Files.** (U) Project Files - Job or project records containing information related to planning and execution of printing, binding, duplication, and distribution jobs.	(U) Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the public printer and related records; and (2) records related to services obtained outside the NRO.	**(U) Temporary.** Destroy 1 year after completion of job. (Authorized GRS 13 Item 2-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of the CY.	GRS 13 Item 2-b	100-08	1701-1-b	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Graphics Production Files.** (U) Project Files - Job or project records containing information related to planning and execution of printing, binding, duplication, and distribution jobs.	(U) Files pertaining to planning and other technical matters.	**(U) Temporary.** Destroy when 3 years old. (Authorized GRS 13 Item 2-b.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +2	(U) Cutoff files at the close of FY in which compiled or after filling of register, whichever is applicable.	GRS 13 Item 3	100-08	1701-2	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Graphics Production Files.**	(U) Control Files - Control registers pertaining to requisitions and work orders.	**(U) Temporary.** Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable. (Authorized GRS 13 Item 3.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the CY.	GRS 13 Item 6	100-08	1701-4	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Graphics Production Files.**	(U) Internal Management Files - Records related to internal management and operation of any unit responsible for handling, printing, binding, duplication, and distribution of NRO publications or documentation.	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 13 Item 6.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the CY.	GRS 23 Item 1	100-08	1801-1	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.**	(U) Office Administrative Files - Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to staffing, procedures, and communications; the expenditure of funds. (Including budget records; day-to-day administration of office personnel including, recall rosters; training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports, work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels and other materials that do not serve as unique documentation of the programs of the office.)	**(U) Temporary.** Destroy when 2 years old. (Authorized GRS 23 Item 1.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the CY or after the date of the latest entry, whichever is applicable.	GRS 4.1 Item 010	100-08	1801-5	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.**	(U) Tracking and Control Records - Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or A NARA approved SF 115.	**(U) Temporary.** Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever is applicable. (Authorized GRS 4.1 Item 010.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	N	(U) Cutoff files at the end of CY.	N1-525-95-1	100-08	206-6	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Audiovisual Records.**	(U) Graphics Production Records - Records accumulated in the preparation of graphics. Records are held by units responsible for producing graphics for use by other NRO offices and include hard and soft copies of viewgraphs, slides, and other graphics.	**(U) Temporary.** Destroy when 3 years old. (Authorized N!-525-95-1.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +3	(U) Cutoff files at the end of CY after appropriate revision of mailing list .	GRS 13 Item 4-a	100-08	1701-3-a	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Graphics Production Files.** (U) Mailing Lists.	(U) Correspondence, request forms, and other records relating to changes in mailing lists.	**(U) Temporary.** Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner. (Authorized GRS 13 Item 4-a.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +3	(U) Cutoff files at the end of CY when individual cards are canceled or revised.	GRS 13 Item 4-b	100-08	1701-3-b	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Graphics Production Files.** (U) Mailing Lists.	(U) Card lists.	**(U) Temporary.** Destroy individual cards when canceled or revised. (Authorized GRS 13 Item 4-b.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the CY after supersession.	GRS 4.1 Item 020	100-08	1101-2-a-1	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.** (U) Records Disposition Files - Descriptive inventories, disposal authorizations, schedules, and reports. (U) 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 NARA; and related documentation.)	(U) SF 115s that have been approved by NARA.	**(U) Temporary.** Destroy 2 years after supersession. (Authorized GRS 4.1 Item 020.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -3	(U) Cutoff files at the end of the CY after the related records are destroyed or after the related records are transferred to the National Archives of the U.S., whichever is applicable.	GRS 4.1 Item 020	100-08	1101-2-a-2	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.** (U) Records Disposition Files - Descriptive inventories, disposal authorizations, schedules, and reports. (U) 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 NARA; and related documentation.)	(U) Other Records.	**(U) Temporary.** Destroy 6 years after the related records are destroyed or after the related records are transferred to the National Archives of the U.S., whichever is applicable. (Authorized GRS 4.1 Item 020.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.

New Retention Period	Retention Changing? (Y or N, +/- # years)	(U) New Cut Off	NARA Authorized Number/ GRS Number	New Bucket RCS	(U) Current Item Number	(U) Headings	(U) Current Description of Records	(U) Current Authorized Disposition	(U) Current Retirement Instructions	(U) Current Cutoff
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y -2	(U) Cutoff files at the end of the CY after related form is discontinued or canceled.	GRS 4.1 Item 040	100-08	1101-3-a	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.** (U) Forms Files.	(U) One record copy of each form created by the NRO with related instructions and documentation showing inception, scope, and purpose of the form.	**(U) Temporary.** Destroy 5 years after related form is discontinued, superseded, or canceled. (Authorized GRS 4.1 Item 040.)	(U) Hold in current file area for 1 year before transferring to the Records Center.	(U) Cutoff files at the end of the CY.
Temporary: Destroy/Delete at 3 years or when superseded, obsolete or when no longer needed for agency business, whichever is longer.	Y +1	(U) Cutoff files at the end of the CY after the report is discontinued.	GRS 16 Item 6	100-08	1101-5	**(U) Routine Office Administrative Files:** **(U) Office Administrative Files, Audiovisual Files, and Graphics Production Files of Longer Term Business Use.** **(U) Administrative Files.**	(U) Reports Control Files - Case files maintained for each NRO report created or proposed. (Included are clearance forms, OMB 83 (formerly 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.)	**(U) Temporary.** Destroy 2 years after the report is discontinued. (Authorized GRS 16 Item 6.)	(U) These files cannot be retired to the Records Center. They must be held in current program area until they are destroyed.	(U) N/A

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Reconnaissance Office ." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

http://www.archives.gov/foia/