



# DCMA RECORDS RETENTION SCHEDULE

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## I. RECORDS RETENTION SCHEDULE CUTOFF CATEGORY DESCRIPTION

The following provides an explanation of the cutoff categories referred to in this document

The amount of time a record is kept is called its retention period. A disposition rule is the definition of when a file begins its retention period, what that retention period is based on and the final disposition action for a record once its retention period is over. Disposition rules are made up of **cutoff** and disposition phases. **Cutoff (an event or date trigger) determines when a record enters its retention period.** Final disposition is what is done with the records once its retention period is over such as destruction by shredding, digitizing or transferring to another location.

When converting from a traditional retention schedule to a "Big Bucket" retention schedule the cutoff of a specific series of records do not always apply to all the records series types within the "Big Bucket" schedule. In response, the following cutoff categories were fashioned. Within the body of DCMA's records retention schedule several cutoff categories may be listed under a given record type, the records owner (or those with records management responsibilities) should determine which cutoff is appropriate based on their understanding of how information is organized within the project, activity or mission.

- Category A) Cut off is when record is superseded or obsolete, applies to publications, issuances or like documents
- Category B) Cut off is when project or event is ended, or after final payment or final action, or after settlement of disputes/incidents, court order lifted or litigation concluded, whichever is applicable. Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates
- Category C) Cut off is when employee transfers, separates or retires from federal service or where applicable, an employee or dependent spouse's eligibility is terminated or denied. Applies to certain Human Resource records
- Category D) Cut off is after period covered by account, certificate of settlement is received, or when period for claims for which DCMA has right to collect is ended, or when DCMA determines collection is no longer required or terminated, whichever is later. Applies to certain Accounting records in GRS 3, 6, 7 and 8
- Category E) Cut off is annually. Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task, separation of personnel or settlement of dispute

**150.00 Routine Audiovisual, Cartographic, Aerial Photographic, Architectural, and Engineering Records**

**150.01a General Planning, Management and Budgeting of Audiovisual, Cartographic, Aerial Photographic, Architectural, and Engineering Records**

Records related to general planning, management and budgeting of activities related to the production and maintenance of audiovisual, cartographic, aerial photographic, architectural and engineering records

①

150 01a1 Records held by office performing agency-wide responsibility (record serves as the legal copy) This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy 6 years after the applicable cut off category

Category B) Cut off is when project or event is ended, or final payment or final action, or after settlement of disputes/incidents, court lifted or litigation concluded, whichever is later Applies to activities whose records are organized or grouped and maintained by a given task, job, assignment, agreement or situation and has clearly defined start and end dates

Category E) Cut off is annually Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task, separation of personnel or settlement of dispute

②

150 01a2 Other offices' records

DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

**150.02a Routine Audiovisual Records Rejected for Accessioning by DIMOC**

**Note 1: For disposition of historically valuable audiovisual records, refer to permanent items in Defense Imagery Management Operations Center (DIMOC) Visual Information schedule N1-330-08-4 or its successor schedule.**

**Note 2: Refer to 150.03 for disposition of personnel identification and passport photographs.**

Audiovisual records rejected for accessioning by the Defense Imagery Management Operations Center (DIMOC) or its successor agency under schedule N1-330-08-4 or its successor schedule Included are such records as

- a Routine scientific, medical, or engineering footage or recording

- b Records that document routine activities such as meetings, award presentations, training programs, management instructions
- c Production files or similar files that document origin, development, acquisition, use and ownership of temporary audiovisual records
- d Interim copies of audiovisual records used in an intermediate stage for a final product, such as recordings of meetings made exclusively for transcription, stock footage used for motion pictures, or routine artwork for audio and visual production

③ 150 02a1 Records held by office performing agency-wide responsibility (record serves as the legal copy) This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy 2 years after the applicable cut off category

Category A) Cut off is when record is superseded or obsolete, applies to publications, issuances or like documents

Category E) Cut off is annually Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task, separation of personnel or settlement of dispute

④ 150 02a2 Copies of records kept in other DCMA offices This includes any copies maintained on a DCMA website

DISPOSITION Temporary Destroy when superseded, obsolete or no longer needed

**150.02b Routine Cartographic, Aerial Photographic, Architectural, and Engineering Records**

Such as

- a Architectural Drawings of Temporary Structures and Buildings or of Buildings not critical to the Mission of the agency
- b Space Assignment Plans
- c Drawings reflecting minor modifications

⑤ 150 02b1 Records held by office performing agency-wide responsibility (record serves as the legal copy) This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy 2 years after the applicable cut off category

Category A) Cut off is when record is superseded or obsolete, applies to publications, issuances or like documents

Category E) Cut off is annually Applies to records whose retention trigger is not based on a significant event such as the release of a new issuance, completed task, separation of personnel or settlement of dispute

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150.02b2

Copies of records kept in other DCMA offices This includes any copies maintained on a DCMA website

DISPOSITION Temporary Destroy when superseded, obsolete or no longer needed

~~150.03~~

~~Personnel Identification and Passport Photographs Rejected for Accessioning by DIMOC~~

GRS 21,  
Item 2

~~Personnel identification and passport photographs rejected for accessioning by the Defense Imagery Management Operations Center (DIMOC) or its successor agency under schedule N1-330-08-4 Covered are records held by office performing agency-wide responsibility (record serves as the legal copy) This includes any records maintained on a DCMA website~~

~~DISPOSITION Temporary Destroy when 5 years old or when superseded or obsolete, whichever is later~~

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150.04

**Routine Audiovisual, Cartographic, Aerial Photographic, Architectural, and Engineering Records - Routine Background Material**

Refers to routine background materials relating to Routine Audiovisual, Cartographic, Aerial Photographic, Architectural, and Engineering Records accumulated in the course of formulating or analyzing policy or similar activities that result in a clearly defined deliverable or issuance Routine background material may consist of reference papers, extra copies of reports or other documents, and correspondence of a transitory or informational nature only This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy when superseded, obsolete, or no longer needed for business

**Disposition Note: Place substantive background papers in the file pertinent to the subject matter or the function covered.**

N1-558-10-6

Schedule 150  
Records Series Crosswalk

Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series - Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
150 02a1	T		GRS 21 Item 1	Destroy when 1 year old			STILL Photography Photographs of Routine Award Ceremonies, Social Events, and Activities not Related to the Mission of the Agency	Photographs of Routine Award Ceremonies Social Events and Activities not Related to the Mission of the Agency
150 02a1	T		GRS 21 Item 12	Destroy when 2 years old			MOTION PICTURES	Routine Scientific Medical or Engineering Footage
150 02a1	T		GRS 21 Item 14	Destroy 1 year after completion of training program			VIDEO RECORDINGS	Programs Acquired from Outside Sources for Personnel and Management Training
150 02a1	T		GRS 21 Item 17	Destroy 1 year after completion of training program			VIDEO RECORDINGS Internal Personnel and Administrative Training Programs that do not Reflect the Mission of the Agency (These include "role play" sessions, management and supervisory instruction etc )	Internal Personnel and Administrative Training Programs that do not Reflect the Mission of the Agency (These include role play sessions management and supervisory instruction etc )
150 02a1	T		GRS 21 Item 19	Destroy when 2 years old			Video Recordings Routine Scientific, Medical or Engineering Recordings	Routine Scientific, Medical or Engineering Recordings
150 02a1	T		GRS 21 Item 20	Destroy when 2 years old			Video Recordings Recordings that Document Routine Meetings and Award Presentations	Recordings that Document Routine Meetings and Award Presentations
150 02a1	T		GRS 21 Item 26	Destroy when 6 months old			Audio (sound) recordings Daily or Spot News Recordings Available to Local Radio Stations on a Call in Basis	Daily or Spot News Recordings Available to Local Radio Stations on a Call-in Basis
150 02a1	T		GRS 21 Item 28	Dispose of according to the instructions covering the related audiovisual records			Production Files or Similar Files that Document Origin Development Acquisition Use and Ownership of Temporary Audiovisual Records	Production Files or Similar Files that Document Origin, Development, Acquisition, Use, and Ownership of Temporary Audiovisual Records
150 02a1	T		GRS 21 Item 29	Dispose of according to the instructions covering the related audiovisual records			Finding Aids for Identification, Retrieval or Use of Temporary Audiovisual Records	Finding Aids for Identification Retrieval or Use of Temporary Audiovisual Records
150 02a1	T		GRS 21 Item 3	Destroy 1 year after completion of training program			Still Photography Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not Reflect the Mission of the Agency	Internal Personnel and Administrative Training Filmstrips and Slides of Programs that do not Reflect the Mission of the Agency
150 02a1	T		GRS 21 Item 5	Destroy 1 year after use			Graphic Arts viewgraphs	Viewgraphs
150 02a1	T		GRS 21 Item 9	Destroy 1 year after completion of training program			MOTION PICTURES	Films Acquired from Outside Sources for Personnel and Management Training
150 02a1	T		GRS 21 ITEM 16	Destroy immediately			VIDEO RECORDINGS	Rehearsal or Practice Tapes
150 02a1	T		GRS 21 Item 22	Destroy immediately after use			AUDIO (SOUND) RECORDINGS Recordings of Meetings Made Exclusively for Note Taking or Transcription	Recordings of Meetings Made Exclusively for Note Taking or Transcription

Schedule 150  
Records Series Crosswalk

Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series Combined	GRS combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA-DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA DCMA Description/Information
150 02a1	T		GRS 21 Item 24	Destroy immediately after use			Audio (sound) recordings Premix Sound Elements Created During the Course of a Motion Picture, Television or Radio Production	Premix Sound Elements Created During the Course of a Motion Picture Television, or Radio Production
150 02a1	T		GRS 21 Item 6	Destroy when no longer needed for publication or reprinting			Graphic Arts Routine Artwork for Handbills, Flyers, Posters Letterhead and other Graphics	Routine Artwork for Handbills Flyers Posters Letterhead, and other Graphics
150 02b1	T		GRS 17 Item 10	Destroy when superseded or after the structure or object has been retired from service			Paint Plans and Samples	Plans and paint samples for painting all areas of buildings lacking historical architectural or technological significance and plans and samples for painting appliances elevators and other mechanical parts of buildings
150 02b1	T		GRS 17 Item 3	Destroy when superseded or after the structure or object has been retired from service			Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency	Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations
150 02b1	T		GRS 17 Item 4	Destroy when superseded or after the structure or object has been retired from service			Drawings of Electrical, Plumbing, Heating or Air Conditioning Systems	Drawings of Electrical Plumbing, Heating, or Air Conditioning Systems
150 02b1	T		GRS 17 Item 5	Destroy when the final working/as built drawings have been produced			Contract Negotiation Drawings	Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural or technological significance, drawings related to electrical, plumbing, heating, or air conditioning projects or drawings superseded by final working/as built drawings
150 02b1	T		GRS 17 Item 6	Destroy when superseded or after the structure or object has been retired from service			Space Assignment Plans	Outline floor plans indicating occupancy of a building
150 02b1	T		GRS 17 Item 8	Destroy when superseded or after the structure or object has been retired from service			Engineering Drawings of Routine Minor Parts	Drawings of such objects as fasteners nuts bolts wires screws nails, pipe fittings, brackets, struts, plates and beams if maintained separately or if segregable from a larger file
150 02b1	T		GRS 17 Item 9	Destroy when superseded or after the structure or object has been retired from service			Drawings Reflecting Minor Modifications	Repetitive engineering drawings showing minor modifications made during research and development and superseded by final drawings, if filed separately or if readily segregable from a larger file
150 02b1	T		GRS 17 Item 1	Destroy when no longer needed for revision			Cartographic Records Prepared During Intermediate Stages of Publication	Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives enlargements or reductions color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map and similar items whose informational content is duplicated by the final published map

Schedule 150  
Records Series Crosswalk

Bucket Section - Combined	Record Type (Temp, Perm, Temp system)	Current DLA-DCMA Records Series Combined	GRS - combined	Current DLA-DCMA or GRS Cutoff Retention Instruction	NARA/ DCMA Authority	Current DLA DCMA General Series Information	Current DLA-DCMA Record Title	Current DLA-DCMA Description/Information
150 03	T		GRS 21 Item 2	Destroy when 5 years old or when superseded or obsolete whichever is later			Still Photography Personnel Identification or Passport Photographs	Personnel Identification or Passport Photographs
Refer to Records Manager	T	110 34	N/A N/A	Do not destroy These records will be retained in CFA until disposition authority is established Refer to Records Manager	N1 361 91 2		Unidentified Files	Records for which an appropriate file number has not been assigned Authorized for use ONLY after approval by records management officer and on an interim basis not to exceed 1 year until a permanent number is developed Paragraph 6f APPENDIX 2 describes procedure to request a new file number Refer to Records Manager for assistance