

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-558-10-7	DATE RECEIVED 9/9/10
1 FROM (Agency or establishment) Defense Contract Management Agency		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Information Technology Customer Service Organization (ITSCO)			
3 MINOR SUBDIVISION Records Management Program			
4 NAME OF PERSON WITH WHOM TO CONFER Gilbert B Smeltzer	5 TELEPHONE (703) 254-2141	DATE 9/10/10	ARCHIVIST OF THE UNITED STATES 

6 AGENCY CERTIFICATION

I hereby certify that I am authorized to act for this agency in the matters pertaining to the disposition of its records and that the records proposed for disposal attached 6 page(s) are not 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 Manuel for Guidance of Federal Agencies,

is not required,  is attached, or  has been requested

DATE Sep 7 2010	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE DCMA -ITA /Records Program Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Schedule 160 - Property, Housing, Facility and Vehicle Management, Travel and Transportation Records (See attached Big Bucket Schedule and Records Crosswalk)		

## OVERVIEW OF CUTOFF CATEGORIES

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

# DCMA RECORDS RETENTION SCHEDULE

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**160.00 Property, Housing, Facility and Vehicle Management, Travel and Transportation Records**

**Note 1: This schedule supersedes certain items in the following General Records Schedules; see the crosswalk for GRS items superseded**

- a GRS 4 – Property Disposal Records
- b GRS 9 - Travel and Transportation Records
- c GRS 10 – Motor Vehicle Maintenance and Operations Records
- d GRS 11 – Space and Maintenance Records
- e GRS 15 – Housing Records

**Note 2: Refer to 110.03a for criminal investigation reports**

**Note 3: Refer to 170.02 for agreement or contracts involving financial acquisition of goods or services**

**Note 4: Refer to 400.03a for non-financial agreements to include Memorandum of Understandings, inter-service agreements, interagency agreements, Occupancy Agreement or like arrangements.**

**Note 5: Refer to 160.03 for Bills of Lading records issued in performance of non-mission related activities; Refer to 800.04 for Bills of Lading records issued in performance of Contract Administration Services**

**160.01 Property, Housing, Facility and Motor Vehicle Maintenance Operations; Travel and Transportation – General**

**Note 1: Refer to section 160.03 for Bills of Lading**

Relates to activities involving the maintenance and disposal of property, building and housing facilities, motor vehicles and aircraft maintenance, documenting the movement of goods and persons

Includes but is not limited

- 1 Planning and Management
  - a Records related to general planning, management and budgeting of property, housing, facility and vehicles to include but not limited to program plans, studies and analysis, reports, including those produced from tracking/control mechanisms, and guidance letters
- 2 Facility/Space

- a Work orders, requisitions and related papers in repair and maintenance work
  - b Correspondence files of the unit responsible for space and maintenance matter to include agency reports to the GSA
  - c Agency space files to include building plan files, surveys, and other records utilized in agency space planning, assignment and adjustment
  - d Directory service files
  - e Identification credential files to include identification credentials such as cards, badges, parking permits, photographs
  - f Copies of maintenance and support agreements
- 3 Motor Vehicle
- a Motor Vehicle operating records to include gas and oil consumption, dispatching and scheduling, individual employee operating driving test, authorization for use
  - b Maintenance records, including those related to service and repair
  - c Vehicle cost files to include vehicle ledger and worksheets providing cost and expense
- 4 Aircraft Maintenance
- a Logistical Support for Flight Operations
  - b General Aircraft Maintenance and Modifications Records
- 5 Property Disposal (Refer to 160 04 for Real Property Files related to transfer to non-Federal ownership)
- a Excess personal and agency property reports
  - b Tracking and accountability reports
  - c Surplus Property Case Files to include comprising invitations, bids, acceptance, evidence of sales and related correspondence
- 6 Housing
- a Housing General Correspondence Files
  - b House Maintenance and Repair Files
  - c Reports pertaining to housing management, including survey, collection and other statistical and narrative data
  - d. Housing Assignment and Vacancy Card Files
- 7 Movement of Persons (Refer to 160 02 for records payment of passenger and freight charges)
- a Passenger travel orders
  - b Passenger transportation vouchers

- c Passenger transportation request
- d Passenger travel authorizations
- e Records relating Official Passports to include application files, annual reports concerning official passports, passport registers

160 01a Records maintained by office of primary responsibility This includes any records maintained on a DCMA website

①

DISPOSITION Temporary Destroy 6 years after 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 order 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

160 01b Other offices' records This includes any records maintained on a DCMA website

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

**160.02 Payment of Commercial Freight and Passenger Transportation Files**

~~160.02a Settled Accounts~~

GRS 9/1a

~~Includes original vouchers and support documents covering commercial freight and passenger transportation charges of settled accounts, including registers and other control documents, but excluding those covered by 160 02b~~

~~Records maintained by office of primary responsibility This includes any records maintained on a DCMA website~~

~~DISPOSITION Temporary Destroy 6 years after period of the account~~

~~160 02b Non-Settled Accounts~~

~~Related to records covering payments for commercial freight and passenger transportation charges for service for which 1) notice of overcharge has been or is expected to be issued, or if a freight overpayment is involved, 2) deduction or collection action has been taken, 3) the voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) the voucher has become~~

GRS 9/16

~~involved in litigation, or any other condition arises, such as detection of overcharge, that prevents the settling of this account, requiring the voucher to be retained beyond the 6 year retention period~~

~~Records maintained by office of primary responsibility. This includes any records maintained on a DCMA website~~

~~DISPOSITION Temporary Destroy when 10 years old~~

160.03

**Bill of Ladings and Supporting Documentation**

Includes Bills of Lading and related documents retained in the designated electronic recordkeeping system such as notices of availability, transportation control movement documents, issue release/receipt documents, inspection and receiving reports, air bills, supply transactions, signed transfer to carrier documents, and acceptance data

160 03a

3

Office of primary responsibility and respective systems for retaining official record (record serves as the legal copy) This includes any records maintained on a DCMA website

DISPOSITION Temporary Destroy/delete no less than 6 years, and no more than 10 years, after completion of the contract, or final payment or termination of the program effort, or settlement of disputes/ incidents, whichever is later

**DISPOSTION NOTE 1: DCMA (after NARA's approval of this schedule) can approve a retention period within the 6 year -10 year range. NARA's approval is needed for a longer retention.**

160 03b

4

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

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

160.04

**Real Property Files**

~~Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is~~

released for historical use or purpose, the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes

GRS 4/4

DISPOSITION Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage

**DISPOSITION NOTE 1: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. Agencies must schedule these series by submitting an SF 115 to NARA.**



N1-558-10-7

160 Bucket Schedule

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
160 01a	T	157 30	N/A N/A	Destroy upon normal expiration or supersession of registration or 3 years after revocation of registration	N1 361 91 7		Motor Vehicle Registration	Documents and records relating to permanent registration of private vehicles to include commercial vehicles
160 01a	T	157 35	N/A N/A	Destroy after 1 year or when superseded or no longer needed, whichever is later except that documents pertaining to suspension or withdrawal actions initiated by DCMA activities will be retained and destroyed after 3 years	N1 361 91 7		Motor Vehicle Liability Insurance	Documents pertaining to requirements for motor vehicle liability insurance coverage accepted and accredited insurers solicitation and sale suspension or withdrawal of solicitation or accreditation privileges reports notices certificates and other related documents
160 01a	T	157 40	N/A N/A	Destroy after 2 years	N1 361 91 7		Vehicle Accident Investigation	Reports, sketches, and related papers concerning accident investigations
160 01a	T	510 51 A	GRS 09 Item 4a	Destroy when 2 years old			General Travel and Transportation Files Routine Files	Routine administrative records including correspondence, forms and related records pertaining to commercial and noncommercial agency travel and transportation
160 01a	T	510 51 B	GRS 09 Item 4b	Destroy 1 year after all entries are cleared			General Travel and Transportation Files Accountability records	Accountability records documenting the issue or receipt of accountable documents
160 01a	T	510 52 A1 (Excludes Bills of Lading and related documents refer to Records Series Code 510 52 A)	GRS 09 Item 1c	Destroy 6 years after the period of the account		Travel authorizations transportation requests logs clearances and similar documents used in providing and administering passenger transportation services for official travel (For Bills of Lading and related documents refer to Records Series Code 510 52 A)	Travel Issuing office Movement of Person	includes Issuing office memorandum copies of government transportation requests, travel authorizations and supporting documents
160 01a	T	510 52 B	GRS 09 Item 1e	Destroy 3 years after the year in which the transaction is completed		Travel authorizations, transportation requests, logs, clearances and similar documents used in providing and administering passenger transportation services for official travel	Travel Unused ticket redemption	Unused ticket redemption forms, such as SF 1170 Redemption of Unused Tickets or comparable records
160 01a	T	510 53 A	GRS 09 Item 3a	Destroy when 6 years old		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	Reimbursable Travel Files	Travel administrative office files
160 01a	T	510 53 B	GRS 09 Item 3b	Destroy when funds are obligated		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	Reimbursable Travel Files	Obligation Copies
160 01a	T	510 54	N/A N/A	Destroy after 2 years or when no longer needed for reference	N1 361 90 01		Reports of Survey Control	Reports of survey control registers, survey certificates, and related documentation concerning the loss, un serviceability or destruction of government property

## 160 Bucket Schedule

160 01a	T		GRS 04 Item 1	Destroy when 2 years old		Property Disposal Correspondence Files	Property Disposal Correspondence Files
160 01a	T		GRS 04 Item 2	Destroy when 3 years old		Excess Property Reports	Excess Property Reports
160 01a	T		GRS 04 Item 3	Transactions more than \$25k, destroy 6 years after final payment Transactions less than \$25K destroy 3 years after final payment		Surplus Property Case Files	Case files on sales of surplus personal property comprising invitations, bids, acceptance, list of materials, evidence of sales, and related correspondence
160 01a	T		GRS 09 Item 2	Destroy when 6 years old		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
160 01a	T		GRS 09 Item 5a	Destroy when 3 years old or upon separation of the bearer, whichever is sooner		Application files	Records relating to Official Passports
160 01a	T		GRS 09 Item 5b	Destroy when 1 year old		Annual Reports concerning official passports	Reports to the Dept of State concerning the number of official passports issued and related matters
160 01a	T		GRS 09 Item 5c	Destroy when superseded or obsolete		Passport Registers	Registers and lists of agency personnel who have official passports
160 01a	T		GRS 09 Item 7	Destroy when 3 years old		Federal Employee Transportation Subsidy Records	Documents relating to the disbursement of transportation subsidies to employees
160 01a	T		GRS 10 Item 01	Destroy when 2 years old		Motor Vehicle Correspondence Files	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule
160 01a	T		GRS 10 Item 03	Destroy 3 years after discontinuance of ledger or date of worksheet		Motor Vehicle Cost Files	Motor vehicle ledger and worksheets providing cost and expense data
160 01a	T		GRS 10 Item 09	Destroy when 2 years old		Routine Aircraft Operations	
160 01a	T		GRS 10 Item 10	Destroy when 6 years old or when superseded whichever is later		Logistical Support for Flight Operations	
160 01a	T		GRS 10 Item 02a	Destroy when 3 months old		Motor Vehicle Operating and Maintenance Files	Operating records including those related to gas and oil consumption dispatching, and scheduling
160 01a	T		GRS 10 Item 02b	Destroy when 1 year old		Motor Vehicle Correspondence Files Maintenance Records including those relating to service and repairs	Maintenance Records including those relating to service and repairs
160 01a	T		GRS 10 Item 04	Destroy 3 years after date of report		Motor Vehicle Report Files	Reports on motor vehicles (other than accident operating and maintenance reports) including SF 82 Agency report of motor vehicle data
160 01a	T		GRS 10 Item 06	Destroy 4 years after vehicle leaves agency custody		Motor Vehicle Release files	Records relating to transfer sale, donation, or exchange of vehicles including SF 97, The United States Government Certificate to Obtain title to a Motor Vehicle
160 01a	T		GRS 10 Item 07	Destroy 3 years after separation of employees or 3 years after rescission of authorization to operate Government Owned vehicle, whichever is sooner		Motor Vehicle Operator Files	Records relating to individual employee operation of Govt owned vehicles including driver tests authorization to use safe driving awards and related correspondence

## 160 Bucket Schedule

160 01a	T		GRS 11 Item 1	Destroy when 2 years old			Space and Maintenance General Correspondence Files	
160 01a	T		GRS 11 Item 2a	Destroy 2 years after termination of assignment or when lease is cancelled or when plans are superseded or obsolete			Agency Space Files	
160 01a	T		GRS 11 Item 2b1 2b2	Agency Reports to GSA destroy when 2 years old, copies in subordinate reporting units and related work papers destroy when 1 year old			Correspondence with and reports to staff agencies relating to agency space holdings and requirements	Agency Reports to the GSA including Standard Form, SF 81, Request for Space and related comments
160 01a	T		GRS 11 Item 3	Destroy 2 months after issuance of listing			Directory Service Files	
160 01a	T		GRS 11 Item 4a	Destroy credentials 3 months after return to issuing office			Credential Files Identification credentials and related papers	
160 01a	T		GRS 11 Item 4b	Destroy after all listed credentials are accounted for			Credential files receipts, indexes, listings and accountable records	
160 01a	T		GRS 11 Item 5	Destroy 3 months after work is performed or requisition is cancelled			Building and Equipment Service Files	
160 01a	T		GRS 15 Item 5	Destroy 3 years after close of fiscal year in which unit is closed to tenancy or leaves agency control			Housing Assignment and Vacancy Card Files	
160 01a	T		GRS 15 Item 6	Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control			Housing Inventory Files	
160 01a	T		GRS 15 Item 1	Destroy when 2 years old			Housing General Correspondence Files	
160 01a	T		GRS 15 Item 2	Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control work orders requisitions and related papers involved in repair and maintenance work destroy 3 fiscal years following close of fiscal year in which work is done			Housing Maintenance and Repair Files	Summary Card or ledger Records
160 01a	T		GRS 15 Item 3	Destroy when 2 years old			Housing Maintenance files	
160 01a	T		GRS 15 Item 4	Destroy 3 years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded whichever is later			Housing Lease Files	
160 01a	T		GRS 15 Item 7a	Destroy 1 year from date of rejection			Housing Application Files	Rejected Application Files
160 01a	T		GRS 15 Item 7b	Destroy when 2 years old			Housing Application Files	All Others

## 160 Bucket Schedule

160 02a	T		GRS 09 Item 1a	Destroy 6 years after period of account			Commercial Freight and Passenger Transportation files Settled Accounts	Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts
160 02b	T		GRS 09 Item 1b	Destroy after 10 years			Commercial Freight and Passenger Transportation files Unsettled Accounts	Related to records covering payments for commercial freight and passenger transportation charges for service for which 1) notice of overcharge has been or is expected to be issued or if a freight overpayment is involved 2) deduction or collection action has been taken 3) the voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated 5) the voucher has become involved in litigation or any other condition arises such as detection of overcharge that prevents the settling of this account, requiring the voucher to be retained beyond the 6 year retention period
160 03a	T	510 52 A (Bills of Lading and related documents)		Destroy when 6 years old		Travel authorizations transportation requests logs clearances and similar documents used in providing and administering passenger transportation services for official travel	Travel Movement of Goods	Includes Bills of Lading and related documents retained in the Global Freight Management System or its successor such as notices of availability transportation control movement documents issue release/receipt documents, inspection and receiving reports air bills supply transactions signed transfer to carrier documents, and acceptance data
160 04	T		GRS 04 Item 4	Transfer to new custodian upon completion of sale trade or donation proceedings or acceptance of purchase money mortgage Note Case files on disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long term value Agencies must schedule these series by submitting an SF 115 to NARA			Real Property Files	Records necessary or convenient for use of real property sold, donated, or traded to non federal ownership including if pertinent as determined by the releasing agency, site maps and surveys plot plans architect s sketches working diagrams preliminary drawings, blueprints master tracings utility outlet plans, equipment location plans specifications, construction progress photographs inspection reports, building and equipment management and maintenance records, allowance lists and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance and (c) that if the property is released for historical use or purpose, the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes

## 160 Bucket Schedule

Refer to Records Manager	T	110 34	N/A N/A	<p>Do not destroy</p> <p>These records will be retained in CFA until disposition authority is established Refer to Records Manager</p>	N1 361 91 2		Unidentified Files	<p>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</p>
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