

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-AU-96-6
1. FROM (Agency or establishment) DEPARTMENT OF THE ARMY		DATE RECEIVED	8-1-96
2. MAJOR SUBDIVISION CORPS OF ENGINEERS		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION MANAGEMENT INFORMATION DIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
KENNETH R. MARQUIS	(202) 761-0712	3-10-99	<i>John W. Carl</i>
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 <u>6</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
29 July 96	<i>Joan Hamilton</i>	Archivist	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	Job to approve the Army and Corps of Engineers classification standards for environmental restoration files.  SEE ATTACHED.		

115-109

NSN 7540-00-634-4064  
PREVIOUS EDITION NOT USABLESTANDARD FORM 115 (REV. 3-91)  
Prescribed by NARA  
36 CFR 1228MAR 22 1999 *mfh**copy to: Agency  
NR  
NW MW*

SUMMARY OF PROPOSED ENVIRONMENTAL RESTORATION MARKS  
CLASSIFICATION STANDARDS  
19 MARCH 1996

37 FINANCIAL ADMINISTRATION

<u>File Category</u>	<u>Current Disposition</u>	<u>Proposed Disposition</u>	<u>EPA Proposed Disposition</u>
37-1f Accounting Documents	6 years, 3 months	30 years	30 years
37-2-1b COEMIS, F&A Site Audit Outputs	American Indians- Permanent All Others - 6 years, 3 months	American Indians- Permanent HTRW-30 years	30 years 30 years
37-2-10d Basic and Intermediate Cost Media Files	6 years	30 years	30 years
37-2-10r Civil Works Site Audits	American Indians- Permanent All Others - 6 years, 3 months	American Indians- Permanent HTRW-30 years	30 years
37-2-10s Disbursing Officers Vouchers (CW)	6 years after FY providing there are no outstanding claims	30 years	30 years
37-2-10u Fiscal Accounting Files	10 years after FY preparation	30 years	30 years
37-103dd Original Disbursing Officers Accounts (Mil)	American Indians- Permanent All Others - 6 years, 3 months	American Indians- Permanent HTRW-30 years	30 years

Note: EPA Superfund Only - Must obtain authorization from EPA before destruction of documents.

## 200 Environmental Quality

<u>File Category</u>	<u>Current Disposition</u>	<u>Proposed Disposition</u>	<u>EPA Proposed Disposition</u>
200-1d Environmental Restoration Remedial Assessment Files	None - New Classification and Disposition Standards	Permanent	Permanent
200-1e Army Environmental Restoration Administration Record	None - New Classification and Disposition Standards	Permanent	Permanent
200-1f Environmental Restoration Project Files	None - New Classification and Disposition Standards	Permanent	Permanent

415 Construction Contracts (Military)

<u>File Category</u>	<u>Current Disposition</u>	<u>Proposed Disposition</u>	<u>EPA Proposed Disposition</u>
415-10c Military Construction Contracts	6 years, 3 months	30 years	None

715 Procurement Contracts

715c Master, Open-end, and Call-type Contracts	6 years, 3 months	30 years	30 years
715j Small Purchase Categories	1 year after final payment	30 years	30 years
715k Contract Actions	6 years, 3 months	30 years	30 years
715p Contract Clause years Deviations	Destroy 10 years in CFA	30 years	30

1180 Corps of Engineers Contracts

1180-1-1a Civil Works Contracts	6 years, 3 months	30 years	30 years
1180-1-1q Civil Works Construction and Maintenance Contracts	6 years, 3 months	30 years	None

Note: EPA Superfund Only - Must obtain authorization from EPA before destruction of documents.

## 1110 Corps of Engineers Engineering and Design Files

<u>File Category</u>	<u>Current Disposition</u>	<u>Proposed Disposition</u>	<u>EPA Proposed Disposition</u>
1110-1-8100e Environmental Restoration - Raw Data Files	None - New Classification and Disposition Standards	Destroy samples after 1 year or when regulatory requirements are met. Laboratory backup analytical data, destroy after 2 years.	None
1110-1-8100f Environmental Restoration Quality Assurance and Quality Control (QA/QC) Files	None - New Classification and Disposition Standards	Permanent	Permanent
1110-1-8100g Environmental Restoration Waste Identification, Tracking, and Disposal Files	None - New Classification and Disposition Standards	Permanent	None

### 5 Management

<u>File Category</u>	<u>Current Disposition</u>	<u>Proposed Disposition</u>	<u>EPA Proposed Disposition</u>
5c USACE Environmental Restoration Agreements	None - New Classification and Disposition Standards	Originals, Permanent Copies, Destroy after 3 years	Permanent

### 385 Safety

385-40b Accident and Incident Cases	Rescind 385-10f and Reinstate 385-40b	50 years	None
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### 405 Real Estate

405-90h Real Property Title/Historical Files	Time Event before 1917, Permanent After, Destroy 10 years after disposal of property.	No Time Event- Permanent	None
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**SUMMARY OF PROPOSED ENVIRONMENTAL RESTORATION MARKS CLASSIFICATION STANDARDS**

19 March 1996

**37 Financial Administration**

<u>File Category</u>	<u>Current Disposition</u>	<u>Proposed Disposition</u>	<u>EPA Proposed Disposition</u>
37-1f Accounting Documents	6 years, 3 months	30 years	30 years
37-2-1b COEMIS, F&A Site Audit Outputs	American Indians-Permanent All Others - 6 years, 3 months	American Indians-Permanent HTRW-30 years	30 years
37-2-10d Basic and Intermediate Cost Media Files	6 years	30 years	30 years
37-2-10r Civil Works Site Audits	American Indians-Permanent All Others - 6 years, 3 months	American Indians-Permanent HTRW-30 years	30 years
37-2-10s Disbursing Officers Vouchers (CW)	6 years after FY providing there are no outstanding claims	30 years	30 years
37-2-10u Fiscal Accounting Files	10 years after FY preparation	30 years	30 years

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37 Financial Administration (Continued)

<u>File Category</u>	<u>Current Disposition</u>	<u>Proposed Disposition</u>	<u>EPA Proposed Disposition</u>
37-103dd Original Disbursing Officers Accounts (Mil)	American Indians- Permanent All Others - 6 years, 3 months	American Indians- Permanent HTRW-30 years	30 years

Note: EPA Superfund Only - Must obtain authorization from EPA before destruction of documents.



200 Environmental Quality

<u>File Category</u>	<u>Current Disposition</u>	<u>Proposed Disposition</u>	<u>EPA Proposed Disposition</u>
200-1d Environmental Restoration Remedial Assessment Files	None - New Classification and Disposition Standards	Permanent	Permanent
200-1e Army Environmental Restoration Administration Record	None - New Classification and Disposition Standards	Permanent	Permanent
200-1f Environmental Restoration Project Files	None - New Classification and Disposition Standards	Permanent	Permanent

Note: Transfer 200-1d and 200-1e to 200-1f, Environmental Restoration Project Files.

**415 Construction Contracts (Military)**

<u>File Category</u>	<u>Current Disposition</u>	<u>Proposed Disposition</u>	<u>EPA Proposed Disposition</u>
415-10c Military Construction Contracts	6 years, 3 months	30 years	None

**715 Procurement Contracts**

715c Master, Open-end, and Call-type Contracts	6 years, 3 months	30 years	30 Years
715j Small Purchase Categories	1 year after final payment	30 years	30 years
715k Contract Actions	6 years, 3 months	30 years	30 years
715p Contract Clause Deviations	Destroy 10 years in CFA	30 years	30 years

**1180 Corps of Engineers Contracts**

1180-1-1a Civil Works Contracts	6 years, 3 months	30 years	30 years
1180-1-1q Civil Works Construction and Maintenance Contracts	6 years, 3 months	30 years	None

Note: EPA Superfund Only - Must obtain authorization from EPA before destruction of documents.

**1110 Corps of Engineers Engineering and Design Files**

<b><u>File Category</u></b>	<b><u>Current Disposition</u></b>	<b><u>Proposed Disposition</u></b>	<b><u>EPA Proposed Disposition</u></b>
1110-1-8100e Environmental Restoration - Raw Data Files	None - New Classification and Disposition Standards	Destroy samples after 1 year or when regulatory requirements are met. Laboratory backup analytical data, Destroy after 2 years	None
*1110-1-8100f Environmental Restoration Quality Assurance and Quality Control (QA/QC) Files	None - New Classification and Disposition Standard	Permanent	Permanent
*1110-1-8100g Environmental Restoration Waste Identification, Tracking, and Disposal Files	None - New Classification and Disposition Standards	Permanent	None

\*Note: Transfer to 200-1f, Environmental Restoration Project Files.

### 5 Management

<u>File Category</u>	<u>Current Disposition</u>	<u>Proposed Disposition</u>	<u>EPA Proposed Disposition</u>
5c USACE Environmental Restoration Agreements	None - New Classification and Disposition Standards	Originals, Permanent Copies, Destroy after 3 years	Permanent

Note: Transfer original agreements to 200-1f, Environmental Restoration Project Files.

### 385 Safety

385-40b Accident and Incident Cases	Rescind 385-10f and Reinstate 385-40b	Permanent	None
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Note: Not transferred to 200-1f, Environmental Restoration Project Files.

### 405 Real Estate

405-90h Real Property Title/Historical Files	Time Event before 1917, Permanent After, Destroy 10 years after disposal of property	No Time Event-Permanent	None
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Note: Not transferred to 200-1f, Environmental Restoration Project Files.