

INACTIVE - ALL ITEMS SUPERSEDED

Request for Records Disposition Authority

Records Schedule Number DAA-NU-2011-0002
Schedule Status Modified Approved Version
Agency or Establishment Department of the Navy
Record Group / Scheduling Group Navy Undifferentiated
Records Schedule applies to Agency-wide
Schedule Subject SSIC 11011 – Real Estate Records/Real Property
Internal agency concurrences will be provided No

Background Information The Department of the Navy's (DON) Naval Facilities Engineering Command (NAVFAC) is the principal construction and real estate agent for DON Real Property and is responsible for the DON's Real Property Inventory System.

On August 31, 1842, the Bureau of Navy Yards and Docks (BuDocks) was established, the forerunner to the Naval Facilities Engineering Command. The mission then and now is to strengthen Navy and Marine Corps combat readiness worldwide through facilities lifecycle support focused on the Fleet, Fighter, and Family. NAVFAC delivers sustainable, adaptable facilities; expeditionary capabilities; and contingency response to the Navy Expeditionary Combat Enterprise, all other Warfare and Provider Enterprises, the Marine Corps, Unified Commanders, and Department of Defense (DoD) Agencies.

NAVFAC (Echelon II command) has 5 subordinate commands (Echelon III commands) that in turn, have 10 cumulative subordinate commands (Echelon IV commands). NAVFAC employs 22,000 Civil Engineer Corps officers, civilians and contractors who serve as engineers, architects, contract specialists and professionals. The employee base is organized into six business lines: Capital Improvements, Public Works, Asset Management, Contingency Engineering, Environmental, and Expeditionary. The ultimate goal of all these business lines and subordinate commands is to deliver the best value facilities engineering and acquisition for the Navy and Marine Corps, Unified Commanders, and DoD Agencies. The annual volume of business is in excess of \$18 billion.

In its current state, DON's Real Property Inventory contains 127,229 asset records (Land, Buildings, Structures & Utilities). The related assets are valued at approximately \$50.9 billion (Gross). Under

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the current DON Standard Subject Identification Code (SSIC) and related disposition schedule, NAVFAC staff are required to retain Real Property documentation for as short as 6 years after final payment for contract files for the asset. In order to properly manage, maintain, and conduct audits on the cumulative DON Real Property assets in accordance with the proposed DON Real Property Document Retention Policy, contract files, acquisition and disposal documentation should be maintained for a 10 year period past the disposal of the asset. NAVFAC formally requests a change to the current disposition of their Real Property documents in order to align DON business policies with current business practices and audit requirements.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

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1	SSIC 11011.2(b) – Real Estate Records/Real Property
	Disposition Authority Number: DAA-NU-2011-0002-0002

Outline of Records Schedule Items for DAA-NU-2011-0002

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Records Schedule Items

Sequence Number	
1	<p data-bbox="367 421 1097 455">SSIC 11011.2(b) – Real Estate Records/Real Property</p> <p data-bbox="367 470 1110 504">Disposition Authority Number DAA-NU-2011-0002-0002</p> <p data-bbox="367 525 1471 776">(b). Real Property asset construction, purchases, upgrades and/or improvements over \$100k; Documentation may include, but is not limited to: Contract files containing copies of award, closeout, project approval, funding authorization, records of total project costs, and final invoices; disposal documentation including excess, transfer, release and sale documents; and surveys, inspection reports and real property inventory data records supporting management assertions for real property accountability and audit readiness.</p> <p data-bbox="367 793 911 827">Final Disposition Temporary</p> <p data-bbox="367 844 867 878">Item Status Inactive</p> <p data-bbox="367 895 818 929">Is this item media neutral? Yes</p> <p data-bbox="367 946 805 981">Do any of the records covered No by this item currently exist in electronic format(s) other than e- mail and word processing?</p> <p data-bbox="367 1087 1442 1266">Inactive Status Explanation This item is inactive because it was superseded by New Disposition Authority Number: DAA- NU-2015-0011-0009 Because it was superseded by DAA- NU-2015-0011-0009 this item is inactive.</p> <p data-bbox="367 1300 667 1334">Disposition Instruction</p> <p data-bbox="367 1355 1187 1449">If this item has multiple sections, Non-electronic Textual Records indicate here records to which this section apply</p> <p data-bbox="367 1466 889 1500">Cutoff Instruction Unknown</p> <p data-bbox="367 1517 889 1551">Transfer to Inactive Storage Unknown</p> <p data-bbox="367 1568 1455 1661">Retention Period Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens</p> <p data-bbox="367 1704 662 1738">Additional Information</p> <p data-bbox="367 1755 943 1789">GAO Approval Not Required</p>

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-NU-2011-0002

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/03/2011	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
01/03/2012	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
02/09/2012	Return to Submitter	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
02/09/2012	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
02/09/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
02/09/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
02/13/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

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