

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO.	N1-330-87-1
1. FROM (Agency or establishment) <u>Office of the Secretary of Defense</u>		DATE RECEIVED	7/17/87
2. MAJOR SUBDIVISION <u>Washington Headquarters Services</u>		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION <u>Records Management Division</u>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
4. NAME OF PERSON WITH WHOM TO CONFER <u>Dan Cragg</u>	5. TELEPHONE EXT. <u>695-0970</u>	DATE <u>10-8-87</u>	ARCHIVIST OF THE UNITED STATES <i>Frank S. Burke</i>

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 23 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <u>7/17/87</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE <u>H. D. Neeley</u> <i>H. D. Neeley</i>	D. TITLE <u>Records Administrator</u>
---------------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
1.	<p>DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS (DoDDS)</p> <p>202-08.3 Recruitment and Placement Files</p> <p>Applications for positions within DoDDS. All forms and materials which are required for the U. S. recruitment program and for local-hire programs, including interview results, offer letters, acceptance letters, and declination letters.</p> <p><u>Disposition:</u> Selectees, transfer to OFPF; consideration declinations, destroy two months after annual cut off date (1 December); all others, destroy 2 months after annual cut off, unless applicant has indicated continued interest in the program (by the established deadline), in which case file is brought forward (may be returned to applicant if requested by the deadline).</p>	All items are NEW	106 items

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

2 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
2.	<p>202-19.2 Certificate of Eligibility Files</p> <p>Case files on educators in the DoDDS system including certificates of DoDDS certification, college transcripts, other supporting documents. Also included are correspondence and memos and other material related to each teacher.</p> <p><u>Disposition:</u> Destroy 1 year after educator no longer employed by the DoDDS. Educators participating in the DoDDS Administrative Reemployment Rights (ARR) program, hold until return to active employment, then consolidate with active files for that year.</p>		
3.	<p>2022-22.4 DoDDS Inter-Intraregional/Transfer and Reassignment Files</p> <p>Applications, reports, memos, correspondence related to the reassignment of personnel between and among regions through the DoDDS Interregional Transfer/Intraregional Reassignment Programs.</p> <p><u>Disposition:</u> Cut off annually. Destroy after 1 year.</p>		
4.	<p>202-22.5 Educator Career Program</p> <p>Applications, reports, memos, correspondence related to the lateral transfer and opportunities for promotion of DoDDS personnel afforded by the DoDDS Educator Career Program.</p> <p><u>Disposition:</u> Cut off annually. Destroy after 1 year</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

3 OF 13

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
5.	<p>1902-01 Student Administration Files</p> <p>Documents pertaining to student administration. File folder headings could include: Scholarship/ Financial Aid; Graduation Requirements; Field Trips, Placement; etc. See series 1903 for actual individual student folders.</p> <p>Disposition: Cut off at end of school year. Destroy after 1 year, unless needed for further reference, in which case bring forward to current file. (1902-01).</p>		
6.	<p>1902-02 Curriculum Files.</p> <p>Material relating to general curriculum development to include agendas, documents developed and created in task group meetings, minutes, and recommendations applicable to all curriculum areas. These files will also include general working papers relating to the particular curriculum for an individual school year. To encourage standardization throughout DoDDS, the outline that follows should be used for curriculum materials: Arts and Humanities; Career/Vocational Education; Compensatory Education; Computer Education; Early Childhood Education; Preschool; Kindergarten; Foreign Language/Intercultural Education; Health; Drug/Alcohol Abuse; Nurse's Meetings; Health Reports; Immunizations; Language Arts/ English as a Second Language; Mathematics; Media Center (Audiovisual); Music; Physical Education; Pupil Personnel Services; Home/Hospital Instruction; Reading/Reading Improvement Specialist; Science; Social Studies.</p> <p>Disposition: 1. Cut off task group working materials at end of school year and hold 1 year, then destroy. 2. Summaries of minutes keep until next task group meets, then destroy.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

4 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
7.	<p>3. Curriculum review materials: Destroy 1 year after publication. 4. All other materials: Destroy when no longer needed for reference.</p> <p>1902-03 Special Education Files</p> <p>General non-policy material including reports, correspondence pertaining to the planning and development of special education. This includes speech, learning disabilities, etc. The following subdivisions are authorized: Special Education Monitoring; Special Education Census; Case Study Committee; Talent and Gifted; Related Services.</p> <p>Disposition: Destroy individual documents when superseded or obsolete. Destroy entire file on discontinuance of organizational element to which it pertains.</p>		
8.	<p>1902-03.1 Mediation and Hearing Results Files</p> <p>Material pertaining to special education mediations and hearings other than that contained in the individual student record.</p> <p>Disposition: Cut off after final decision. 1. ODS: Transfer to WNRC after 5 years. Destroy when 20 years old. 2. All other offices: Hold 3 years and destroy when no longer needed for further reference.</p>		
9.	<p>1902-04 Seven-Year Curriculum Development Plan Files</p> <p>Material relating to the planning and subsequent issuance of the Seven-Year Curriculum Development Plan.</p> <p>Disposition: Cut off at end of year; destroy after 1 year when no longer needed for reference, whichever is later.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

5 OF 29

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
10.	<p>1902-05 Course Offering Files</p> <p>Material relating to the individual school's course offerings. Includes schedules and lists of courses.</p> <p>Disposition: Cut off at end of year, dest after one year, or when no longer needed for reference, whichever is first.</p>		
11.	<p>1902-06 Independent Study Course Files</p> <p>Material relating to proposals for or actual independent study courses. Materials pertaining to individual students will be filed in the student folder.</p> <p>Disposition: Cut off at end of school year, dest^{ms} after 1 year or when no longer needed for reference, whichever is first.</p>		
12.	<p>1902-07 Testing Files</p> <p>For all DoDDS office files, material relating to test administration procedures, region and schoolwide, as well as test results with summary analysis for general and specially administered tests are filed here. The school offices may file correspondence, documents and/or materials relating to semester exam schedules here.</p> <p>Disposition: Cut off at end of school year. Hold in CFA 6 additional years. Earlier destruction is authorized.</p>		
13.	<p>1902-07.1 Annual Testing Program</p> <p>Documents for the proceedings leading up to the test administration, monitoring, and test results including individual reports for the system, region, and/or school.</p> <p>Disposition: Cut off at end of school year. Destroy when 6 years old or when no longer needed for reference, whichever is later.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE
6 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
14.	<p>1902-09 School-Wide Action Plan Files</p> <p>All material relating to the School-Wide Action Plan, to include documents related to the school improvement plan.</p> <p>Disposition: Cut off at end of school year. 1. Schools: maintain 5 years then destroy. 2. Other offices: destroy after 1 year.</p>		
15.	<p>1902-11 Inservice Files</p> <p>Includes training and staff evaluation material. Information on inservice programs conducted by the school region, or other outside sources.</p> <p>Disposition: Destroy when 5 years old or 5 years after completion of specified program, whichever is first.</p>		
16.	<p>1902-12 Special Program Files</p> <p>Nonpolicy Material, in a general sense, on special programs related to education such as the Very Special Arts Festival, Teacher-in-Space, Artist in Residence programs.</p> <p>Disposition: Cut off at end of year, dest after 1 year or when no longer needed for reference, whichever is later.</p>		
17.	<p>1902-13 Research Program Files</p> <p>Material relating to the planning and development of research programs, i.e., research and innovation projects, individual project proposals, etc.</p> <p>Disposition: 1. Approved projects: Destroy 2 years after completion, or when no longer needed, whichever is first. 2. All others: Cut off at end of year, dest after 1 year or when no longer needed for reference, whichever is later.</p>		
18.	<p>1902-14 Summer School Files</p> <p>Materials pertaining to the planning and implementation of a summer school program.</p> <p>Disposition: Cut off at end of year, dest after 1 year or when no longer needed for reference, whichever is later.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

7 OF 28

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><u>1906 General Supply Accounting</u></p> <p>These files pertain to policy and support necessary for the effective and efficient operation of the general supply accounting activities of DoDDs.</p>		
19	<p>1906-01 Hand Receipt Account Serial Number Files Register (DODACC).</p> <p>Registers recording school and activity record account serial numbers and indicating each designation and activity to which assigned.</p> <p>Disposition: Destroy after 5 years.</p>		
20	<p>1906-02 Hand Receipt Account Serial Number Files List (DODAAC).</p> <p>Lists issued periodically which reflect current account serial numbers assigned within the regional geographical area.</p> <p>Disposition: Destroy when superseded.</p>		
21	<p>1906-03 Stock Record Account Authorization Control Files.</p> <p>Background material consisting of documents pertaining to requests for, authorization and assignment of, or cancellation of stock record account serial numbers, and information concerning audit status, accountability, and transfers of accountability.</p> <p>Disposition: Destroy 2 years after termination of account.</p>		
22	<p>1906-04 Authorized Supply Code Files.</p> <p>Documents relating to the assignment of authorized organization supply codes to each school, organization or activity authorized to maintain property on an organization property records. Included are registers and related papers.</p> <p>Disposition: 1. Registers: Destroy 1 year after cancellation of all supply codes listed on the sheet or in the bound register. 2. Other Files: Destroy after 2 years.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

8 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
23	<p>1906-05 Property Officer/Custodian Designation Files.</p> <p>Documents reflecting the designation of property officers. Included are letters of appointment and revocation.</p> <p>Disposition: Destroy 2 years after termination of appointment.</p>		
24	<p>1906-06 Stock Level Control Files.</p> <p>Documents relating to the establishment and amending of stock levels at regional warehouse.</p> <p>Disposition: Destroy after 1 year.</p>		
25	<p>1906-07 Supply or Equipment Authorization Files.</p> <p>Documents relating to requests for authorizations for allowances or authority to exceed or change existing authorizations.</p> <p>Disposition: Destroy when incorporated in a numbered publication or on recession, whichever is first.</p>		
26	<p>1906-08 Stock Record Account Files.</p> <p>Accounts of regional warehouse operations constituting organizational or activity property accounts, custodial records and other documentation of accountable supply distribution activity. Regional stock account files are the basic records showing by item the receipt, disposal and quantities of supplies on hand. These accounts are kept by an accountable officer.</p> <p>Disposition: Destroy after 2 years. All documents covered by subsequent consolidations, remove and bring forward to current year.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

9 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
27	<p>1906-09 Hand Receipt Jacket.</p> <p>Documents that may be accumulated by the accountable officer which reflect regional property held on memorandum receipts, consisting of property issue slips, turn-in slips, individual and consolidated memorandum receipts, and related papers.</p> <p>Disposition: Individual school or activity hand receipts and related papers: Destroy on inclusion in a consolidated hand receipt or on turn-in of the property issued or other satisfactory accounting of responsibility</p>		
28	<p>1906-10 Property Book and Supporting Document.</p> <p>Documents reflecting the description, receipt, and turn-in of property for which the property book officer is accountable. Included are property books, receipts, turn-in slips, reports of survey, inventory adjustment reports, and other documents supporting entries to the property book.</p> <p>Disposition: Destroy after 2 years. Open document numbers in the supporting document file, transfer to the current fiscal/calendar year document file.</p>		
29	<p>1906-11 Document Register Files.</p> <p>Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are non-expendable and expendable/durable registers for supply actions, and similar forms.</p> <p>Disposition: Destroy after 2 years. Open document number, extract into current fiscal/calendar year document register (first entries of new register) in original document sequence.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

10 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
30	<p>1906-12 Officer Nonaccountable Property Files.</p> <p>Documents relating to the receipt and issue of property which is not recorded on an accountable stock record account of the region or on a memorandum receipt account of the region such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping documents.</p> <p>Disposition: Destroy after 2 years or on turn-in of equipment, or after other proper settlement of responsibility, or consolidation, whichever is applicable.</p>		
31	<p>1906-13 Property Records Inspection & Inventory Reporting Files.</p> <p>Information relating to inspections and inventories (including annual, change of PBO, cyclic) of property and property records. Included are reports, replies, and related information.</p> <p>Disposition: 1. Offices conducting inspection: Destroy after 3 years. 2. Offices inspected: Destroy after 1 year.</p>		
32	<p>1906-14 Property Accountability Transfer.</p> <p>Documents attesting to the transfer of property accountability from one accountable officer to another. Included are certificates of transfer, inventory lists, and related documents.</p> <p>Disposition: Destroy after 2 years.</p>		
33	<p>1906-15 Equipment Record Card.</p> <p>Documents maintained to provide a perpetual inventory of selected major or end items of equipment and for the purpose of retaining timely data for required equipment reports.</p> <p>Disposition: Destroy 2 years after equipment is removed from agency control.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

11 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
34	<p>1906-16 Equipment Loan Files.</p> <p>Documents reflecting loan of equipment, or material to or from other government agencies. Included are requests, approvals, reports, agreements, and related documents. This description does not include documents required to be filed in property accounts.</p> <p>Disposition: Destroy 2 years after turn-in or other satisfactory accounting.</p>		
35	<p>1906-17 Reports of Survey Files.</p> <p>Reports that describe the circumstances and recommended actions concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.</p> <p>Disposition: 1. Reports fixing pecuniary liability: Destroy 5 years after final action. 2. Others: destroy after 3 years.</p>		
36	<p>1906-18 Report of Survey Control Register.</p> <p>Registers and related documents maintained to control reports of survey.</p> <p>Disposition: Destroy after 5 years.</p>		
37	<p>1906-19 Inventory Adjustment Reporting Files.</p> <p>Approving authority copies of reports used to adjust inventory discrepancies disclosed as a result of physical inventories. Included are inventory adjustment reports, inventory count cards, copies of reports of survey and related documents.</p> <p>Disposition: Destroy after 2 years.</p>		
38	<p>1906-20 Relief From Responsibility (Liability Admitted) Files.</p> <p>Retained unit copies of statements of charges or cash collection vouchers on property which has been lost, damaged, or destroyed, and for which liability is admitted by the responsible individual.</p> <p>Disposition: 1. DD Form 1131: Destroy 3 months after completion. 2. DD Form 362: Destroy 3 months after verification that all amounts have been collected.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

12 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
39	<p>1906-21 Fund Accountability Files.</p> <p>Records having direct relation to the fund accountability, including, but not limited to: Statement of Agent Officer's Account (DD Form 1081), Reimbursement Vouchers (SF 1129), unannounced inspection and verification reports, quarterly reviews for needs of funds, and informal registers.</p> <p>Disposition: Cut off at end of fiscal year. Destroy after 2 years.</p>		
40	<p>1906-22 Imprest Fund Transaction Files.</p> <p>Individual purchase request (DS Form 3953, DS Form 2496, DS Form 3161), SF 1165, and any other papers which may occur to support the appropriate transaction (e.g., vendor's invoice, Memo for Record).</p> <p>Disposition: Destroy 1 year after expiration of fiscal year in which the transactions were executed.</p>		
41	<p>1906-23 Bulk Fund Purchase Request Files.</p> <p>Individual bulk fund purchase requests.</p> <p>Disposition: Destroy 1 year after expiration of fiscal year transactions executed.</p> <p><u>1907 Supply Control and Quantitative Material Requirements Files.</u></p>		
42	<p>1907-01 Investment Item Forecasting Files.</p> <p>Documents created in forecasting and computing the requirements for individual investment and selected items of material. Planning documents which provide guidance in computing the requirements for the item, and related papers.</p> <p>Disposition: Destroy 3 years after supersession or 1 year after obsolescence, discontinuance or removal, whichever is first.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

13 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
43	<p>1907-02 Material Allowance Files.</p> <p>Documents reflecting allowances of material required by and authorized for schools to accomplish both administrative and educational missions. They are used in computing quantitative requirements for material and documents such as operational projects, communications pertaining to the authorization documents, and copies of other plans which provide a basis for computing quantitative requirements.</p> <p>Disposition: Destroy 3 years after supersession or obsolescence of the basic documents.</p>		
44	<p><u>1908 Self-Service Supply Center Files.</u></p> <p>1908-01 Account Authorization Files and Ledger.</p> <p>Documents relating to the establishment of monetary credit authorizations for school and activity subaccounts drawing supplies from a self-service supply center.</p> <p>Destroy 1 year after posting authorization to customer's ledger & ledger card.</p>		
45	<p>1908-02 Authorized Supply Representative Card Files.</p> <p>Cards identifying individuals as authorized supply representatives, correspondence relating to issuance of monetary credits, and correspondence relating to the account.</p> <p>Disposition: 1. Obsolete Cards: Destroy after posting entries to the register. 2. Remaining Files: Destroy after 2 years.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

14 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
46	<p>1909-01 Supply Item Identification Files.</p> <p>Documents relating to proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, descriptions, references, and illustrations for inclusion in supply catalogs. Included are requests for nomenclature and Federal stock numbers, name and description transmittal forms, reference drawing or illustration sketches, coordination or collaborating actions, and similar documents pertaining to the proposed item identification.</p> <p>Disposition: Destroy 4 years after completion of action.</p> <p><u>1910 Stock Control and Requisition Files.</u></p>		
47	<p>1910.01 Due-In Document Files.</p> <p>Documents reflecting quantity and type of material due-in which are used as a record of due-in shipments, as a notification of shipment or for purposes of warehouse space utilization planning. Included are copies of requisitions, purchase orders, shipping and delivery orders, and similar documents, but excluding such documents when filed with vouchers to the stock record account.</p> <p>Disposition: Destroy 6 months after receipt of shipment, or when files have served their purpose, whichever is first.</p>		
48	<p>1910-02 Due-In Document Register Files.</p> <p>Registers recording due-in shipments or notices of shipment.</p> <p>Disposition: Destroy 1 year after date of last fiscal year entry.</p>		
49	<p>1910-03 Car Arrival Reporting Files.</p> <p>Documents used to initiate diversions of shipments or immediate reshipment such as car arrival reports.</p> <p>Disposition: Destroy 3 months after diversion or reshipment.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE (5 OF 23)
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
50	<p>1910-04 Requisition Suspense and Status Files.</p> <p>Documents maintained by the requisitioner which reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions.</p> <p>Disposition: Destroy 1 year after completion of action, on cancellation of requisition or move to completed document file.</p>		
51	<p>1910-05 Issue History Files.</p> <p>Documents reflecting the record of each material request release order and all supply actions taken on the request. These documents may be in the form of hard copy, punched card, or tape.</p> <p>Disposition: Destroy after 2 years.</p>		
52	<p>1910-06 Requisition Register Files.</p> <p>Registers maintained to record requisitions submitted for supplies to be furnished by procurement activities.</p> <p>Disposition: Destroy after 1 year.</p>		
53	<p>1910-07 Requisition Reference Files.</p> <p>Extra copies of requisitions that are maintained by the activity responsible for initiating them.</p> <p>Disposition: Destroy when no longer needed but no later than 6 months after disapproval of requisition or completion of supply action.</p>		
54	<p>1910-08 Packaging and Handling Deficiency Reporting Files.</p> <p>Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action and related papers.</p> <p>Disposition: Destroy after 1 year.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

16 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
55	<p>1910-09 Regional Station Supply Reporting Files.</p> <p>Reports concerning the status of supply, excess stock, and the redistribution of stock, including station stock status report, and report on the status of equipment.</p> <p>Disposition: Destroy after 2 years.</p>		
56	<p>1910-10 Stock Inventory and Reconciliation Files.</p> <p>Stock balance sheets or comparable work papers used for the purposes of inventory, reconciliation, or adjustment of stock balances.</p> <p>Disposition: Destroy after 2 years.</p>		
57	<p>1910-11 Warehouse Stock Availability Reporting Files.</p> <p>Reports prepared periodically listing stock availability balances, which are used primarily for ascertaining availability of supplies to satisfy quantities called for on requisitioning documents and for effecting release of quantities previously due out.</p> <p>Disposition: Destroy after 3 months, or on completion of next report, whichever is first.</p>		
58	<p>1910-12 Warehouse Stock Status and Transaction Analysis Reporting Files.</p> <p>Reports reflecting current balances on a warehouse's stock records or summarizing individual transactions. Included are depot stock status reports and depot transaction analysis reports.</p> <p>Disposition: Destroy after stocks depleted.</p>		
59	<p>1910-13 Model (Service) Stock Files.</p> <p>Documents maintained as a record of predetermined quantities of specified items reserved for issue to individuals or activities. Included are model stock lists and revisions thereof, property issue slips, and property turn-in slips.</p> <p>Disposition: Destroy after stocks depleted.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

17 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
60	<p>1910-14 Equipment Table Files.</p> <p>Tables or lists which govern the issue of equipment and supplies to schools and organizations. Included are tables of organization, tables of equipment, and tables of allowances.</p> <p>Disposition: Destroy on supersession or obsolescence.</p>		
61	<p>1910-15 Material Handling Equipment Use Files.</p> <p>Documents containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of materials handling equipment operations, copies of materials handling equipment utilization reports and similar documents.</p> <p>Disposition: Destroy after 2 years.</p>		
62	<p>1910-16 Customer Supply Assistance Reporting Files.</p> <p>Reports of visits made by regional supply assistance personnel relative to supply assistance provided schools and activities.</p> <p>Disposition: Destroy after 2 years.</p>		
63	<p>1910-17 BOSS Supply Operation Reporting Files.</p> <p>Reports and related documents pertaining to supply operations and accumulated by CSA and regional staff offices.</p> <p>Disposition: Destroy after 2 years.</p>		
64	<p>1910-18 Equipment Management Survey Files.</p> <p>Documents accumulating as a result of conducting on-sit review of equipment use and needed for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, compute print-outs of adjustments and excesses, key punch worksheets, and similar or related documents.</p> <p>Disposition: Destroy after next survey.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

18 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
65	<p><u>1911 Maintenance Files.</u></p> <p>1911-01 Maintenance Summary and Management Files.</p> <p>Documents relating to the summarization of data to the general management of maintenance operations and functions. Copies of various operationally prepared funds (control copies) containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, worktime standards and routing of work, parts supply, cost control, quality control, operation improvement are reviewed, analyzed and summarized.</p> <p>Disposition: 1. Consolidated reports and summarizations: Destroy when no longer needed. 2. Feeder Reports: Destroy on extraction of necessary data.</p>		
66	<p>1911-02 Maintenance Request Files.</p> <p>Documents used to request maintenance services, to report accomplishment of modification work orders, to record maintenance performed.</p> <p>Disposition: Destroy on return or issue of related equipment.</p>		
67	<p>1911-03 Maintenance Request Register Files.</p> <p>Documents used to record and control maintenance work; usually in the form of registers.</p> <p>Disposition: Destroy 6 months after last entry.</p>		
68	<p>1911-04 Exchange Tag Files.</p> <p>Documents (normally tags) used as receipts for replacement of parts or components.</p> <p>Disposition: Destroy on return or issue of related equipment.</p>		
69	<p>1911-05 Shop Property Account Files.</p> <p>Documents accumulating in tool rooms, parts rooms, and exchange points making maintenance items more accessible to maintenance personnel. Included are stock record cards, property issue and turn-in slips, and similar documents.</p>		

Disposition: Destroy after 2 years.

Four copies, including original to be submitted to the National Archives and Records Service.

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION		JOB NO.	PAGE 19 OF 23
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
70	<p>1911-06 Shop Locator Record Files.</p> <p>Location sheets, cards, tags, and other documents constituting a part of a location, inventory, or identification system for equipment sent to shops, or utilized as a check or inventory for such equipment. Reusable forms should be used until filled.</p> <p>Disposition: Destroy on return or reissue of equipment.</p>		
71	<p>1911-07 Preventive Maintenance Schedule Files.</p> <p>Documents used for scheduling periodic PM services tests and calibration of equipment. Transfer with related equipment.</p> <p>Disposition: Destroy after transfer of information to other records or on disposition of equipment, whichever is first.</p>		
72	<p>1911-08 Equipment Inspection & Maintenance Worksheet Files.</p> <p>Documents reflecting the performance of PM inspections, services, diagnostic checkouts, and spot check inspection of equipment.</p> <p>Disposition: Destroy when posted to logbook; entered on a new form; or completion of next check or test. If needed for inspection data purposes, destroy when no longer required.</p> <p><u>1912 Storage Files.</u></p>		
73	<p>1912-01 Warehouse Planning & Layout Files.</p> <p>Warehouse, shed, or open storage space planning and layout diagrams, or comparable papers relating to space planning and layout.</p> <p>Disposition: Destroy on supersession or obsolescence.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

20 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
74	<p>1912-02 Locator Record Files.</p> <p>Documents constituting a part of a location system for supplies and equipment, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards, bin tags, and comparable documents.</p> <p>Disposition: Destroy when superseded or obsolete.</p>		
75	<p>1912-03 Warehouse Receiving Files.</p> <p>Car or container arrival reports, shipping documents, tallies, or comparable documents retained for the purpose of car spotting, the assignment of labor and equipment, unloading of supplies, and other purposes connected with the receipt of supplies at depot warehouses.</p> <p>Disposition: Destroy 3 months after receipt of shipment or when no longer needed, whichever is first.</p>		
76	<p>1912-04 Warehouse Shipping Files.</p> <p>Shipping documents, tallies, reports of outbound freight, work assignment sheets used for stock piling, copies of stock or packing tags, or comparable documents retained by the warehouse after shipment and used for the purpose of picking and loading stock for shipment.</p> <p>Disposition: Destroy 3 months after shipment or when no longer needed, whichever is first.</p>		
77	<p>1912-05 Labor Pool and Equipment Operating Files.</p> <p>Documents relating to assignment and utilization of labor and equipment for warehousing activities. Included are work assignment sheets, working reports of the operation of materials handling equipment, daily work reports showing date, shift, cars or trucks loaded or unloaded and comparable documents.</p> <p>Disposition: Disposition: Destroy after 6 months.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

21 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
78	<p>1912-06 Storage Reporting Files.</p> <p>Reports relating to overall storage operations, made to higher headquarters such as depot space & operating, monthly materials handling, and similar reports.</p> <p>Disposition: Destroy after 2 years.</p>		
79	<p>1912-07 Supply Item Reference Files.</p> <p>Standard nomenclature lists, interchangeable stock numbers lists or cards, standard stock catalogs, and similar shipment and fund cited.</p> <p>Disposition: Destroy when superseded or obsolete.</p>		
80	<p>1912-08 Transportation Fund Cite and Control Files.</p> <p>Documents constituting a system of control of the identification of separate shipments and fund cited.</p> <p>Disposition: Destroy 6 months after date of last shipment.</p>		
81	<p>1912-09 Packing, Boxing, and Crating Files.</p> <p>Documents relating to assembling, protecting, packing, blocking, boxing, and crating articles for shipment. Included are manuals, specifications, lists, bulletins, instructions, and similar documents.</p> <p>Disposition: Destroy after 3 months.</p>		
82	<p>1912-10 Box and Crate Work Order Files.</p> <p>Box and crate shop work orders and supporting papers initiating all work performed by this activity and reflecting the status of work in process, in terms of materials and man-hours consumed and work accomplished.</p> <p>Disposition: Destroy after 3 months.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

22 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
83	<p>1912-11 Storage Register Files.</p> <p>Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.</p> <p>Disposition: Destroy after 1 year.</p>		
84	<p><u>1913 Transportation Files.</u></p> <p>Copies of transportation contracts, transportation budget and funding, summaries of reimbursable costs, field trips, internal control, driver education, etc.</p> <p>Disposition: Cut off annually. Destroy after 2 years.</p>		
85	<p><u>1914 Defense Retail Interservice Support Program (DRIS) Files.</u></p> <p>Document relating to agreements between DoDDS and military services or other Federal agencies.</p> <p>Disposition: Destroy 1 year after close of the last calendar year covered by the agreements.</p> <p><u>1915 Facilities Files.</u></p> <p>Documents on the acquisition of real estate by purchase leases, transfers, and space assignments.</p> <p>Disposition: Destroy 6 years after approval of the completed real estate audit and disbursement is consummated.</p>		
86	<p>1915-01 Facilities Administrative Files.</p> <p>Documents on the overall administration of facilities activities to include but not limited to program and budget documents.</p> <p>Disposition: Destroy after 2 years.</p>		
87	<p>1915-02 Facility Specification Files.</p> <p>Documents specifying educational specifications for major construction projects to include sketches.</p> <p>Disposition: Destroy when no longer needed.</p>		

REQUEST FOR RECORDS DISPOSITION AUTHORITY – CONTINUATION

JOB NO.

PAGE

23 OF 23

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
88	<p>1915-03 Facilities Construction Files.</p> <p>Contains non-policy procedures and standards documents pertaining to facilities.</p> <p>Disposition: Destroy when no longer needed for reference.</p>		
89	<p>1915-04 Space Management Files.</p> <p>Records relating to the allocation, utilization, and release of space under DODDS control and related reports to other agencies.</p> <ol style="list-style-type: none"> 1. Building plans and related records relating to space utilization, planning assignment or adjustment. 2. Space plan file and related material used in space planning, assignment, and adjustment. 3. Correspondence files relating to space and maintenance matters of an administrative or operating nature. <p>Disposition: 1. Destroy 2 years after termination of assignment when the lease is cancelled or when plans are superseded or obsolete. 2. Destroy 2 years after cut off. 3. Destroy 3 years after cut off.</p>		
90	<p><u>1916 Safety and Security Files.</u></p> <p>Records relating to the safety and physical security of personnel, students, and material for which DODDS is responsible.</p> <p>Disposition: Destroy when 2 years old.</p>		