

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-330-77-04

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 04/13/2021.

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not listed below remain active

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 102-16b was superseded by NC1-330-80-01 and subsequently by N1-330-11-010.

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

308 items

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

Office of the Secretary of Defense

2. MAJOR SUBDIVISION

Assistant Secretary of Defense (C)

3. MINOR SUBDIVISION

OASD(C)(A) Records Management

4. NAME OF PERSON WITH WHOM TO CONFER

James S. Nash

5. TEL. EXT.

695-0970

LEAVE BLANK	
JOB NO. NC 1-330-77-4	
DATE RECEIVED OCT 8 1976	
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
MAY 26 1977 Date	<i>James S. Nash</i> Archivist of the United States

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 59 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
6 Oct 76	<i>James S. Nash</i>	Records Administrator
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
10. ACTION TAKEN		

100 General Administration Records required for routine office administration

200 Administrative files of the Deputy Assistant Secretary of Defense for Administration

5/18/77. Offer all permanent items to NNA when 20 years old, unless needed for agency purposes.

Charger with approval of J. H. Harris

115-107

Sent to agency, NNB and WNR - 5/3/77

Category Number	Description of Records	Authorized Disposition Instruction
<u>100</u>	<u>Administration.</u> The files described in this subgroup relate to the performance of routine administrative operations and in obtaining administrative services from the offices and staff sections responsible for providing them.	
<u>101</u>	<u>Office General Information.</u>	
<u>101-01</u>	Office General Management Files. Documents relating to the internal management or general administration of an office. Included are: Documents concerning internal office procedures, hours of duty, and individual duties that do not have continuing applicability. Documents relating to office participation in charitable affairs, such as blood donations and contributions to philanthropic or charitable associations. Documents concerning tests of civil defense, fire, or comparable emergency evacuation procedures. Documents pertaining to security, and documents concerning the security classification system in general. Documents relating to protective services, parking, traffic control, and allied matters. Documents relating to safety within the office, such as minutes of safety meetings, notification of safe and unsafe practices, and comparable documents.	Destroy after 1 year or on discontinuance, whichever is first.

Category Number	Description of Records	Authorized Disposition Instruction
101-01 (cont'd)	<p>Documents relating to the office's involvement in forms, publications, records, and reports management, such as records and forms surveys and inventory reports (but not papers relating to the initiation of specific forms, publications, and reports that pertain to the performance of the office's mission functions).</p> <p>Documents relating to the general routine use of automatic data processing (but not documents concerned with the employment of automatic data processing for the performing specific mission functions or process thereof).</p>	
<u>101-02</u>	<p>Office Inspection and Survey Files. Documents relating to inspecting and surveying internal office administrative procedures. Included are:</p> <p>Extracts of inspection reports, security inspection reports, safety inspection reports, or comparable communications that pertain only to the performance of house-keeping operations within the office, including communications about pending inspections. <u>Excluded</u> are management improvement reports submitted to OMB which are of a permanent nature.</p> <p>Management survey reports and similar documents that are applicable to internal office procedures.</p>	<p>Destroy after the next comparable survey or inspection.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>101-03</u>	<p>Office Instruction Files. Documents relating to the preparation and issue of office memorandums or comparable continuing instructions that are applicable only to internal administrative practices within the preparing office. Included are copies of the instructions and communications relating to them.</p> <p>NOTE. This file number is not applicable to instructions concerning the performance of mission functions of the office even though they may be issued as standing operating procedures or in comparable format.</p>	Destroy on supersession or obsolescence.
<u>101-04</u>	<p>Office Organization Files. Documents relating to the organization and function of an office, such as copies of documents which are duplicated in the office charged with <u>determining the organization and functions of the agency.</u> Included are copies of functional charts and functional statements; copies of documents relating to office staffing and personnel strength, such as extracts from manpower surveys and manpower authorization vouchers; and similar papers. Also included are documents reflecting minor changes in the organization of the office which are made by the office chief and which do not require evaluation and approval by the Secretary of Defense.</p>	<p>Permanent; transfer record copies to INRC 1 year after such material becomes non-current. Offer to NARS when 40 years old. Destroy duplicate and reproduced copies when superseded, obsolete, or no longer needed for reference.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>101-05</u>	<p>Office Record Locator Files. Documents used to locate files in the current files area, or files that have been transferred to the records holding area or retired to a records center. Included are lists of selected files numbers, copies of files plans not issued as directives, and retained copies of records shipment lists.</p> <p>NOTE. Card indexes to individual mission record groups should not be identified as locator files but as reference paper files to the mission records. Lists of selected files numbers may be filed loosely in front of organized files.</p>	<p>Destroy files plans and lists of selected files numbers when superseded. Destroy shipment lists when records reflected thereon have been destroyed; or destroy on discontinuance, whichever is first.</p>
<u>101-06</u>	<p>Record Access Files. Documents received or prepared by an office that show name, grade, and other identification of individuals authorized access to official records, particularly classified material. Included are requests for access and approvals thereof, rosters of individuals authorized access and similar documents.</p>	<p>Destroy on supersession or obsolescence of the authorization document, or on transfer, separation, or relief of the individual concerned.</p>
<u>107-07</u>	<p>Security Container Record Files. Forms placed on safes, cabinets, or vaults containing security classified documents and used for providing a record of entry into the containers.</p>	<p>Destroy the day following the last entry on the form, except forms involved in an investigation will be retained until completion of the investigation.</p>
<u>101-08</u>	<p>Security Container Information Files. Up-to-date records of all office safe and padlock combinations, together with other information necessary to identify and locate the safes or containers and the individuals having knowledge of the combination.</p>	<p>Destroy on supersession.</p>

Category Number	Description of Records	Authorized Disposition Instruction
<u>101-09</u>	Office Classified Document Receipt Files. Receipts for classified documents issued or transferred. If classified document receipts are used concurrently as a register/control file, they will be identified and disposed of under file number 101-12.	Destroy after 2 years.
<u>101-10</u>	Office Classified Register/Control Files. Documents reflecting the identity and location of classified papers for which the office is accountable.	Destroy 2 years after all classified documents recorded thereon have been transferred, destroyed, declassified, or entered on a new sheet.
<u>101-11</u>	Temporary Internal Receipt Files. Documents used in making temporary loan of classified documents within the office as distinguished from transferring or issuing classified documents in an office or headquarters. Such loans are normally of short duration and borrowed documents are often returned within the same workday.	Destroy on return of the classified document to the individual or office making the loan.
<u>101-12</u>	Office Nonregistered Classified Document Destruction Certificate Files. Forms or other documents accumulated by an office which reflect the destruction of classified documents.	Destroy after 5 years.
<u>101-13</u>	Office Mail Control Files. Documents which relate to the control of incoming and outgoing mail by offices other than official mail rooms and postal activities. Included are routing and suspense slips, records of messenger trips, and similar documents. In rare cases, they may also include copies of receipts for accountable mail, e.g., registered, certified, and numbered insured mail.	Accountable mail receipts: Destroy after 2 years. Other documents: Destroy after 3 months.

Category Number	Description of Records	Authorized Disposition Instruction
<u>101-14</u>	<p>Office Financial Files. Documents that relate to the participation of offices in matters concerning the expenditure of funds incidental to the performance of the mission of the office, such as itineraries and cost estimates for travel and notifications to budget offices of funds required for travel; requests for long distance telephone funds, notifications from budget offices of telephone funds that are available, and reports of long-distance telephone calls; receipts for pay checks and other documents relating to the distribution of checks to individual employees; receipts for savings bonds and other documents relating to distribution of savings bonds directly to individual employees; and comparable papers.</p>	<p>Destroy after 1 year, or on discontinuance, whichever is first.</p>
<u>101-15</u>	<p>Office Service and Supply Files. Documents relating to ordinary supplies and equipment used by an office; office space and utilities; communications, transportation, custodial or other services required by an office; and to the general maintenance of an office. Included are:</p> <p>Requests to supply activities for supplies, receipts for supplies and equipment, and similar papers per training to office supply matters.</p> <p>Requests and other documents concerning the issue of keys and/or locks to an office.</p>	<p>Destroy 1 year after completions of action.</p>

Category Number	Description of Records	Authorized Disposition Instruction
101-15 (cont'd)	Requests for publications and blank forms, and other papers relating to the supply and distribution of publications to an office.	
	Documents relating to local transportation required by, or available to an office.	
	Requests for office space and similar documents related to office space.	
	Requests for installation of telephones, floor plans showing location of office telephone extensions, requests for change to telephone directories, and similar papers.	
	Documents relating to the modification, repair, or change of office heating, lighting, ventilation, cooling, electrical, and plumbing systems.	
	Documents relating to painting, partitioning, repairing or other aspects of maintaining the office physical structure.	
	Documents relating to other logistical type services required by, or provided to an office.	
<u>101-16</u>	Office Property Record Files. Cards, lists, hand receipts, or comparable documents showing accountable property charged to the office.	Destroy when superseded, obsolete, or when the property is turned in, whichever is first.

Category
Number Description of Records

Authorized Disposition
Instruction

101-17 Office Equipment Approval and Utilization Files. Documents related to approval and use of office property. Included are documents reflecting approval of such items of equipment as office copiers; documents reflecting individual and cumulative repairs, adjustments, and usage of items of office equipment, and similar or related documents.

Destroy when superseded, obsolete, or upon disposal of the related item of equipment, whichever is first.

101-18 Classified Matter Inventory Reporting Files. Documents used to report the results of physical inventories conducted to assure all classified matter is accounted for.

Transfer 2 years after inventory to WNRC. Destroy when 5 years old. See 209 for more detail.

101-19 Security Classification Regrading Files. Documents authorizing the regrading of security classified documents.

Transfer to WNRC two years after all documents completed. Destroy when 5 years old. See 209 for more detail.

101-20 Office Management System Files. Documents related to the use and approval of office management systems. Included are documents reflecting approval of a miniaturization system, a word processing system, or similar system.

Destroy when system is no longer in effect.

101-21 Office Space Assignment Records Files. Documents reflecting administrative space assigned to an office. Included are space assignment records and similar or related documents.

Destroy when superseded or obsolete.

201-18
101-22

Organization Charter Files. Organizational Charter and Delegations of Authority. Documents which authorize and define the scope of authority, primary functions and organizational relationships within the DoD of offices or special committees.

(a) Permanent, transfer record copies 1 year after non current to WNRC. Offer to National Archives when 25 years old.
(b) Destroy duplicate copies when no longer required.

Category

Number Description of RecordsAuthorized Disposition
Instruction~~201-20~~
~~101-29~~~~Charter Files. Terms of reference, membership roster, progress reports and related material for boards, committees and councils.~~~~(a) Permanent, transfer record copies 1 year after non-current to WARC. Offer to National Archives when 25 years old. (b) Destroy duplicate copies where no longer required.~~101-24

Publications Request Files. Requests for publications, photos and general information including applications or form request with copies of acknowledgement and replies.

Destroy requests, replies, and related information 3 months after annual file cut off.

102*Administrative*
Office Reference Files102-01

Reference Publication Files. Copies of publications issued by other Government agencies, and nongovernmental organizations maintained for reference with an office.

Destroy when superseded, obsolete, or no longer needed for reference purposes, except that accountable publications will be returned to supply channels.

102-02

Technical material Reference Files. Copies of technical materials, such as motion pictures, sound recordings, still photographs, transparencies, charts, and maps retained for reference purposes only.

Destroy when superseded, obsolete, or no longer needed for reference, except that accountable material will be returned to supply channels.

102-03

Reading Files. Copies of outgoing communications, arranged chronologically, and maintained for periodic review by staff members. This does not apply to the chron file of Top Officials (See 102-16).

Destroy after 3 years.
Earlier disposal is authorized.102-04

Office Message Reference Files. Copies of incoming and outgoing messages maintained in numerical or chronological order for reference purposes in offices other than the Cable Branch and official record copies of messages which must be filed in the appropriate mission files of the office.

Destroy after 1 year.
Earlier disposal is authorized.

Category

Number

Description of Records

Authorized Disposition

Instruction

102-05

Policy and Precedent Files. Extra copies of documents establishing policy or precedent for future and continuing action. Normally, policy and precedent files are maintained at the operating level, and consist of copies of standing operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in functional files.

Destroy individual documents when superseded or obsolete. Destroy entire file on discontinuance of organizational elements to which it relates.

102-06

Publications Files. Manuscripts and associated papers pertaining to publications issued by the Office of the Secretary of Defense.

Publications and
D. Permanent, transfer record copies 2 years after file cut off to WNRG. Offer to National Archives after 25 years. ~~Destroy~~ all duplicate copies 1 year after issuance of the publication.

102-07

Non-Policy Administration Files. Correspondence, transmittal memoranda, instructions, and other related material of a non-policy nature pertaining to internal administration and operations.

Have files destroyed
~~Destroy~~ for 3 years after cut off. *when no longer*

102-08

Messenger Service Records Files. Messenger service records including daily logs, assignment records and instructions, dispatch records, delivery receipts, exclusive of receipts for Secret and Top Secret classified defense information, route sheets and related and similar documents. *(see 209-05)*

Destroy 2 months after file cut off. Cut off annually.

102-09

Mailing Lists Files. Mailing lists and related material---

a. Correspondence, request forms and other records relating to changes in mailing lists.

Destroy
a. ~~Dispose of~~ three months after revision of mailing lists.

b. Card list.

b. Destroy individual cards when cancelled or revised.

c. Address plates, stencils or tapes.

c. Destroy or correct individual address plate, stencil or tape when cancelled or revised.

102-10

Postal Records Files. Postal Records---

- a. Records relating to the receipt and dispatch of registered mail pouches.
- b. Applications for postal registration and certificates or declared value of matter subject to postal surcharge.
- c. Receipts for incoming and outgoing registered and insured mail.
- d. Return receipts for registered, insured and special delivery mail.
- e. Reports of loss, rifling, delay, wrong delivery or other improper treatment of mail.

Destroy
a. ~~Dispose of~~ one year after cut off. *Cut off annually.*

Destroy
b. ~~Dispose of~~ one year after cut off.

Destroy
c. ~~Dispose of~~ one year after cut off.

Destroy
d. ~~Dispose of~~ one year after cut off. Submit SF 135 for authority to destroy.

Destroy
e. ~~Dispose of~~ one year after cut off, except when Secret or Top Secret classified defense information is involved. Then withdraw related reports and include in ~~an appropriate~~ case folder, *210-0* (an investigation) *as appropriate*

102-11

Mail Control Files. Mail Control Records and Supporting papers---

- a. Records consisting of receipts and routing information relating to incoming and outgoing mail when used as indices to correspondence files.

Destroy
a. ~~Dispose of~~ one year after cut off. Submit SF 135 for authority to destroy. Cut off annually.

- b. Statistical reports used on outgoing mail (air mail, special delivery, registered, foreign and parcel post over four lbs).

Destroy
b.t ~~Dispose of~~ one year after cut off.

- c. Requisitions for postage or stamps, exclusive of copies used as supporting documents to payment voucher.

Destroy
c. ~~Dispose of~~ one year after cut off.

- d. Production reports on mail handling and work performed with compilations derived therefrom.

Destroy
d. ~~Dispose of~~ one year after cut off.

Category Number	Description of Records	Authorized Disposition Instruction
	e. Records relating to remittances and other valuable enclosures received in incoming mail by mailroom.	e. Dispose of one year after cut off. Submit SF 135 for authority to destroy.
	f. Records and receipts for mail and packages received through the mailroom.	f. Dispose of six months after cut off. Submit SF 135 for authority to destroy.
<u>102-12</u>	Electrical Messages Files. Records of electrically transmitted messages---	
	a. Incoming and outgoing electrically transmitted messages, other than those relating to routine matters of internal administration and operation.	a. (1) Permanent, transfer copies of messages and related papers six months after file cut off to WNRC. Offer to National Archives after 40 years old. (2) Destroy all other copies six months after transmission or receipt.
	b. Incoming and outgoing electrically transmitted messages relating to routine matters of internal administration and operation.	b. (1) Dispose of record copies two years after file cut off. (2) Destroy all other copies six months after transmission.
	c. Operating records of message unit, including logs, registers, correspondence, performance reports and related records, exclusive of Top Secret and Secret classified defense information receipts and destruction reports. <i>(Re 209-05)</i>	c. Dispose of six months after file cut off.
<u>102-13</u>	Program Progress Files. Records relating to program progress and accomplishment, including related planning records and other back-up case records. These files contain all significant programs, the program objectives, planned milestones, progress reports and related documents.	a. Permanent, transfer copies two years after file cut off to WNRC, Offer to National Archives when 40 years old. b. Destroy duplicate copies and non-record material six months after file cut off unless part of a case file.

Category Number	Description of Records	Authorized Disposition Instruction
<u>102-14</u>	Implementation Files. Records relating to the implementation of procedures, systems, methods and standards and associated matters which result in operational and administration changes.	<p>a. Permanent, Transfer copies two ³ years after file cut off to WNRC. Offer to National Archives when 30 years old.</p> <p>b. Destroy duplicate copies and non-record material six months after file cut off unless part of a case file.</p>
<u>102-15</u>	Informational Records Files. Informational records such as administrative memoranda, courtesy copies of correspondence and publications which are circulated for informational purposes only, including work sheets and papers, drafts, stenographic notebooks, tape or wire recordings, feeder reports which are transcribed to basic date reports, temporary or interim material and all other data used only as notes for preparing record material, exclusive of concurrences or coordination copies, or copies associated with case material.	Destroy such material within ninety days after it has served the purpose for which collected.
<u>102-16</u>	Chronological Reading Files. Outgoing correspondence arranged in chronological order prepared for office routing to assist in dissemination of information.	<p>2. Destroy these files one year after monthly, quarterly, or semi-annual cut off, except that chronological reading files maintained in the offices of the Secretary of Defense, Deputy Secretaries of Defense, immediate offices of the Heads of each OSD Component, and the Heads of those organizations under OSD for administrative support, are <u>permanent</u> and will be transferred to WNRC three years after cut off. Offer to National Archives after 40 years old.</p>

Category.

NumberDescription of Records

Authorized Disposition

Instruction

102-17 a. White House Correspondence Section. White House correspondence of a routine non policy nature with no long term value.

b. Correspondence relating to substantive, policy-related matters.

a. Cut off every six months. Transfer to WNRC when 1 year old. Destroy when 7 years old.

b. Cut off every six months. Transfer to WNRC two years after cut off. Offer to NARS when 25 years old.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>200</u>	<u>Administration.</u> These files contain the documents necessary to perform the administrative functions of the Office of the Secretary. They are generally associated with the Deputy Assistant Secretary for Administration.	
<u>201</u>	<u>Organization Planning Files.</u> These files related to the establishment of organization and function and their relationships to each other.	
<u>201-01</u>	Organization planning files. Documents relating to the establishment of and changes in organization functions and relationships of activities, and agencies, when such action affects DoD. Included are reports of working groups minutes of committee meetings and staff conferences; documents relating to overall functions and missions, copies of organizations and functions plans manuals and charts; copies of published directives implementing establishment or change; and related or similar documents.	Permanent. Cut off annually except that plans, charts and manuals or portions thereof will not be cut off until superseded or recinded. Transfer to WNRC at that time.
<u>201-02</u>	Organizational Structure. Documents, charts, publications and backup pertaining to the OSD Organizational Structure.	Permanent. Transfer to WNRC 5 years after being superseded. Make available to National Archives when 25 years old.
<u>201-03</u>	Organization Activitation and Status Change Files. Documents related to constituting, reconstituting, organizing, converting, consolidating, assigning, locating and affiliating offices or agencies of OSD.	Permanent. Cut off annually or on discontinuance of related offices as applicable; hold 1 year in CFA then transfer to WNRC.

Category

Number Description of RecordsAuthorized Disposition
Instruction

Included are requests for publications, of implementing instructions, copies of affiliation agreements, coordination actions, and similar or related documents.

201-04

Management Practices. Papers, charts, diagrams, policy or the subject of management practices; theory techniques, case studies, and the like to develop and improve management practices.

Permanent. Cut off annually, hold 3 years in CFA and transfer to WNRCT

201-05

Management Survey Case Files. Documents relating to the systematic formal review of organizational structure or operational procedures and accumulated in the office conducting the survey or the office sponsoring a contract for survey services. Individual studies and surveys may range in scope from comprehensive review of organization and all operating procedures to a study of one particular procedure, process, or method of a particular phase of management. Included are documents reflecting request or authorization to conduct the survey, the finished survey report, and actions taken as a direct result of the survey.

a. Comprehensive surveys:
Office conducting the survey or office sponsoring the contract: Permanent. Transfer to WNR 3 years after supersession.

b. Others: Transfer to WNR
Office surveyed: Destroy on completion of next comparable survey, or when no longer required for reference.

*on completion of project.
Destroy when 20 yrs. old.*

201-06

Management Survey Background Files. Documents used in the collection of data for or during a management survey and accumulated in offices conducting or participating in the survey. Included are notes, statistical data, copies of standing operating procedures, organizational charts, functional charts, personnel data, and similar material collected for factfinding or backup purposes and documents reflecting preliminary arrangements incidental to specific surveys.

Destroy when no longer required for reference.

Category Number	Description of Records	Authorized Disposition Instruction
	Included are requests for publications, of implementing instructions, copies of affiliation agreements, coordination actions, and similar or related documents.	
<u>201-04</u>	Management Practices. Papers, charts, diagrams, policy or the subject of management practices; theory techniques, case studies, and the like to develop and improve management practices.	Permanent. Cut off annually, hold 3 years in CFA and transfer to WNRCi
<u>201-05</u>	Management Survey Case Files. Documents relating to the systematic formal review of organizational structure or operational procedures and accumulated in the office conducting the survey or the office sponsoring a contract for survey services. Individual studies and surveys may range in scope from comprehensive review of organization and all operating procedures to a study of one particular procedure, process, or method of a particular phase of management. Included are documents reflecting request or authorization to conduct the survey, the finished survey report, and actions taken as a direct result of the survey.	<p><i>Comprehensive surveys.</i></p> <p>A. Office conducting the survey or office sponsoring the contract: Permanent. Transfer to WNRC 3 years after supersession.</p> <p><i>b. Others. Destroy 4 years after</i></p> <p>C. Office surveyed: Destroy on completion of next comparable survey, or when no longer required for reference.</p> <p><i>after completion of project, earlier disposal is authorized.</i></p>
<u>201-06</u>	Management Survey Background Files. Documents used in the collection of data for or during a management survey and accumulated in offices conducting or participating in the survey. Included are notes, statistical data, copies of standing operating procedures, organizational charts, functional charts, personnel data, and similar material collected for factfinding or backup purposes and documents reflecting preliminary arrangements incidental to specific surveys.	Destroy when no longer required for reference.

Category Number	Description of Records	Authorized Disposition Instruction
<u>201-07</u>	Management Improvement Project Files. Documents relating to projects which result in initiation of changes in the manner or method of planning, directing, controlling, or doing work which results in increased effectiveness, efficiency and economy. Included are studies, charts, coordination papers, recommendations, statistical data, and comparable or similar documents.	Permanent. Cut off on completion of project. Transfer to WNRC. <i>Destroy 4 years thereafter.</i>
<u>201-08</u>	Management Improvement Project Background Files. Documents used as background material in developing and completing management improvement projects. Included are analyses, notes, drafts, interim reports, and data used but not included in the official project file.	Destroy 3 years after completion of related project or on discontinuance, whichever is first.
<u>201-09</u>	Work Simplification Proposal Files. Documents related to the analysis of specific work procedures to simplify and improve them. Included are proposals for improvement, work distribution charts, flow process charts, work counts, motion economy studies, layout studies, actions taken on proposals, and similar documents.	Permanent. Cut off when final action has been taken on proposal. Transfer to WNRC. <i>Destroy when 20 years old.</i>
<u>201-10</u>	Committee Management Files. Documents used in exercising control over the establishment, use, and dissolution of committees. Included are proposals, approvals, and disapprovals to establish; continue or dissolve committees; charters, terms or references, and agreements; copies of directives authorizing the establishment of committees and comments on them; documents used to nominate, approve, appoint, and relieve members. Minutes, final reports, and related papers.	Office of committee management officer: <u>Permanent.</u> Cut off on disapproval of dissolution of the committee. Transfer to WNRC.

Category Number	Description of Records	Authorized Disposition Instruction
<u>201-11</u>	Advisory Committee Activity Reporting Files. Documents reflecting name, date established or approved for continuation, function, names and affiliations of members, dates of meetings held, and similar data on each advisory committee. Included are feeder reports, DoD-wide consolidations or summaries, and papers directly related to them.	Office requiring the report: DoD-wide summaries or consolidations: Permanent. Transfer to WNRC when 5 years old. Feeder Reports: Destroy after 2 years.
<u>201-12</u>	Federal/State Relations Files. Documents pertaining to Federal/State Agreements, Legal relationships, cooperation, emergency support, and real estate.	Permanent. Transfer to WNRC 5 years after cancelled or superseded. Backup material may be destroyed when cancelled or superseded.
<u>201-13</u>	Emergency Planning Files. Documents which describe evacuation, relocation, vital records program, and continuity of operation, personnel assignments and procedures related. <i>(See 203-14)</i>	Permanent. Transfer to WNRC 3 years after cancellation or supersession.
<u>201-14</u>	DoD Customs Inspection Programs Files. Documents pertaining to DoD policy responsibilities regarding prevention of contrabands and cooperation with the Bureau of Customs.	Permanent. Policy papers. Transfer to WNRC when superseded or obsolete. Make available to National Archives when 20 years old.
<u>201-15</u>	Staffing Surveys and Studies Files. Results, recommendations, charts and papers related to staffing surveys and studies within OSD. These generally result from new functional requirements requiring new staffing and included both civilian and military.	Destroy in CFA after 5 years old.

Category Number	Description of Records	Authorized Disposition Instruction
<u>201-16</u>	Administrative Guidance Instruction Files. Documents related to Administrative Instructions, backup, previous issues, notes and related paper.	Transfer to WNRC 5 years after superseded or obsolete.
<u>201-17</u>	Administrative Services and Facilities Files. Documents related to space, logistical services (telephone, supplies etc.) layout, furnishings, building plans and services.	Destroy 5 years after no longer current.
<u>201-18</u>	Inter-Departmental Support Agreement Files. Documents, background and related papers including original copies of agreements. These agreements generally result from a need to acquire some service, i.e.t; ADP support that another organizational entity can perform. It can be reimbursable or non-reimbursable.	Permanent. Transfer to WNRC when no longer current.
<u>202</u>	<u>OFFICE PERSONNEL FILES</u>	
	The files described in this subgroup are maintained by operating officials and are used in administering military and civilian employees of the organizational segments which are under their control.	
<u>202-01</u>	Office General Personnel Files. Documents that relate to the day-to-day administration of military personnel and civilian employees in individual offices. Included are papers that relate to attendance at work, copies of reports of attendance and overtime, and notice of holidays and hours worked; notices about participation in athletic events and employee unions, notifications and lists of employees	Destroy after 3 years, or on discontinuance, whichever is first.

<u>Category</u> <u>Number</u>	<u>Description of Records</u>	<u>Authorized Disposition</u> <u>Instruction</u>
	to receive Government medical services, including X-rays and immunizations; notices and lists of individuals to receive training; and comparable or related papers.	
<u>202-02</u>	Office Personnel Register Files. Documents used in accounting for office personnel and in controlling office visitors, such as register reflecting personnel arrival, departure, on leave and temporary duty travel, but not official personnel registers used as direct source documents for preparing morning reports.	Destroy after 6 months, earlier disposal is authorized.
<u>202-03</u>	Office Personnel Locator Files. Documents reflecting the name, address, telephone number, and similar data for each office employee. Included are cards or sheets containing such information.	Destroy on separation or transfer of the individual.
<u>202-04</u>	Employee Records Card Files. Cards that provide complete information relative to employees, position, strength authorizations and actions in process.	Employees transferring within OSD: Forward to gaining operating official. Employees separated or transferred from the installation: Destroy, except that DD Form 1435 will be forwarded to the gaining agency.
<u>202-05</u>	Job Description Files. Documents describing positions in an office that are used in day-to-day supervisory relationships. Included are copies of DA Form 374 (Job Descriptions) for civilian personnel and comparable job description forms for military personnel.	Destroy on abolishment of position, supersession of job description, or when no longer needed for reference.

Category Number	Description of Records	Authorized Disposition Instruction
<u>202-06</u>	Pending Request Files. Operation Official's or suspense copies of Standard Form 52 (Request for Personnel Action) for various categories of civilian personnel actions, such as accessions, position changes, rate of pay changes, and separations.	Destroy on receipt of notification of completion of requested personnel action.
<u>202-07</u>	Office Personnel Information Files. Documents pertaining to the administration of individual civilian employees and military personnel which are duplicated in, or which are not appropriate for including in the Official Personnel Folder, the Personnel Records Jacket, the Job Description File, or the Pending Request File. Included are notice that individuals have been cleared for classified material, other documents related to personnel security, retained copies of reports and other papers relating to individual injuries, letters of appreciation and commendation, records reflecting training received by individuals, documents reflecting assigned responsibilities of individuals, copies of performance appraisals, off duty employment information and comparable papers.	Review at end of year and destroy documents which have been superseded or are no longer applicable.
<u>202-08</u>	Recruitment and Placement Files. Documents pertaining to employees considered for vacancies, interviews, qualification summaries notice of eligibility, recruitment requester, notices and related material.	Destroy after 2 years old or after CSC inspection whichever is first.

<u>Category</u> <u>Number</u>	<u>Description of Records</u>	<u>Authorized Disposition</u> <u>Instruction</u>
<u>202-09</u>	Standards of Conduct Files. Documents relating to procedures to assure that all personnel fully understand the standards of conduct and ethics. For example, procedures requiring that each individual periodically read applicable directives and sign a document indicating that the directives are understood.	Destroy after the next periodic application of the procedure, 1 year after obsolescence of the procedure, or on discontinuance of the office, whichever is first.
<u>202-10</u>	Security Awareness Files. Documents relating to procedures used to obtain compliance with security regulations by all personnel. For example, procedures requiring that each individual periodically read applicable security regulations and sign a memo indicating that the regulations are understood.	Destroy after the next periodic application or on inactivation of the office, whichever is first.
<u>202-11</u>	Temporary Duty Travel Files. Copies of request and authorization for military personnel TDY Travel and civilian personnel TDY and PCS travel, similar issuances, and related documents pertaining to travel.	Destroy after 3 years or on discontinuance, whichever is first.
<u>202-12</u>	Official Personnel Folders Files. Official Personnel Folders containing employee personnel records of permanent value as prescribed by the Federal Personnel Manual. Remove folders of separated personnel from active file and hold in an inactive file for six months. Cut off file every six months.	<p>a. Transfer folders of separated personnel to Federal Personnel Records Center, St. Louis, Missouri 30 days after separation.</p> <p>b. See Page R1-40 of the Federal Personnel Manual for instructions on folders of employees transferred to another agency.</p>

Category Number	Description of Records	Authorized Disposition Instruction
<u>202-13</u>	Applications Files. Unsuccessful applications for appointment and related papers, excluding records relating to appointments requiring Senatorial confirmation, and applications filed in official personnel folders. File in accordance with inspection requirements of the Federal Personnel Manual.	Destroy upon receipt of Civil Service Commission report of inspection or when two years old, whichever is earlier, providing requirements of the Federal Personnel Manual are observed.
<u>202-14</u>	Correspondence Files -	
	<ul style="list-style-type: none"> a. Correspondence in the Personnel Division relating to its administration and operation. b. Correspondence, letters and telegrams offering appointments to potential employees. Cut off file at the end of each three-year period. 	<ul style="list-style-type: none"> a. Dispose of three years after file cut off. Submit SF 135 for authority to destroy. b. (1) If appointment is accepted, destroy immediately. (2) If appointment is declined, return to Civil Service Commission with reply and application if name was received from certificate of eligibilities.
	<ul style="list-style-type: none"> c. All copies of correspondence and forms maintained as temporary records on the left side of the official Personnel Folder in accordance with provision of the Federal Personnel Manual, Chapter 293 and Supplement 293-31. 	<ul style="list-style-type: none"> c. Dispose on transfer to another agency (except in a transfer of functions) or separation of the employee.
	<ul style="list-style-type: none"> d. Correspondence and forms in the Personnel Division relating to individual employees which are not authorized for maintenance in the Official Personnel Folder and not covered elsewhere in this schedule. 	
	<ul style="list-style-type: none"> (1) Correspondence and forms relating to pending personnel actions. 	<ul style="list-style-type: none"> (1) Destroy when action is completed.
	<ul style="list-style-type: none"> (2) General correspondence and forms including retention registers from which reduction-in-force actions have been taken. 	<ul style="list-style-type: none"> (2) Destroy two years after file is closed.
	<ul style="list-style-type: none"> (3) Retention registers from which no actions have been taken. 	<ul style="list-style-type: none"> (3) Destroy when superseded.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>202-15</u>	Service Record Card Files. (Standard Form 7 or its equivalent)	
	a. Cards for employees separated or transferred on or before December 31, 1947. In accordance with Federal Personnel Manual Supplement 293-31.	a. Transfer to Federal Records Center, St. Louis, Missouri, 10 years after year of employee's separation or transfer to another agency.
	b. Cards for employees separated or transferred on or after January 1, 1948. In accordance with Federal Personnel Manual Supplement 293-31.	b. Dispose of 3 years after year of employee's separation or transfer to another agency.
<u>202-16</u>	Employee Record Cards Files. Employee record cards used for informational purposes. (i.e. OP-4). In accordance with Federal Personnel Manual Supplement 293-31.	Destroy on separation or transfer.
<u>202-17</u>	Position Descriptions and Related Material Files.	
	a. Position descriptions pertaining to positions abolished after September 1, 1950 and positions descriptions superseded after that date. In accordance with Federal Personnel Manual Supplement 293-31.	a.(1) Retain on copy for five years after position is abolished or description is superseded. a.(2) Destroy other copies when position is abolished or description is superseded.
	b. Position identification strips used in service control file. In accordance with Federal Personnel Manual Supplement 293-31.	b. Destroy six months after file cut off. Cut off file annually.

<u>Category</u> <u>Number</u>	<u>Description of Records</u>	<u>Authorized Disposition</u> <u>Instruction</u>
<u>202-18</u>	Certificate of Eligibility Files. -	
	a. Request for certificate of eligibles. File requests and certificates serially by certificate number.	a. Destroy two years after date of certificate.
	b. Certificate of eligibles. File requests and certificates serially by certificate number.	b. Destroy two years after date of certificate.
<u>202-19</u>	Suggestion and Superior Accomplishment Awards Files	
	a. Employee suggestion case files includeing files relating to management improvement suggestions considered under Title X of Public Law 429, 81st Congress or comparable legislation.	a. Retire one year after cut off for retention of (1) the original case file for an additional five years, and (2) the duplicate copies for an additonal two years.
	b. Case files on rewards for superior accomplishment under Title VII of the Classification Act of 1949.	b. Destroy six months after file cut off. Cut off file annually.
	c. Certificates of performance ratings.	c. Destroy two years after cut off.
<u>202-20</u>	Efficiency Rating Files. Duplicate copies of material relating to a review of an efficiency rating by a board on which the original case material has been forwarded to the Civil Service Commission.	Destroy one year after file cut off. Cut off annually.

<u>Categorye Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>202-21</u>	Notification of Personnel Action Files.	
	a. Chronological file copies of notification of Personnel Actions, including face sheets.	a. Destroy two years after cut off.
	b. Pay or fiscal copy.	b. Destroy two years after audit of related pay records by the General Accounting Office.
	c. All others.	c. Destroy one year after file cut off providing the requirements of Federal Personnel Manual, Sec. R2-19.01 are observed.
<u>202-22</u>	Personnel Statistical Reports Files	
	a. Statistical reports maintained or prepared by offices other than the Personnel Division.	a. Destroy two years after cut off.
	b. Statistical summaries and reports relating to employee health and related papers, exclusive of the copy maintained by the reporting unit.	b. Destroy two years after cut off.
<u>202-23</u>	Health Records Files. Records relating to the health of individuals, consisting of forms, correspondence and related papers authorized by Public Law, except preemployment physical examinations, disability , retirement examinations and fitness for duty examinations, which are made a part of the official Personnel Folder.	Destroy all records relating to an individual's health six years after last entry.
<u>202-24</u>	Policy and Procedure Record Material Files.	
	a. Documentation of policies, procedures and standards governing civilian personnel administration.	a. <u>Permanent</u> , transfer file one year after file cut off to WNRC. Offer to National Archives after 25 years <i>old.</i>

Category

Number Description of Records

b. Records relating to personnel training, including outlines of course, names of individuals attending, copies of speeches, lecture material, required reading material, and other material relating thereto.

202-25

Civilian Manpower and Personnel Records files.

a. Records which relate to the development and implementation of policies, procedures and standards for civilian personnel management and studies, surveys or other material which relates to National Manpower Administration which is of interest to the Department of Defense.

b. Records which relate to the internal management and operational aspects of civilian personnel administration such as records relating to the control of positions, determinations and justifications of personnel authorization and requirements controls to assure that authorizations are not exceeded and reporting records covering civilian personnel strength not covered under other items in this section.

Authorized Disposition
Instruction

b.(1) ~~Permanent~~, transfer all record copies when course is revised or discontinued to WNRC. Offer to National Archives after 20 years. *a. Consider authorizing destruction when 40 yrs. old.*
b.(2) Destroy all duplicate and non-record material when it becomes obsolete. *25 yrs. old.*

a.(1) Permanent, transfer record copies and all back-up material one year after implementation of the policy, procedure or standard, to WNRC. Offer to National Archives after 20 years.

a.(2) Destroy duplicate and reproduced copies when the policy, standard or procedure is rescinded or revised unless part of a case file.

b. Destroy when 5 years old

Category

Number Description of RecordsAuthorized Disposition
Instruction

c. Records which support reports and other statistical data required by law or regulation such as percentages of minorities, statistics or progress achieved in implementation of E.E.O. program, grade distribution and the like.

c.d1) Permanent, transfer record copies and supporting or related data two years after file cut off to WNRC. Offer to National Archives after 20 years old.

c.d2) Destroy all duplicate and non-record material six months after file cut off unless part of a case file.

202-26

Military Personnel. Official Military Personnel Records Files. Official Military Personnel Records which are created as the result of detail or assignment to the Office of the Secretary of Defense which would normally be made a part of the individual's personnel file and other pertinent and related correspondence. Orders and citations for Defense Distinguished Service Medal, Defense Superior Service Medal, Joint Service Commendation Medal and OSD Identification Badge.

a. Forward all records which are considered by the appropriate service as records for inclusion in the individual's personnel file to that service not later than thirty days after release from duty in the Office of the Secretary of Defense.

b. Destroy all duplicate and non-record material upon transfer of the personnel file.

202-27

Military Manpower and Personnel Records Files.

a. Records which relate to the development and implementation of policies, procedures and standards for military personnel management and studies, surveys or other material which relates to National Manpower Administration which is of interest to the Department of Defense.

a.d1) Permanent, transfer discontinued file one year after file cut off to WNRC. Offer to National Archives after 20 years old.

a.d2) Destroy duplicate and reproduced copies when the policy, standard or procedure is rescinded or revised unless part of a case file.

b. OSD manpower authorizations, justification folders for new positions or deletions; control over grade requirements. (These are not individual personnel files.)

b. ~~Permanent~~. Transfer 1 year after no longer current to WNRC. ~~Make available to NARS when 25 years old.~~ *Retain when 40 years old.*

Category
Number

Description of Records

Authorized Disposition
Instruction

c. Policy matters pertaining to the OSD Identification Badge.

d. Records which relate to the internal management and operational aspects of military personnel administration such as records relating to position control, determination and justification of personnel authorization and requirement, control to assure that authorizations are not exceeded and other reporting records covering military personnel strength not covered under other items in the section.

e. Records which support reports and other statistical data required by law or regulation.

Destroy 3 years
c. ~~Permanent~~. Transfer to WNRC when obsolete or cancelled. *after supersession.*

d. (1) ~~Permanent~~, transfer record copies one year after cut off to WNRC. ~~Offer to National Archives after 20 years old.~~ *Destroy when 25 years old.*

d. (2) Destroy duplicate and non-record material six months after cut off unless part of a case file.

e. (1) ~~Permanent~~, transfer record copies and supporting or related data two years after cut off to WNRC. Offer to National Archives when 20 years old.

e. (2) Destroy duplicate and not-record material six months after cut off.

202-28 Individual Accounting Files. Records which relate to accounting for individuals.

Destroy individual leave authorization when adjustments are made.

202-29 Military Leave Files. Records which relate to leave of military personnel.

Destroy individual leave authorization when adjustments are made.

202-30 Individual Actions Files. Correspondence relating to individual actions and personnel, which in accordance with the standards and criteria of the respective military department, does not qualify as records of permanent value, or records of criticism or complaint when no official action is taken.

Destroy file six months after individual is released from OSD duty.

202-31 Internal Management Files. Correspondence relating to internal management and operations affecting military personnel administration.

Destroy
Dispose of material when 5 years old.

Category Number	Description of Records	Authorized Disposition Instruction
<u>202-32</u>	Statistical Reports File.	
	a. Statistical reports maintained or prepared by offices other than the Personnel Division on military personnel matters.	a. Destroy when two years old.
	b. Records which are submitted by the military departments supporting reports, policy statements, standardized procedures, criteria and other matters relating to the overall administration of military personnel.	b. <u>Permanent</u> . Transfer to WNRC when 5 years old.
<u>202-33</u>	Policy and Procedure Records Files.	
	a. Statistical summaries and reports relating to military personnel training, including outlines of the course, names of individuals attending, copies of speeches, lecture material, required reading material and all other material relating to educational programs conducted by the Office of the Secretary of Defense independently of the military departments.	<p><i>Statistical summaries + reports</i></p> <p>a.(1) <u>Permanent</u>, transfer record copies when course is revised or discontinued to WNRC. Offer to National Archives when 20 years old.</p> <p>a.(2) Destroyed ^{<i>other</i>} duplicate and non-record material when it becomes obsolete.</p>
	b. Documentation of policies, procedures and standards governing military personnel administration, including position evaluation and assignment, military personnel quotas for both normal and mobilization periods, etc.	<p>b.(1) <u>Permanent</u>, transfer discontinued file when 1 year old to WNRC. Offer to National Archives when 20 years old.</p> <p>b.(2) Destroy duplicate copies when superseded or revised unless part of a case file.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>202-34</u>	Military Acceptance Files. Records relating to the establishment of policy, standards and criteria governing admission and acceptance for military service and means of obtaining individuals in critical skill areas, including pay benefits, allowance and other associated matters.	a. Permanent, transfer to WNRC 2 years after file cut off. Offer to National Archives when 20 years old. b. Destroy duplicate and non-record material six months after cut off.
<u>202-35</u>	Labor-Management Relations Files. Documentation necessary to support normal personnel operations pertaining to Labor-Management Relations. Principal Files are maintained by Manpower under 606-02.	Destroy when superseded by more current guidance or direction.
<u>202-36</u>	Security Policies Application. Documents concerning general information applicable to personnel security. Security of classified matter in the Personnel Office and related material.	Destroy when no longer current.
<u>202-37</u>	Personnel Security Clearances. Documents containing information on the security clearances of individual personnel and the accreditation of access to classified files. It does not include reports of investigations, counter-intelligence or clearance documents filed in the official personnel folder.	Destroy on transfer or separation of individual concerned.
<u>202-38</u>	Special Assignments. Documents containing information on the security clearance and authorization for access for particularly sensitive classified matter. Not including reports of investigation counter-intelligence or clearance documents filed in the official personnel folder.	Destroy on transfer or separation of individual concerned.

Category	<u>Number</u> <u>Description of Records</u>	<u>Authorized Disposition</u> <u>Instruction</u>
<u>202-39</u>	Statements of employment and financial interests, and related papers.	Dispose 2 years after employee leaves a position in which a statement is required, or two years after the employee leaves the agency, whichever is earlier.
<u>202-40</u>	Records created in receipt and processing of complaints of discrimination by employees or applicants for employment with Federal Civil Service.	
	a. Official Equal Employment Opportunity Case Files, as described by 5 CFR 713.222:	
	(1) When case is resolved within agency or origin;	(1) Dispose 4 years after final adjustment.
	(2) When case is resolved by U.S. Civil Service Commission; or a U.S. Court.	(2) The official case file is retained by USCSC according to their records control schedule.
	b. All other copies of EEO complaint case files or duplicates of documents pertaining to case files which are included in files retained under Item a. above.	b. Dispose 1 year after final adjustment.
	c. All background documents pertaining to the case but not included in case files retained under Item a. above.	c. Dispose 3 years after final adjustment.
<u>203</u>	<u>Records Management Files</u>	
	These files result from the planning, promulgation, and execution of concepts and procedures for managing the creation, transmission, maintenance, use and disposition of OSD records.	

Category Number	Description of Records	Authorized Disposition Instruction
<u>203-01</u>	Records Management Survey Files. Documents relating to staff visits and surveys conducted to provide advice and assistance on, or to evaluate the effectiveness of, records management operations and programs. Included are notifications of visits, reports of visits and surveys, reports of corrective action taken, and related documents.	Office performing OSD-wide staff responsibility: Destroy after 15 years. Other Offices: Destroy 2 years after next comparable survey or on discontinuance of the surveyed office, whichever is first.
<u>203-02</u>	Records Management Survey Background Files. Documents used in preparing for records management surveys. Included are organizational charts, statements of function, copies of records management directives, lists of personnel responsible for records management, volume of records data, copies of training materials, copies of authorized deviations, schedules of surveys, notes, drafts, and similar or related documents.	Destroy in CFA after 5 years. Earlier destruction is authorized.
<u>203-03</u>	Access to Information Files. Documents relating to the formulation of Department of Defense procedures, conditions, and restrictions on the release of information from files, release of copies, and the granting of access to records for official or unofficial research. Included are case files with requests, basic interpretations, decisions precedents, studies, and related or similar papers.	<p>a. <i>Procedures, restrictions, and</i> Offices responsible for formulating OSD concept: <i>condi.</i> <u>Permanent.</u> Cut off after <i>three.</i> 5 years and transfer to WNRC.</p> <p>b. <i>Case files. Des-</i> <i>tray when 15 years</i> <i>old.</i></p>

Category <u>Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>203-04</u>	Records Disposal Authorization Files. Documents relating to authorization by Congress or the Archivist of the United States to destroy records. Included are studies, coordination actions, requests for authority to destroy records, archival appraisals, and approvals or disapprovals.	Destroy when 25 years old.
<u>203-05</u>	Record Locator and Disposition Files. Documents reflecting files that have been transferred or retired. Included are records shipment lists and records transfer lists.	Offices retiring records: Destroy after all records listed thereon have been destroyed, except those reflecting permanent files may be destroyed when no longer needed for reference. Lists maintained by overseas records centers for control purposes: Destroy 1 year after all records listed thereon have been destroyed or retired to a records center in the US.
<u>203-06</u>	Records Management System Files. Documents relating to the appraisal of records systems and procedures such as those relating to miniaturization, office copying, and word processing. Included are evaluation studies and similar or related documents.	Approved Systems: Destroy after 1 year.
<u>203-07</u>	Record Holding Reporting Files. Documents used in preparation of the records holding report. Included are reports and directly related papers.	Source documents: Destroy in CFA 2 years after submission of report or on discontinuance, whichever is first. Retained copy of report: Destroy in CFA after 6 years, except that consolidated reports maintained in the office directing the OSD records management program are to be destroyed when 20 years old.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>203-08</u>	Records Disposition Standard Exemption Files. Documents reflecting exceptions to records disposition standards authorized by responsible records management officials. Included are requests, approvals, and related documents.	Destroy on expiration of exception.
<u>203-09</u>	National Archives Liaison. Documents correspondence and the like pertaining to exchanges between National Archives and OSD on the subject of record management.	Any authority to destroy or exceptions granted by National Archives will be retained for 6 years. Transfer to WNRC at that time. Destroy when 25 years old. Other general correspondence may be destroyed after two years.
<u>203-10</u>	Privacy Act Matters File.	
<u>203-10.d</u>	Privacy Act Accounting of Disclosure Files. Files maintained under the provision of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.	Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.
<u>203-10.e</u>	Privacy Act Amendment Case Files. Files relating to an individual as provided for under 5 U.S.C. 551a(d)(2); and to an individual's request to amend a record as provided for under 552a(a)(3). Includes all actions from the initial request to amend a record through the final appeal.	

Category

Number Description of Records

Authorized Disposition
Instruction

nature. The identification of data elements in the system and the anticipated output. The OSD present system is manual.

Informational documents; destroy when purpose served.

203-13

Micrographic Management Files. Policy directive prescribing functions and responsibilities of micrographic management program in the OSD. Included may be inventories of equipment, feasibility studies and justification for systems developed to convert hardcopy to microform version.

a. Feasibility studies and justification
Permanent. OSD policy, feasibility studies, RFP, proposals. Transfer to WNRC when system discontinued. ~~Make available to National Archives when 20 years old.~~ Informational documents, general correspondence exclusive of policy or proposals, destroy 1 year after cutoff.
see 203-14.

203-14

Vital Records Program Files. Correspondence, inventories, directives, policy.

Permanent. Policy and procedural directives. Transfer to WNRC when superseded or obsolete. Make available to National Archives when 20 years old. Destroy old inventories when superseded.

203-15

Source Data Systems Files. Instructive materials, system studies, directives.

Destroy when no longer current.

203-16

Mail Management Files. Systems studies, statistics, proposals, directives, instructional materials.

Destroy when no longer current.

204

Floor Space Management and Service Files.

Acquisition, allocation and utilization of space and office services including related correspondence.

204-01

DoD Administrative Space Program Files. Documents related to facilities and space administration of a general nature.

Destroy after 5 years old.

204-02

Duty Hours Coordination Files. Documents related to duty hours of principal commander in the Pentagon; guard and custodial services and related correspondence.

Destroy after 5 years old.

203-13 a. Feasibility studies + justification
Destroy when superseded by subsequent studies.
b. Other. Destroy when no longer needed.

Category
Number

Description of Records

Authorized Disposition
Instruction

a. Statement of disagreement and agency justification for refusal to amend a record.

~~Destroy~~
a. ~~Dispose of~~ in accordance with the approved disposition instructions for the related subject individual's records; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.

b. Other records, exclusive of those filed under item 203-10.1 above.

~~Destroy~~
b. ~~Dispose of~~ 4 years after final determination by agency or 3 years after final adjudication by the courts, whichever is later.

203-10.3 Privacy Act Reports Filese
Recurring reports and one-time information requirements relating to agency implementation, including annual reports to the Office of Management and Budget and Congress and the Report on New Systems.

- a. Annual reports at Departmental or agency level.
- b. Other reports.

a. Permanent. Offer to NARS with related agency records.

~~Destroy~~
b. ~~Dispose of~~ when 2 years old.e

203-10.4 Privacy Act General Administrative Filese Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.

~~Destroy~~
~~Dispose of~~ when 2 years old or sooner if no longer needed for administrative use.

203-11 Declassification Management Files. Documents, ^{and} directives, correspondence on the subject. Requests for declassification from in and out of DoD. Responses, appeal referrals and general policy files.

Retain case files for 3 years after last entry. Transfer to WNRC. Destroy when 10 years old. ~~Directives, implementing instructions, and the like destroy when superseded.~~

203-12 Data Index Systems Files. Policy direction on the methods to be employed in developing an automatic or manual system to recognize and downgrade classified documents of a permanent

Permanent. System documentation and DoD policy directives. Transfer to WNRC when superseded. ~~Make available to National Archives when 20 years old.~~

from when no longer needed for reference. But not later than 12 yrs

Category	<u>Number</u> <u>Description of Records</u>	<u>Authorized Disposition</u> <u>Instruction</u>
	<u>204-03</u> Administrative Policy Files. Documents relating to the development, preparation issuance, and interpretation of directives or regulatory instructions on facilities and space.	Upon supersession or obsolescence replace in inactive file. Destroy after 10 years.
	<u>204-04</u> Space and Facilities Files. Copies of documents relating to space assignments, agreements, agreements, building plans, alterations requests, maintenance and related records.	Destroy 5 years after termination of assignment.
	<u>204-05</u> OSD Liaison Files. Documents related to liaison with GSA and other Federal Agencies on the subject of space management.	Destroy after 5 years.
	<u>204-06</u> Concession Operations Files. Documents related to correspondence with various concession operations. Leases and other agreements pertaining to use and operation.	Cut off when new agreement reached or concessionaire moves. Retire two years, then transfer to WNRC for an additional 5 years.
	<u>204-07</u> Parking Files. Documents related to the allocation of parking space.	Destroy when superseded, obsolete or 1 year after revocation, whichever is earlier.
	<u>205</u> <u>Historical Files.</u> Documents relating to general policies and procedures governing development of historical data and special historical studies.	
	<u>205-01</u> Historical Records and Reports File. Documents prepared by historians under the OSD Historical Program.	Permanent. Transfer to WNRC 10 years after cutoff.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>205-02</u>	Historical Research and Reference Files. Documents collected and maintained by historians in the preparation of histories, occasional studies and reports.	Destroy when superseded or obsolete.
<u>206</u>	<u>Budget and Finance.</u> Documentation pertaining to the preparation, analysis justification, and control of the OSD budget for appropriated funds.	
<u>206-01</u>	OSD Budget Files. General correspondence and other records that document the OSD Budget policies and decisions and the development and execution of Budget Plans, programs and procedures.	Permanent. Transfer to WNRC when 4 years old. Make available to National Archives when 40 years old.
<u>206-02</u>	OJCS Budget Files. General correspondence and other records that document the Office of the Joint Chiefs of Staff policies and decisions and the development and execution of budget plans, programs and procedures.	Permanent. Transfer to WNRC when 4 years old. Make available to National Archives when 40 years old.
<u>206-03</u>	Attached Activities Budget Files. General correspondence similar to 211 ²¹⁶ -01 and 02 above related to the budget process of attached activities.	Permanent. Transfer to WNRC when 4 years old. Make available to National Archives when 40 years old.
<u>206-04</u>	Justification Materials Files. Back-up information, staff studies and the like to support the budget.	Permanent. Transfer to WNRC when 4 years old. Make available to National Archives when 40 years old.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>206-05</u>	Financial Reporting Systems Files.	
	a. Administrative instructions describing financial management systems.	a. Permanent. Transfer to WNRC when reports are discontinued or obsolete. Make available to National Archives when 20 years old.
	b. Arrangements for ADP support including agreements, correspondence specifying data requirements, output format, etc. Users manual.	b. Destroy 1 year after system discontinued.
<u>206-06</u>	DoD Financial Reports Files. Recurring and one time financial reports ADP or manually prepared on financial management.	Permanent. Transfer to WNRC when 2 years old. Make available to National Archives when 20 years old.
<u>206-07</u>	Travel and Transportation Services Files. Correspondence and related material concerning subject matter, input for the budget, management of funds, requests and approved for individual travel.	Transfer to WNRC after 2 years old. Destroy after 7 years old.
<u>207</u>	<u>Pay Files.</u>	
<u>207-01</u>	Individual earning and service cards (such as Standard Form 1127 or its equivalent)d	Transfer to National Personnel Records (NPRC) St. Louis, MO:
		a. If in personnel folder or in individual pay folded filed adjacent to personnel folder, dispose with the personnel folder.
		b. If not in or filed adjacent to personnel folder, dispose 56 years after date of last entry on card.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>207-02</u>	Correspondence files maintained by operating units responsible for payroll preparation and processing, pertaining to administration and operation of the units.	Destroy after 2 years.
<u>207-03</u>	Time and attendance reports. a. Copies used in payroll preparation and processing. (Where reports are used for both time and attendance and leave posting purposes, the disposal provision for 207-09 applies.) b. All others.	a. Destroy after audit by General Accounting Office or after 3 years whichever is earlier. b. Destroy 6 months after end of pay period.
<u>207-04</u>	Individual authorization card and payroll allotments (such as Standard Form 1192). a. Where record of bond deductions is maintained on earning record card. b. Where record of bond deductions is not maintained elsewhere.	a. Destroy when superseded by new card or on transfer to separation of employee, whichever is earlier. b. Destroy 3 years after close of file. (Remove to inactive file when superseded or upon transfer or separation.)
<u>207-05</u>	Issuing agents' copies of bond registration stubs.	Destroy after 2 years.
<u>207-06</u>	Receipts for and transmittals of U.S. Savings Bonds and checks.	Destroy 3 months after date of receipt.
<u>207-07</u>	Reports of deposits and purchases of bonds, and related papers.	Destroy after 3 years.

Category	Number Description of Records	Authorized Disposition Instruction
<u>207-08</u>	Application for leave and supporting papers.	
	a. Application for leave taken immediately prior to separation.	a. Attach to leave record card (see 207-09)d (a) If in personnel folder or in individual pay folder filed adjacent to personnel folder, dispose either 10 years after date of last entry on card or with the personnel folder. (b) If not in or filed adjacent to personnel folder, dispose 10 years after date of last entry on card.
	b. All others.	b. Dispose 1 year after file is closed or 1 year after date of application if filing arrangement differs from that suggested herein.
<u>207-09</u>	Leave record cards, maintained independently of pay and earning records (including Standard Form 1130 when used as a leave record.)	
	a. Pay or fiscal copy.	
	(1) Final individual card showing accumulated leave on separation.	(1) Transfer to National Personnel Records Center (NPRC) St. Louis, MO. after audit by General Accounting Office or after 3 years whichever is earlier. NPRC will destroy when 10 years old.
	(2) All other pay or fiscal copies.	(2) Destroy when 3 years old.
	b. Other copies.	b. Dispose 3 months after the end of the period covered.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>207-10</u>	Records of leave data (such as Standard Form 1150) prepared except as noted in the Federal Personnel Manual, 293-A-3. a. File original of Standard Form 1150 on right side of Official Personnel Folder. b. Agency Copy.	a. Transfer folders of separated personnel to Federal Personnel Records Center, St. Louis, MO, 30 days after separation. b. Dispose of after 3 years.
<u>207-11</u>	Notifications of personnel action, exclusive of those in Official Personnel Folders. a. Pay or fiscal copy. b. Chronological file copies, including fact sheets. c. All other copies.	a. Destroy after audit of related pay records by the General Accounting Office or after 3 years whichever is earlier. b. Destroy after 2 years. c. Destroy after 1 year.
<u>207-12</u>	Copies of budget authorizations to operating units that control personnel ceilings and personnel actions.	Destroy when superseded.
<u>207-13</u>	Memorandum copies of payrolls, check lists, and related certification sheets (such as Standard Forms 1013, 1128, or equivalents) a. Security copies of documents prepared or used for disbursement by Treasury disbursing offices, and related papers.	a. Destroy when Federal Records Center receives second subsequent payroll or check list covering same payroll unit

Category Number	Description of Records	Authorized Disposition Instruction
	b. All other copies.	
	(1) Where earning record is maintained.	(1) Destroy after audit by the General Accounting Office or after 3 years whichever is earlier.
	(2) Where earning record card is not maintained.	(2) Transfer to National Personnel Records Center, St. Louis, MO, when 3 years old.
<u>207-14</u>	Payroll control registers (such as Standard Form 1125).	Destroy after audit by the General Accounting Office or after 3 years whichever is earlier.
<u>207-15</u>	Payroll change slips exclusive of those in Official Personnel Folders (such as Standard Form 1126).	
	a. Copy used in General Accounting Office audit.	a. Destroy after audit of related pay records by the General Accounting Office or after 3 years whichever is earlier.
	b. Copy used by disbursing officer in preparing checks.	b. Destroy after preparation of check.
	c. All other copies.	c. Destroy 1 month after end of pay period.
<u>207-16</u>	Memorandum copies of fiscal schedules involved in payroll processing.	
	a. Copy used in General Accounting Office audit.	a. Destroy after audit by General Accounting Office or after 3 years whichever is earlier.
	b. All other copies.	b. Dispose 1 month after end of pay period.

<u>Category</u> <u>Number</u>	<u>Description of Records</u>	<u>Authorized Disposition</u> <u>Instruction</u>
<u>207-17</u>	Administrative reports and data relating to payrolling operations and pay administration. a. Reports and data used for workload and personnel management purposes. b. All other reports and data.	a. Destroy after 2 years. b. Destroy after 3 years.
<u>207-18</u>	Withholding tax exemption certificates (such as Treasury Department Form W-4)d	Destroy 3 years after card is superseded or obsolete.
<u>207-19</u>	Returns on income taxes (such as Treasury Department Form W-2)d	Destroy after 3 years.
<u>207-20</u>	Reports of withheld Federal taxes and related papers (including records relating to income and social security taxes)d	Destroy after 3 years.
<u>207-21</u>	Retirement reports and registers.	Dispose after 3 years.
<u>207-22</u>	Reports of insurance deductions and related papers including copies of vouchers and schedules of payment.	Destroy after 3 years.
<u>207-23</u>	Levy and garnishment records, including official notice of levy or garnishment, change slips, workpapers and correspondence relating to charge against retirement funds or attachment of salary for payment of back income tax or for other debts of Federal employees.	Destroy after 3 years.

Category	<u>Number</u> <u>Description of Records</u>	<u>Authorized Disposition</u> <u>Instruction</u>
208-05 (Cont'd)	b. Copies in other reporting units, and related work papers.	b. Destroy after 1 year.
<u>208-06</u>	Bid Files.	
	a. Successful bids.	a. Destroy in accordance with provision for item 208-04.
	b. Unsuccessful bids.	b. Destroy in accordance with provision for item 208-04.
	c. Lists or cards of acceptable bidders.	c. Destroy when new list or card is made.
<u>208-07</u>	Records relating to requisitions on the Public Printer, and all supporting papers.	
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	a. Destroy 3 years after completion or cancellation of requisition.
	b. Accounting copy of requisition, Government Printing Office involved.	b. Destroy 3 years after period covered by related account.
<u>208-08</u>	Requisitions for nonpersonal services, such as duplicating, binding, and other services (excluding records associated with accountable officer's accounts (Schedule 6)).	Destroy after 1 year.
<u>208-09</u>	Requisitions for supplies and equipment from current inventory.	
	a. Stockroom copy.	a. Destroy 2 years after completion or cancellation of requisition.
	b. All other copies.	b. Destroy after 6 months.

Category

Number Description of RecordsAuthorized Disposition
Instruction208 Supply and Services.

208-01 Procurement files (as described in item 208-04 below) involving transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurements or to major procurement programs (other than those covered by item 208-13)i

Permanent. Transfer to WNRC when 5 years old.

208-02 Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).

b. Title Papers dated 1921. Permanent

a. All records for property acquired other than abstract or certificate of title.

Title papers dated 1921.
a. Destroy 10 years after *after* unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.

208-03 Correspondence files of procurement operating units pertaining to their internal operation and administration that are not covered elsewhere in this schedule.

Destroy after 2 years.

208-04 Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment (other than those covered in items 208-01, 02, and 13).

a. Procurement or purchase organization copy, and related papers.

Category <u>Number</u>	<u>Description of Records</u>	Authorized Disposition <u>Instruction</u>
208-04 (Cont'd)	<p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000.</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000.</p>	<p>(1) Destroy 6 years after final payment. (Place in inactive file on final payment; transfer fiscal year block to Federal Records Center after 2 years.)</p> <p>(2) Destroy 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years and dispose, except that files on which actions are pending will be brought forward to the next fiscal year's files for disposal therewith.)</p>
	b. Obligation copy.	b. Destroy when funds are obligated.
	c. Copies of contracts, requisitions, purchase orders, leases, and other papers which are duplicates of papers defined in item 208-04 a, used by component elements of a procurement office for administrative purposes.	c. Destroy upon termination or completions.
<u>208-05</u>	Files of reports on supply requirements and procurement matters submitted for supply management purposes case files or other files of a general nature); exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481)	
	a. Copies received from other units for internal purposes or for transmission to staff agencies.	a. Destroy after 2 years.

Category Number	Description of Records	Authorized Disposition Instruction
<u>208-10</u>	Inventory Files.	
	a. Inventory lists.	a. Destroy 2 years from date of list.
	b. Inventory cards.	b. Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.
	c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the General Records Schedules.	c. Destroy 2 years after date of survey action or date of posting medium.
<u>208-11</u>	Telephone statements and toll slips.	Destroy 3 years after period covered by related account.
<u>208-12</u>	Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.	Destroy 3 years after date of completion of contract performance is subject of enforcement action on subject of enforcement action on such date.
<u>208-13</u>	Tax exemption certificates, and related papers.	Destroy 3 years after period covered by related account.
<u>208-14</u>	Disposal of Surplus Property.	
	a. Case files on sales of surplus personal property and real property comprising invitations, bids, acceptances, lists of material, evidence of sales and related papers involving transactions of \$25,000 or more, and other papers documenting the initiation and development of transactions that deviate from established precedents with respect to major disposal programs.	a.(1) Retire record copies including related material three years after file cut off for permanent preservation. <u> </u> a.(2) Destroy duplicate and non-record material when file is cut off.

a.(3). Case files not covered by a(1) - app by disposition of 208-14 - c

Category Number	Description of Records	Authorized Disposition Instruction
208-14 (Cont'd)	<p>b. Case files on disposal of surplus real and related personal property. <i>(as files - cited in 'a')</i></p> <p>c. Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. <i>(other than those covered in 'a' and 'b')</i></p> <p>* (1) Transactions of more than \$2,500 ^{\$10,000}.</p> <p>* (2) Transactions of ^{\$10,000} \$2,500 or less.</p>	<p>b.(1) Retire record copies including related material three years after file cut off for <u>permanent</u> preservation.</p> <p>b.(2) Destroy duplicate and non-record material when file is cut off.</p> <p>(1) Destroy six years after final payment. (Place in inactive file on final payment and transfer to Federal Records Center two years thereafter.)</p> <p>(2) Destroy three years after final payment. (Close file at the end of each fiscal year, retain three years, and dispose, except that files on which actions are pending will be brought to the next fiscal year's files for disposal therewith.)</p>
<u>208-15</u>	Inventories of Supplies and Equipment.	
	a. Stock room copy of inventory lists.	a. Destroy record copies two years after date of list.
	b. Stock room inventory cards.	b. Destroy inactive file of discontinued items two years after file cut off.
	c. Card file of office equipment.	c. Destroy individual item cards two years after equipment is transferred from OSD.

* on transactions after July 25, 1971.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>209</u>	<u>Classified Information Accounting and Control Records.</u>	
	Records accumulating from measures taken by agencies to protect classified information from unauthorized disclosure in accordance with Executive Order 11152, other Executive orders, or statutory or regulatory requirements and DoD Regulation 500.1R.	
<u>209-01</u>	Correspondence files pertaining to the administration of security classifications, control and accounting for classified documents.	Transfer to WNRC when 2 years old. Destroy when 5 years old.
<u>209-02</u>	Classified document receipts, relating to the receipt and issue of classified documents.	Destroy after 5 years.
<u>209-03</u>	Classified document destruction certificates relating to the destruction of classified documents.	Transfer to WNRC when 2 years old. Destroy when 5 years old.
<u>209-04</u>	Classified document inventory files, consisting of forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.	Transfer to WNRC when 2 years old. Destroy when 5 years old.
<u>209-05</u>	Top Secret document accounting and control files.	
	a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.	a. Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>209-05</u> (Contdd)	b. Forms accompanying documents to insure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.	b. Destroy when related documents are downgraded, transferred, or destroyed.
<u>209-06</u>	Access request files consisting of requests and authorizations for individuals to have access to classified files.	Destroy 2 years after authorization expires.
<u>209-07</u>	Classified document container security files consisting of forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list, or upon turn-in of containers.
<u>210</u>	<u>Defense Investigative Program Records.</u> The Defense Investigative Program includes those investigative and related counter-intelligence activities which are undertaken to safeguard Department of Defense information, personnel, functions and installations. This request for authority to dispose of records is applicable to all DoD components which engage in, or maintain, investigative records of Defense Investigative Program activities.	
<u>210-01</u>	Defense Investigative Case Files. Includes personnel security data on members of the Armed Forces, DoD civilian employees, and contractor employees under the Defense Industrial Security Program; data on activities threatening the security, or involving the	

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
210-01 (Cont'd)	<p>disruption or subversion, of DoD military and civilian personnel, functions, activities, installations, information, communications, equipment and supplies; data on investigative activities authorized in connection with civil disturbance responsibilities within the United States, the District of Columbia, the Commonwealth of Puerto Rico and United States Territories and possessions.</p> <p>a. Files Relating to DoD-affiliated Civilian/Military Members. Disposable. Retention periods for investigative records will be as follows:</p> <p>(1) Routine Investigations. Personnel security investigations of a favorable nature and other investigations of a minor nature.</p> <p>(2) Significant Incidents or Adverse Actions. Personnel security investigations resulting in an adverse personnel action or court-martial, or other investigation required for long term administrative or legal use.</p> <p>(3) Major Investigations. Investigations of espionage and sabotage, or other major investigations of a counterintelligence/security nature.</p> <p>b. Files Relating to non-DoD Affiliated U.S. Citizen/Organizations.</p>	<p>(1) Destroy 15 years after the date of the last action. Personnel security files on persons who are considered for affiliation with DoD will be destroyed after 1 year if the affiliation is not completed.</p> <p>(2) Destroy 25 years after the date of the last action. Those files determined to be of possible historical value and those of widespread public or congressional interest may be offered to the NARS after 15 years.</p> <p>(3) Permanent. Offer to the National Archives within 25 years after the date of the last action.</p>

Category	<u>Number</u> <u>Description of Records</u>	Authorized Disposition
		<u>Instruction</u>
210-01 (cont'd)	<p>b.(1) Activities or events posing one of the following types of continuing threats to DoD military and civilian personnel and Defense activities and installations: Demonstrated hostility - activities in which an actual example of violent or criminal hostility has been carried out within the previous year; threatened hostility - activities which during the previous year have explicitly threatened DoD installations provides a significant potential source of harm or disruption of the installation or its function; dissidence activities - activities during the previous year which have involved actively encouraging violation of the law, disobedience of lawful order or regulation, or disruption of military activities. Disposable as follows:</p> <p>(a) Information which falls in the above categories that is originated by, and received or acquired from, agencies outside the DoD.</p> <p>(b) Files or other documents created within DoD which contain significant analytical comments, value judgments or recommendations pertaining to information received or acquired from agencies outside the DoD.</p>	<p>(a) Destroy not later than 1 year after acquisition unless validated for retention for another year when it is determined during the annual verification review by the Secretaries of the Military Departments that a continued threat exists.</p> <p>(b) Retained for a period not in excess of 1 year after acquisition, unless validated on an annual basis for continued retention. When DoD originated information is not validated for continued retention, these files will be offered to the National Archives for a determination of their historical value.</p>

Category

Number

Description of Records

Authorized Disposition

Instruction

210-01

(Cont'd)

(2) Activities or events not posing a continuing threat. Information originated by, and received or acquired from, agencies outside the DoD during the course of routine investigative or liaison activity which after receipt is subsequently determined to fall outside the area of interest of the DoD, or which is determined not to pose a threat to DoD personnel, property or functions and no DoD file is created or DoD information generated.

(3) Special Investigations/ Operations. Files or other documentation originated by DoD components pertaining to those activities of non-DoD affiliated organizations/ individuals which potentially or actually threatened DoD functions, property or personnel, and files or other documentation relating to Defense Investigative Review Council (DIRC) approved measures to quell or counter these activities.

(4) Organizations/Individuals Servicing DoD Installations. Investigative information on organizations/individuals providing commercial services, engaged in contracts, or otherwise engaged in business enterprises on DoD installations.

(5) Requests for DoD personnel to attend or officiate at meetings, ceremonies, etc. as representatives of DoD. Information concerning the organization/ individual making the request, the nature of the event, and any other details describing the occasion.

(2) Destroy immediately after an evaluation determines a threat does not exist or not later than 90 days following acquisition.

(3) Permanent. Offer to the National Archives within 25 years after the date of the last action.

(4) Destroy 1 year after the service is discontinued unless the contract is in dispute in which event the file will be destroyed one year after final payment or other settlement of the obligation.

(5) Destroy not later than 1 year after the event.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
210-01 (Cont'd)	(6) One-time requests for admittance to installations (speakers, bands, drill teams, tours, etc.) Information concerning the organization/individual requesting admittance to the installation.	(6) Destroy not later than 1 year after the event.
	(7) Inquiries from members of the public to the DoD for information relating to DoD functions or units, unit insignia, signatures or photos of senior commanders, etc. Information concerning the collectors of such items.	(7) Destroy after 1 year or when no longer determined pertinent by annual review.
	(8) Unsubstantiated reports to DoD components from members of the public alleging imminent invasions, plots and similar events of a delusional nature, and assorted "crank" letters. Information concerning the organization/individual providing such details.	(8) Destroy after 1 year or when no longer determined pertinent by an annual review.
	(9) Information Collected on non-DoD Affiliated Civilians Incident to the Personnel Security Investigation of an Affiliated Member.	(9) Destroy after 1 year or when no longer determined pertinent by an annual review.
<u>210-02</u>	Civil Disturbance Files. The Attorney General is the chief civilian officer in charge of coordinating all Federal Government activities relating to civil disturbances. Upon specific prior authorization of the Secretary of Defense or his designee, information may be acquired which is essential to meet operational requirements flowing from the mission assigned to the Department of Defense to assist civil authorities in dealing with civil disturbances.	

Category	Description of Records	Authorized Disposition Instruction
	Such authorizations will only granted when there is a distinct threat of civil disturbance exceeding the law enforcement capabilities of state and local authorities. Information collected in these circumstances will be disposed of as follows:	
	a. Open source listing of federal, state, and local officials who have official responsibilities related to control of civil disturbances which are obtained prior to commitment of federal troops and routinely maintained for planning purposes.	a. Destroy when superseded, obsolete, or no longer needed.
	b. Open source physical data on vital public or private installations, facilities, highways, and utilities, which may be necessary to carry out missions assigned are obtained prior to commitment of federal troops and routinely maintained for planning purposes.	b. Destroy when superseded, obsolete, or no longer needed.
	c. Data which pertains to early warnings of incidents, potential threats and situation estimates which are obtained from federal, state, or local investigative or law enforcement agencies (which is duplicative of files maintained by the originating agency) prior to commitment of federal troops and subjected to evaluation to determine pertinency with no DoD file being created or no DoD information generated.	c. Destroy 60 days after termination of the specific situation or incident.

Category	<u>Number</u> <u>Description of Records</u>	<u>Authorized Disposition</u> <u>Instruction</u>
	<p>d. Data collected or developed by DoD components during a period when field acquisition, reporting or processing activities have been specifically authorized by the Secretary of Defense. This data includes unconfirmed, fragmentary, routine or transitory material not included as background data in item e. below.</p>	<p>d. Destroy within 60 days after the termination of the civil disturbance.</p>
	<p>e. Documents prepared by military departmental staffs, agency headquarters, or task force elements which are responsible for directing the activities of field units and activities of field units and activities which are engaged in quelling a civil disturbance, including background data, after action reports and historical summaries. Such after action reports and historical summaries will avoid references to nonaffiliated persons and organizations to the greatest extent possible.</p>	<p>e. Permanentt Offer to the National Archives within 25 years after the situation or event terminates.</p>
<u>211</u>	<u>Non Appropriated Funds.</u>	
	<p>Financial records related to the operation of non appropriate funds activities, Refer to <u>204-06</u> concerning the Concession Operations files.</p>	
<u>211-01</u>	<u>Collection Records.</u>	
	<p>a. Cash collection receipts.</p>	<p>a. Destroy after 3 years.</p>
	<p>b. Receipt books and duplicate receipts.</p>	<p>b. Destroy after 2 years.</p>
	<p>c. Accounts control cards. These reflect concession incomes.</p>	<p>c. Destroy 1 year after contract terminated provided account is cleared.</p>

Category	<u>Number</u> <u>Description of Records</u>	<u>Authorized Disposition</u> <u>Instruction</u>
<u>211-02</u>	Disbursementst	
	a. Checks, separate accounts payable vouchers with supporting purchase orders, receiving report invo'ces; petty cash vouchers, etc.	a. Destroy when 4 years old.
	b. Checks in payment of proceeds of loans or other receivables.	b. Destroy when loans or receivables are closed.
<u>211-03</u>	Concessionaires.	
	a. Case files containing approved applications; agreements; financial statements, certificates of insurance, data on equipment, etc.	a. Destroy 4 years after termination or cancellation of the agreement.
	b. Letters of complaint, notices of noncompliance with the agreement; reports of contract violations; etc.	b. Destroy 1 year after termination or cancellation of the agreement.