

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

119 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
OASD(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

APR 15 1977
Date

James B. Rhoads
Archivist of the United States

LEAVE BLANK
JOB NO NC 1 380 77 11
DATE RECEIVED
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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 26 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	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
11/17/76	<i>James S. Nash</i>	Records Administrator				
			1200	Records of the Assistant Secretary of Defense (Installations and Logistics)		

*Copied to NRB, NCR and Agency
dis pleo 4/19/77*

GENERAL

1200 The Assistant Secretary of Defense (Installation and Logistics) provides policy and support for the effective and efficient operation of logistic activities of the Department of Defense including procurement, production, supply, installations, construction, real property, facilities, housing, maintenance, transportation, distribution, support and related logistics services.

In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not yet been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Of a specialized character in the procurement field are the title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). These papers are required by the Government as long as the property remains in Government hands or if it has been sold or released conditionally or with recapture clauses. When properties are disposed of by quitclaim deeds, this fact should be confirmed prior to the disposal of the title papers, since the title evidence might be needed by the Government to defend the title in the event the properties were disposed of by deeds containing general or special warranties.

It should also be ascertained that the title evidence relates only to the properties which were sold by the Government. In many instances, lands acquired by the Government are disposed of in different sized parcels, and if the Government retains the title to any portion the title evidence should be retained.

Magnetic tape film created as computer output and associated documentation will be described in a subsequent chapter dealing with ADP Records.

Unless otherwise indicated records of this series scheduled for permanent retirement will be made available to NARS when 25 years old.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1201</u>	<p>Administrative Office Files.</p> <p>These files may be found in any of several offices.</p>	
<u>1201-01</u>	<p>Policy Files. The Assistant Secretary of Defense (I&L) is the principal staff advisor and assistant to the Secretary of Defense for new and modified weapons systems logistic plans, procurement policy, management and control of supplies, equipment, maintenance and services, approved assistance to friendly nations, policy for energy programs, and similar functions. In these files may be found draft versions, backup material, guidelines and approved policy documents issued by this office.</p>	<p>a. Policy matters files are permanent. Transfer to WNRC 3 years after being superseded.</p> <p>b. Draft version may be destroyed when record copy has been finalized.</p>
<u>1201-02</u>	<p>Instructional Files.</p> <p>a. Directives and instructions issued by this organization for the purpose of carrying out policy of the Secretary of Defense to include backup and draft version.</p> <p>b. DoD Directives and Instructions required for ready reference necessary for efficient management.</p> <p>c. Component Directives and instructions in support of OSD policy and of interest to this office.</p>	<p>a. Directives and instructions originated in this organization. Record copies are permanent. Transfer to WNRC 3 years after supersession or cancellation.</p> <p>b. & c. Other copies of directives and instructions retain until cancelled or superseded as long as required for ready reference then destroy.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1201-03</u>	<p>Administrative Files. Documents relating to the overall or general routine administration of personnel activities, but exclusive of specific files described in this Instruction. These files generally include the following:</p> <p>a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting the mission functional files.</p> <p>b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.</p>	<p>Destroy after 5 years or on discontinuance, whichever is first. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.</p>
<u>1201-04</u>	<p>Agreement Files. Documents relating to agreements between elements of the OSD, between the OSD and other military services or Federal agencies, or between OSD and other non-Federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and OSD or within OSD for the purpose of providing or obtaining various types of support services. The services include logistics, administrative facilities, and/or similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.</p>	<p>Office requesting support and office providing support: (a) Agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. (b) Agreements not involved in transfer of personnel spaces and materiel will be destroyed 5 years after supersession, cancellation, or termination of the agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.</p>

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<u>1201-04</u>	<p>Agreement Files. Documents relating to agreements between elements of the OSD, between the OSD and other military services or Federal agencies, or between OSD and other non-Federal organizations or agencies; but not with foreign countries. These agreements are negotiated to provide for continued understanding between recognized organizations and OSD or within OSD for the purpose of providing or obtaining various types of support services. The services include logistics, administrative facilities, and/or similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence, and similar documents.</p>	<p>Office requesting support and office providing support: (a) Agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. (b) Agreements not involved in transfer of personnel spaces and materiel will be destroyed 5 years after supersession, cancellation, or termination of the agreement. Reviewing offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1201-05</u>	Orientation and Briefing Files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or viewgraphs, copies of specially prepared handouts, and related or similar documents.	Destroy on supersession or obsolescence.
<u>1201-06</u>	Committee Files. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. They include joint, interdepartmental, and international committees in which the OSD participates; as well as committees within principal components of the DoD. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.	2. Office of committee chairman or secretariat, whichever is designated office of record, and offices of members of international committees in which a foreign government is office of record: Permanent. Cut off when no longer needed for current operations. Transfer to WNRC 5 years after cut off or when the committee is abolished. 3. Offices of other committee members: Destroy when no longer needed for current operations.
<u>1201-07</u>	Staff Visit Files. Documents relating to scheduled or special visits (but not inspections, surveys, or audits) for the purpose of performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case which should be filed with documentation of the case or process. Included are request for permission to visit, reports of visit, recommendations, and other directly related documents.	4. Office performing visit: Destroy 3 years after completion of next comparable visit or on completion of related study. 5. Office visited: Destroy after 5 years, except files relating to recurring staff visits will be destroyed on completion of the next visit.

Category Number	Description of Records	Authorized Disposition Instruction
<u>1201-08</u>	<p>Reference Paper Files.</p> <p>Documents used to facilitate, control, or supervise the performance of a specific function, process, or action--- as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the function, subfunction, process, or action they are used with. Reference paper files consist of the following types of documents:</p>	<p>a. Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.</p> <p>b. Destroy when no longer needed to facilitate or control work.</p> <p>c. Destroy when superseded, obsolete, or no longer needed for reference.</p>
	<p>a. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.</p>	
	<p>b. Cards, listings, indexes, and similar documents used for facilitating and controlling work.</p>	
	<p>c. Extra Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publications files.</p>	

Category Number	Description of Records	Authorized Disposition Instruction
1201-08 (cont'd)	d. Documents received for general information purposes that require no action and are not required for documentation of specific functions.	d. Destroy after 1 year. Earlier destruction is authorized.
	e. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless absolutely necessary.	e. Destroy after 1 year. Earlier destruction is authorized.
	f. Extra copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower echelon offices of the same organizational element which is responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.	f. Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file.
<u>1201-09</u>	Procurement Files. General.	
	* a. Procurement files (as described in item d 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.	a- Permanent, transfer to WNRC when 8 years old.
		<i>a-2. Others: Apply disposition of 1201-09-d.</i>

** Revised GRS eliminates dollar amounts. (GRS 3, item 1).*

1201-09.

Category
Number Description of Records

1201-09 b. Title papers documenting the
(cont'd) acquisition of real property
 (by purchase, condemnation, do-
 nation, exchange, or otherwise).

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

d. Contract, requisition,
purchase order, lease, and bond
and surety records, including
correspondence and related papers
pertaining to award, administra-
tion, receipt, inspection and
payment (other than those covered
in items a. and b. above).

(1) Procurement or purchase
organization copy, and related
papers.

*(a) Transactions of more
than \$10,000 and all construction
contracts exceeding \$2,000.

*(b) Transactions of
\$10,000 or less and construction
contracts under \$2,000.

*b-1. Permanent. Title
Papers
dated prior
to 1921.*
Authorized Disposition
Instruction

*b-2. Title papers dated after
1921.*
Dispose 10 years after uncondi-
tional sale or release by the
Government of conditions, restric-
tions, mortgages or other liens.

c. Dispose after 2 years.

(a) Dispose 6 years after final
payment. (Place in inactive file
on final payment; transfer fiscal
year block to Federal Records Center
after 2 years.)

(b) Dispose 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.)

*on transactions after July 25, 1974

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
1201-09 (cont'd)	<p>(2) Obligation copy.</p> <p>(3) Copies of contracts, requisitions, purchase orders, leases, and other papers which duplicates of papers defined in item 4a, used by component elements of a procurement office for administrative purposes.</p>	<p>(2) Dispose when funds are obligated.</p> <p>(3) Dispose upon termination or completion.</p>
	<p>e. Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in 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).</p>	
	<p>(1) Copies received from other units for internal purposes or for transmission to staff agencies.</p>	<p>(1) Dispose after 2 years.</p>
	<p>(2) Copies in other reporting units and related work papers.</p>	<p>(2) Dispose after 1 year.</p>
	<p>f. Records relating to the planning and execution of procurement programs, including records relating to printing, binding, duplicating and distribution of publications and other items of supply and related paper not covered elsewhere in these schedules.</p>	<p>(1) Dispose of the files relating to the accomplishment of the job, such as requisitions, bills, samples and related correspondence and papers, one year after completion of job.</p> <p>(2) Dispose of manuscripts other than the official record copy used in the production phase as well as associated production clearances and proofs, one year after acceptance of job.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
1201-09 (cont'd)		(3) Destroy files pertaining to publications program planning, production standards, costing and related records three years after supersession, completion or revision of the program or standard. (4) Destroy registers used to control work orders or requisitions one year after close of fiscal year.
<u>1201-10</u>	Bid files.	
	a. Successful bids.	a. Dispose in accordance with provision for item 4.
	b. Unsuccessful bids.	b. Dispose in accordance with provision for item 4.
	c. Lists or cards of acceptable bidders.	c. Dispose when new list or card is made.
<u>1201-11</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 ^{in value} and other papers documenting ^{document} the initiation and development of transactions that deviate from established precedents with respect to major disposal programs.	(1) Retire record copies including related material three years after file cut off for permanent preservation. (2) Destroy duplicate and non-record material when file is cut off. <i>(3). Case files not covered by (1) - apply disposition of 1201-11-c.</i>
	b. Case files on disposal of surplus real and related personal property <i>(as described in 'a')</i> .	(1) Retire record copies including related material three years after file cut off for permanent preservation. (2) Destroy duplicate and non-record material when file is cut off.

Category Number	Description of Records	Authorized Disposition Instruction
1201-11 (cont'd)	c. Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items a and b . a .)	
	* (1) Transactions of more than \$2,500. <i>\$10,000.</i>	(1) Dispose six years after final payment. (Place in inactive file on final payment and transfer to Federal Records Center two years thereafter.)
	* (2) Transactions of ^{<i>\$10,000</i>} \$2,500 or less.	(2) Dispose 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.)
<u>1201-12</u>	Standards.	
	Records relating to the development and establishment of standardized specifications, standards and nomenclature of items of supply used in military or civilian production and supply matters.	<p>a. Retire record copies, including development papers, coordination records and other related and associated record material six months after acceptance and promulgation of specifications, standard item description and identification for permanent preservation.</p> <p>b. Destroy inactive project files three years after file cut off.</p> <p>c. Destroy duplicate case material used in the development of standards, specifications, and item descriptions when official promulgation has been made.</p>

* on transactions after July 25, 1974.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1201-13</u>	<p>Records relating to real property sold, donated or traded to non-Federal ownership since 1935, including when determined advisable, sitemaps, surveys, plot plans, architectural sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided such records can readily be separated without harm to other documents of enduring value, that no responsibility attaches to the Government because of disagreements between the transferred records and the physical condition of the installations and property at the time of conveyance and such papers will be returned upon the discontinuance of the properties use when such property was released for historical use.</p>	<p>Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p>
<u>1201-14</u>	<p><u>Facility Records</u></p> <p>Records relating to overall program planning regarding acquisition, care, maintenance, construction, allocation, transfer and release of real property.</p>	<p>(a) Retire record copies three years after file cut off for permanent preservation.</p> <p>(b) Destroy duplicate and non-record material when file is cut off unless part of a case file.</p>

Category Number	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
1201-15	Space management - Records relating to the allocation, utilization and release of space under departmental control and related reports to General Services Administration.	<p>(a) Dispose of building plan file and related departmental records relating to space utilization, planning assignment and adjustment two years after termination of assignment, or when lease is cancelled, or when plans are superseded or become obsolete.</p> <p>(b) Dispose of records supporting and copies of reports submitted to General Services Administration regarding space occupied in Metropolitan Washington and outside the District of Columbia two years after annual file cut off.</p> <p>(c) Destroy space plan file and related record material used in space planning, assignment and adjustment of space allocated to the Office of the Secretary of Defense two years after file cut off.</p> <p>(d) Destroy record copies supporting reports submitted to the Department of Defense space control activity regarding space occupied by the Office of the Secretary of Defense one year after file cut off.</p> <p>(e) Dispose of correspondence files relating to space and maintenance matters of an administrative or operating nature, three years after cut off.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1202</u>	Procurement Files	
<u>1202-01</u>	Procurement Policy. Records consisting of decisions, directives, instructions, guidelines and supporting documentation relating to the initiation, development and establishment of procurement policies, standards, criteria, or guidelines. included are policy matters affecting new techniques and procedures, interpretation of published regulations, weapons systems procurements tailoring of contract types, structuring of Unique Clauses, consistent policy application, government wide policy and proposed innovations. To facilitate file access this file may be subdivided into 1202-01.1 to 1202-01.9.	<p>a. Policy files established by OSD are permanent. May be Transferred to WNRC three years after superseded or obsolete and no longer required for reference.</p> <p>b. Destroy all reproduced copies when superseded or revised unless part of the case file.</p> <p>c. Destroy all reference copies of matters not published by DoD when no longer required for reference.</p>
<u>1202-02</u>	Procurement Management. These files contain documents governing overall procurement management administrative review, and improvement progress, developed for input to personnel training and career development courses.	<p>Review procedures - retain until superseded then destroy. The actual review or progress report may be destroyed when superseded or all necessary action completed. Career development and training programs are to be retained while active; <i>destroy when programs become inactive.</i></p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1202-03</u>	Procurement Analysis and Planning. These files consist of analysis and reports of existing policies, possible improvements and modifications, status of foreign procurement policies and procedures, and matters pertaining to the U.S. Canadian Productions and Development Sharing program. Further subdivisions of this file may be made by assigning numbers 1202-03.1 to 1202-03.9 if volume dictates.	<p>a. Documents pertaining to possible improvements and modification may be destroyed when incorporated into approved policy or procedure.</p> <p>b. Documents pertaining to possible improvements which have been disapproved - may be destroyed when 3 years old.</p>
<u>1202-04</u>	Small Business and Economic Utilization Policy. Policy files pertaining to small business, labor surplus areas, minority business enterprise and a military procurement information office to facilitate access of information to the aforementioned activities.	<p>a. Record copies of policy matters are permanent. Transfer to WNRC when superseded. Record copies include necessary backup and documentation. b. Case files are permanent and may be transferred to WNRC three years after last entry.</p>
<u>1202-05</u>	Contract Administration Services. Records copies of coordinating policies, and procedural directives, focal point correspondence, monitoring of component contract administrations, liaison matters and the plant cognizance program. These are the working files of the office directly responsible for contract administration and monitoring of the activities of the component elements of the Department of Defense.	<p>a. Permanent. Record copies of coordinating policies and procedural directives pertaining to contract administration.</p> <p>b. Documents related to monitoring, liaisons and plant cognizance transfer to WNRC when 5 years old. Destroy 10 years later. <i>when 15 years old.</i></p>

Category Number	Description of Records	Authorized Disposition Instruction
<u>1202-06</u>	<p>Armed Services Procurement Regulation (ASPR) Committee Files. These are the files of the committee tasked with preparations and revisions of the Procurement Regulations which governs the procurement activities on the Department of Defense. Here will be found documents of proposed and approved revisions, coordinations and staffing of changes to the regulations in language or directive, and circulars to keep procurement activities abreast of current developments.</p>	<p>a. The record copy of ASPR is a permanent document. DPCS pertaining to changes may be destroyed 1 year after incorporation in the manual. b. Committee case files are permanent and will be forwarded to the WNRC when 5 years old. c. Transcript tapes of minutes can be erased after reduced to writing.</p>
<u>1202-07</u>	<p>Contract Support Services. These are files of special projects on contractual matters such as special studies, technical evaluations and reviews of commercial and industrial contract activities.</p>	<p>May be Transferred to WNRC when 5 years old. Destroy 10 years later when 15 years old.</p>
<u>1203</u>	<p>Installations and Housing Files.</p> <p>These records involve the responsibilities of this office to budget for, construct or acquire, administer, maintain and dispose of as appropriate. Plans, policies and program administration are involved DoD wide.</p>	
<u>1203-01</u>	<p>Facilities Planning and Programming. Documents pertaining to policy criteria review, analysis, program administration of such matters as: Housing program (family and bachelor), home owner assistance, real property (joint occupancy, expansion, and inteligations), military construction and housing budgeting and legislature.</p>	<p>a. Policy criteria is permanent. Transfer to WNRC 3 years after cancellation. b. Reviews, analysis destroy 5 years after supersession by later review.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1203-02</u>	Construction Standards and Design. These files contain documents concerning physical standards and design criteria for DoD facilities, architectural engineering activities, cost standards, environmental pollution control, utility plants and Base Master Planning matters.	Standards and design criteria. Destroy 5 years after being superseded by more current data.
<u>1203-03</u>	Construction Operations Files. Documents related to Base Development, construction acquisition systems. Here also can be found congressional correspondence related to construction.	a. Congressional correspondence. Record copy is permanent. Transfer to WNRC when 3 years old. b. Documents pertaining to surveillance or acquisition - destroy 7 years after last entry.
<u>1203-04</u>	Facilities Management Files. Administrative procedures, directives, correspondence, studies required to manage Real Property Facilities, Natural Resources (such as oil) and Public Domain Lands.	<i>Permanent.</i> Administrative procedures and directives. Retain until cancelled or superseded. Destroy 5 years later. <i>offer to NARS when 25 years old.</i>
<u>1204</u>	Supply, Maintenance and Services Files.	
<u>1204-01</u>	Supply Management Policy. Records consisting of decisions, directives, instructions, guidelines and supporting documentation relating to the initiation development, and establishment of supply policies of the Department of Defense. Included are policy matters affecting provisioning; its cataloging, distribution, utilization, disposal, systems effectiveness, foreign aid, and resources for supply system operations. Automated Logistic Systems functions and related files as controlled by this office. These files may be subdivided depending on volume into 1204-01.1 thru 1204-01.15.	Policy matters are permanent. Transfer to WNRC 5 years after cancellation or supersession.

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1204-02</u>	Transportation and Warehousing Policy Files. Records consisting of decisions, directives, instructions, guidelines and supporting documentation relating to the initiation development, and establishment of transportation and warehousing policy. Included are policy matters concerning traffic management, containerization, material handling, international transportation, highways for National Defense, postal transportation, single manager supervision, "administrative-use" vehicles, storage and warehousing preservation and packaging. Correspondence, memos for record and other communications are filed with applicable policy matters.	Policy matters are permanent. Transfer to WNRC 5 years after cancellation or supersession.
<u>1204-03</u>	Maintenance Policy Files Records consisting of decisions, directives, instructions, guidelines and supporting documentation relating to the initiating development, and establishment of maintenance policies of the Department of Defense. This pertains to documents establishing technical concepts, criteria and latest technology, equipment performance and readiness and support planning.	Policy matters are permanent. Transfer to WNRC 5 years after cancellation or supersession.
<u>1204-04</u>	Subsistence Management Policy. These files have to do with the establishment of policy matters on basic daily food allowances for the Armed Forces, food service and related systems, food equipment, facilities, procurement and distribution. Fees relating to training and career development program for food	<p>a. Policy documents are permanent. Retain until superseded or obsolete then transfer to WNRC. Offer to NARS when 25 years old.</p> <p>b. Food Planning Board minutes are permanent and will be transferred to WNRC when 5 years old. Offer to NARS when 25 years old.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
1204-04 (Cont'd)	and for the monitoring of food service accounting and reporting for the Armed Services. To assist in the discharge of those duties a DoD Food Planning Board is sponsored by this office.	<p>c. File on Training and Career Development Programs will be retained while active. Transfer to WNRC three years after supersession. Destroy when 25 years old.</p> <p>d. Food service accounting reports transfer to WNRC when three years old.</p>
<u>1204-05</u>	Petroleum Matters Files. Documents pertaining to DoD Petroleum policy guidance, systems and procedures. Inspections reports concerning surveillance of industry in meeting standards and ability to satisfy defense needs. It also contains documents on products and petroleum facilities. This is also the file location of the Oil Policy Committee Working Group. This committee assists in the formulation of policy and management systems.	<p>a. Policy documents are permanent. Retain until superseded or obsolete then transfer to WNRC. Offer to NARS when 25 years old.</p> <p>b. Oil Policy Committee Working Groups files are permanent and will be transferred to WNRC when 5 years old. Offer to NARS when 25 years old.</p> <p>c. Inspections Reports can be destroyed 3 years after being superseded by a subsequent report or when 5 years old.</p>
<u>1205</u>	Production Engineering and Material Acquisition.	
<u>1205-01</u>	Technical Director Files. Technical support documents for the Defense Systems Acquisition Review Council, Council proceedings, minutes etc. This council reviews and makes recommendations on all large system acquisitions for the DoD. Papers which monitor various acquisition programs of DoD, reports, projections costs, test facilities etc. Documents related to applications engineering and manufacturing technology necessary to perform this mission.	<p>a. Transfer support documents to WNRC when 5 years old. Destroy when 20 years old.</p> <p>b. Committee minutes and proceedings are permanent. Transfer to WNRC when 10 years old. Make available to NARS when 40 years old.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1205-02</u>	Ships, Weapons, Electronics and Associated Systems Files. These files contain all the documents necessary to manage subject matters acquisitions or foreign military sales. It includes development concepts, program budget decisions, and necessary fiscal and logistics guidance, as well as budget planning figures and approved budget data. Progress towards meeting the planned milestones of the Defense Systems Acquisitions Review Council is also monitored and progress recorded in these files. Case files of special interest to DoD may be included.	Permanent, transfer to WNRC when 7 years old. Offer to NARS when 50 years old.
<u>1205-03</u>	Aircraft and Missiles Files. These files contain all the documents necessary to manage subject matters acquisitions or foreign military sales. It includes development concepts, program budget decisions, and necessary fiscal and logistics guidance. Budget planning milestones of the Defense Systems Acquisitions Review Council is also monitored and progress recorded in these files. Inspection reports, studies and other documents such as technical articles measuring industrial preparedness related to aircraft and aircraft missiles are found in these offices. Case files of special interest to DoD may be included. Documents establishing priorities and allocations are also filed.	Permanent, transfer to WNRC when 7 years old. Offer to NARS when 50 years old.

Category Number	Description of Records	Authorized Disposition Instruction
<u>1205-04</u>	Industrial preparedness and Munitions Production Files. Central files of documents pertaining to industrial preparedness and munitions production. Inspections or other reports of the ability of industry to respond to defense needs under different postures. Documents describing new manufacturing technology, budget cycle input on related acquisitions, corrective actions necessary and status thereof.	<p><i>Permanent.</i></p> <p>a. Documents on industrial preparedness and munitions product transfer to WNRC when 10 years old. Made available to NARS when 30 years old.</p> <p>b. All other documents in this file transfer to WNRC when 10 years old or superseded by later reports. Destroy when 20 years old.</p>
<u>1205-05</u>	Product and Production Engineering Files. Documents pertaining to quality and reliability, value and cost engineering. These papers consist of studies, suggestions, standards, programs and directives to assure reliability, a threshold of quality and value engineering techniques to minimize costs without loss of quality. Also included are papers relating to technical data resources, standardization programs aimed at reducing the variety of product and product part non interchangeability.	Retain for 5 years or until technology or standards are overcome by improvements. Transfer to WNRC and destroy when 15 years old.
<u>1205-06</u>	Management Evaluation and Material Control. Studies, directives, program management papers and correspondence pertaining to management evaluation and material control. Included are the DoD Management Improvement program, Logistics Performance Measurement and Evaluation System, the Integrated Engineering System Industrial Priorities and Allocations, impact determination, (such as may be caused by labor strife or fuel shortage) and related papers.	<p><i>Permanent.</i></p> <p>Transfer to WNRC when 10 years old or superseded, whichever is later, for permanent retention. Make available to NARS when 30 years old.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1206</u>	Special Assistant's Files.	
<u>1206-01</u>	Plans and Programs Files. Studies, plans, correspondence, directives necessary to perform objectives of this office. Preparations of strategic studies and plans, budget input, programs planning, resource management and studies of financial aspects of DoD programs issued by or impacting upon the Installation and Logistics mission.	<i>Permanent.</i> Transfer to WNRC when superseded or when 10 years old whichever is later, for permanent retention. Offer to NARS when 40 years old.
<u>1206-02</u>	International Programs. Documents in the nature of studies, reports, agreements, directives necessary for the management of international I&L programs. Directives managing the Military Assistance Program, Cooperative Logistic Support Arrangements with treaty members, international co-production arrangements, NATO Armaments Production and Logistics Programs, International Logistic Systems, and Material Allocations - US vs International Requirements. These files also contain Civil Emergency Planning documents involving logistic plans for this contingency.	<i>Permanent.</i> Transfer to WNRC when superseded or when 10 years old whichever is later, for permanent retention. Offer to NARS when 50 years old.
<u>1207</u>	Principal Deputy Assistant Secretary's Files.	
<u>1207-01</u>	Executive Office Files. Documents necessary for the general administration of this office. Included are the budget preparations, personnel assigned, travel arrangements, message center for OASD(I&L), review of correspondence and program surveillance.	<ul style="list-style-type: none"> a. Destroy budget data three years after FY close. b. Destroy personnel files when individual transferred or separated. c. Destroy nonrecord copies of messages after 2 years old. d. Destroy correspondence review after 2 years old.

Category Number	Description of Records	Authorized Disposition Instruction
<u>1207-02</u>	Industrial Management and Logistics Audit. Directives, studies, correspondence reports required to manage this aspect of I&L functions. Here are filed inspections and audit reports both internally administered or conducted by GAO. Management systems, Directive procedures and reports. Follow up correspondence to audit reports, check-off procedures, exchange with GAO and similar material.	<p>a. Directives and policy on Management Systems. Permanent. Transfer to WNRC when superseded or obsolete. Offer to NARS when 30 years old.</p> <p>b. Audit reports. Transfer to WNRC for permanent retention after 2 years old and upon approval of the Comptroller General. Offer to NARS when 30 years old. <i>Permanent. 10 years old.</i></p>
<u>1207-03</u>	Logistics System Office. These files contain documents necessary to coordinate Logistic functions in the DoD; to formulate DoD Logistic Plan with input from components; to develop, establish and promulgate Logistic Policy with the assistance of the Logistics Systems Policy Committee, to sponsor the committee, keep its minutes and working papers; and to initiate a research program and technical system support. The files consist of reports, policy directives, studies, correspondence and the like to accomplish these tasks.	<p>a. <i>Permanent.</i> Policy documents, transfer to WNRC when superseded or obsolete for permanent retention. Offer to NARS when 30 years old.</p> <p>b. <i>Permanent.</i> Committee minutes, transfer to WNRC when 5 years old, for permanent retention. Offer to NARS when 40 years old.</p>
<u>1208</u>	Office of Economic Adjustment Files.	
<u>1208-01</u>	Economic Impact minimization Files. These files contain studies, reports, correspondence, evaluations of the economic impact of proposed or suggested base closures, and reduction programs. Special problems studies and possible changes in procurement programs.	<p>a. Transfer to WNRC when 5 years old. Destroy when 20 years old.</p> <p>b. <i>Permanent.</i> Studies, reports, and correspondence relating to base closures and reduction programs which are the subject of Congressional or wide spread public interest. Transfer to FRE when 5 years old. Offer to NARS when 30 years old.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1209</u>	<p><u>Environment and Safety.</u></p> <p>This office coordinates and directs the efforts of the various subordinate office herein described. The records retention schedules are those contained in paragraph 1201 unless otherwise identified below. Generally, it is charged with coordination, for DoD, on Council for Environmental Protection Agency (EPA) matters as they relate to environmental programs of the DoD. This office is also charged with coordination on Highway Traffic Safety Administration, National Transportation Safety Board (NTSB), and Federal Aviation Administration (FAA) matters as they relate to occupational health and safety programs of the DoD. Most of these matters originate with national laws which are implemented by Federal regulations promulgated by the above agencies.</p>	
<u>1209-01</u>	<p><u>Environmental Quality.</u> Documents examining every DoD action which may have environmental ramifications, to include analyses of the impact and consideration of courses of action. Examples are base closures, realignments, exercises, operations, construction projects, and land use planning. Documents within this category include:</p>	
	<p>a. Policy issuances.</p> <p>b. Procedures, methodologies.</p>	<p>a. Permanent. Transfer to WNRC when superseded or obsolete.</p> <p>b. Destroy when superseded of obsolete.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
	c. Environmental Assessments (EIA).	c. Destroy one year after completion of the matter assessed.
	1. Environmental Impact Statements (EIS).	1. Destroy one year after completion of the action.
	2. Draft/Final.	2. Destroy seven years after completion of the action.
	d. Negative declarations.	d. Destroy after seven years.
	e. Status reports.	e. Destroy after EIA/EIS is submitted.
	f. Annual environmental report of DoD to OMB, and reviews incident thereto.	f. Permanent. Transfer to WNRC after five years old.
<u>1209-02</u>	Air Programs. DoD programs developed and policy direction implementing air pollution abatement; the identity of all emitters and noncompliance major and minor sources, monitoring the service efforts to bring into compliance. The identification of activities requiring Air Pollution Episode Plans and the insurance that necessary coordination has taken place with local and state officials. Some examples are programs to control open burning of munitions, ships smoke and tube blowing, coal conversion and jet engine test cells. Documents in this category include:	
	a. Policy issuances, directives.	a. Permanent. Transfer to WNRC when superseded or obsolete.
	b. Identification of emitters, sources.	b. Destroy five years after compliance attained.
	c. Coordination with state and local officials.	c. Destroy after five years.

Category Number	Description of Records	Authorized Disposition Instruction
<u>1209-03</u>	<p>Water Pollution Abatement. Programs developed our policy direction implementing Federal regulations pertaining to the Water Pollution Control Act (FWPCA), the Coastal Zone Management Act (CZMA), Section 101 of the Safe Drinking Water Act (SDWA). Documents in this category include:</p>	<p>a. Permanent. Transfer to WNRC when superseded or obsolete.</p> <p>b. Destroy five years after final regulation is promulgated.</p> <p>c. Permanent, unless superseded. <i>Transfer to WNRC when superseded. Offer to NARS when 25 years old.</i></p> <p>d. Permanent, unless superseded. <i>(same as 'c').</i></p> <p>e. Destroy after five years.</p> <p>f. Destroy after five years.</p>
<u>1209-04</u>	<p>Solid Waste Management. The DoD program to comply with the Solid Waste Disposal Act of 1970; policy in relation to the act, the implementation of guidelines and the estimation of costs. This includes source separation programs, the storage and collection of waste such as metal and paper, the resource recovery facilities, thermal processing of waste and the beverage container policy.</p>	<p>Policy and guidelines are permanent. Transfer to WNRC when superseded or obsolete.</p>

<u>Category Number</u>	<u>Description of Records</u>	<u>Authorized Disposition Instruction</u>
<u>1209-05</u>	Categorical Programs. The development of DoD guidelines and policy directives to comply with Federal regulations issued pursuant to the Radiation Health and Safety Act of 1968, the Noise Control Act of 1972, and the Federal Insecticide, Fungicide, Rodenticide Act of 1972.	Policy and guidelines are permanent. Transfer to WNRC when superseded or obsolete.
<u>1209-06</u>	<p>a. Safety and Occupational Health. Policy and guidelines for DoD implementation of Occupational Safety and Health Act of 1970, Executive Order 11807 and appropriate Federal regulations.</p> <p>b. Coordination with and comments to OSHA, NTSB, FAA on proposed standards and regulations, as well as periodic statistical reports.</p> <p>c. Inspection, abatement, reporting and budget guidelines for DoD activities.</p>	<p>a. Permanent. Transfer to WNRC when superseded or obsolete.</p> <p>b. Destroy after five years.</p> <p>c. Destroy after five years.</p>