



## 200 – Administrative Management

### Item 1 Directives Management

- a Temporary Issuances Transmitting one-time or short-term instructions or information, which is expected to remain in effect for less than 90 days or for a predetermined amount of time not to exceed 1 year

Disposition TEMPORARY Transfer to FRC when 2 years old Destroy when 10 years old

Superseded Authority N1-560-03-2, Item 11

### Item 2 Property Management

- a Personal Property Management Includes the official file copies, directives, background material and other papers related to the development of property management directives, including changes that are authorized issuances and used as a primary means of issuing policy instructions and procedures

Disposition TEMPORARY Cut off at end of fiscal year Destroy when 3 years old

Superseded Authority N1-560-03-2, Item 6

- b Personal Property Accountability Management and Control Includes purchase orders, receiving documents, and other property documents

Disposition TEMPORARY Cut off at end of fiscal year Destroy 3 years after cut off

Superseded Authority N1-560-03-2, Item 7