

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See instructions on reverse)</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	
1. FROM (Agency or establishment) Department of the Treasury	
2. MAJOR SUBDIVISION Financial Management Service	
3. MINOR SUBDIVISION Assistant Commissioner for Management (CFO)	
4. NAME OF PERSON WITH WHOM TO CONFER Sharon M. King, Director Administrative Programs Division	5. TELEPHONE (202) 874-6960

LEAVE BLANK (NARA use only)	
JOB NUMBER <i>71-425-05-1</i>	
DATE RECEIVED <i>9-21-2004</i>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE <i>9/21/04</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 27 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;
 is attached; or
 has been requested.

DATE <i>9/21/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Director, Administrative Programs Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See Attached Sheet(s) For:		

cc Agency NB NARA JMMW

Administrative Programs Division

The Administrative Programs Division (APD) is responsible for Service-wide policy development and program direction of all facilities and related administrative programs. The Division serves as the primary focal point for the administration of programs including facilities modernization; reconfigurations, renovations; Reimbursable Work Authorizations (RWAs); space utilization; buildings operations and maintenance; housekeeping; managing guard contracts; exit clearances; recycling; energy conservation; parking; fleet management; the Public Transportation Incentive Program (PTI); messenger service; metering and related mail responsibilities; distribution; the Program Contacts Referral List; property management; reports management; forms management; records management; safety and health; design services; printing; the "Fiscal Scene;" supply management; supply and forms distribution; labor services; equipment repair; shipping and receiving; GSA surplus; the Express Small Package Program (ESPP); and, Office of Worker's Compensation Program (OWCP).

Office of the Director

1. General Correspondence

Copies of correspondence relating to program activities of the Division such as safety and health, the Manual of Administration, and records management. This includes such reports as the weekly and monthly safety and health reports and a bi-weekly report.

Disposition: Cutoff files at the end of each fiscal year. Destroy 2 years after cutoff.

2. Special Project Files

These contains records relating, but not limited to special projects such as FTE data, parking, organization charts, safety and health, reorganizations and reimbursable plans.

Disposition: Cutoff files at the end of each fiscal year. Destroy 5 years after cutoff.

~~3. Office Administrative Files~~

~~See General Records Schedule 23, item 1.~~

~~Records that relate to the office organization, staffing, procedures, and communications, including budget records; day-to-day administration of office personnel, including training and travel; supplies and office services and equipment requests and receipts. They may also include copies of internal activity and workload reports (including work progress, statistical and narrative reports prepared in the office and forwarded to higher levels within FMS).~~

~~Disposition: Cutoff files at the end of each fiscal year. Destroy 2 years after cutoff.~~

~~4. Tracking and Control Records~~

~~See General Records Schedule 23, Item 8.~~

~~Logs, registers and other records used to control or document the status of correspondence, reports or other records.~~

~~Disposition: Cutoff files at the end of each fiscal year. Destroy or delete 2 years after cutoff, or 2 years after the date of the latest entry, whichever is applicable.~~

~~5. Supervisors' Personnel Files~~

~~See General Records Schedule 1, Item 18a.~~

~~Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder (OPF.)~~

~~Disposition: Review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer.~~

6. Employee Awards Files

See General Records Schedule 1, Item 12a.

These are general awards records, excluding those relating to department-level awards and are case files including recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.

Disposition: Cutoff files on which action has been completed at the end of each fiscal year. Destroy 2 years after approval or disapproval.

7. Manual of Administration

See General Records Schedule 16, Items 1a and b.

The Manual of Administration (MOA) is the primary statement of administrative policies in the Financial Management Service (FMS). It provides information on policies and procedures, as well as guidance to FMS employees. The Federal Management Regulation, 41 CFR 102-193.25(c), that the General Services Administration issues provides the authority for the MOA. Case files of the MOA contain approved Chapters, copies of records documenting the coordination of approvals of and revisions to the manual, drafts, and other records related to manual.

- ~~a. Notices and other types of issuances related to routine administrative functions (for example, payroll, procurement and personnel).~~

~~Disposition: Destroy when superseded or obsolete.~~

- ~~b. Case files related to a. above that document aspects of the development of the issuance.~~

~~Disposition: Destroy when issuance is destroyed.~~

8. Telecommunications

See General Records Schedule 12, Item 2b.

Records pertaining to cellular telephone requests, bills, invoices and related records.

Disposition: Cutoff files at the end of each fiscal year. Destroy 3 years after cutoff.

9. Schedules of Daily Activities

See General Records Schedule 23, Items 5 a. and b.

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.

- a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files.

Disposition: Cutoff at the end of each fiscal year. Destroy or delete when 2 years old.

- b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.

Disposition: Cutoff at the end of each fiscal year. Destroy or delete when no longer needed for convenience of reference.

~~10. Division Budget Files~~

See General Records Schedule 23, Item 8.

a. Reallocation Logs.

Logs used to track reallocation of funds from one object class to another.

Disposition: Cutoff files at the end of each fiscal year. Destroy 2 years after cutoff.

b. Purchase Card Files.

See General Records Schedule 6, Item 1a.

Files consist of monthly statements from credit card companies, purchase card log that shows approval of purchases, and Optional Form (OF) 347. The OF 347 is used to make payments via Procurement Desktop.

Disposition: Cutoff completed transactions at the end of each fiscal year. Destroy 6 years and 3 months after period covered by account.

c. Procurement Requests Files for Service-Wide Facilities Central Accounts.

See General Records Schedule 3, Item 3c.

Files consist of purchase requests for service-wide facilities central accounts, i.e., PTI, copiers, building maintenance, express small package, health and safety, fleet management and NARA records storage. The file folders may also contain supporting documentation such as interagency agreements, pre-assurance letters, etc. pertaining to the purchase requests.

Disposition: Destroy upon termination or completion.

d. Budget Information Files.

See General Records Schedule 5, Item 2.

Files consist of informational material from the FMS Budget Division regarding budget submissions, initiatives, budget call, etc.

~~Disposition: Cutoff files at the end of each fiscal year. Destroy 1 year after the close of the fiscal year covered by the budget.~~

e. In-House Budget Reports.

See General Records Schedule 5, Item 3b.

Files consist of in-house monthly reports of expenditures. The reports are generated by the Division Budget Liaison and distributed to the Division Director and Branch Managers. The report is a tracking mechanism for Service-wide and Division expenditures. Includes printout reports of the Federal Finance System (FFS) used as needed.

Disposition: Cutoff files at the end of each fiscal year. Destroy 3 years after cutoff.

f. Reimbursable Work Authorizations (RWAs), GSA Form 2957.

See General Records Schedule 3, Item 3a(1)(a).

The form is generated in the Facilities Management Branches. It is used to reimburse GSA for work performed for the agency. A copy of the form is retained by the Division Budget Liaison and a copy is forwarded to the Bureau of the Public Debt for bill payment.

Disposition: Cutoff files at the end of each fiscal year. Destroy 6 years and 3 months after final payment.

Programs Branch

The Programs Branch is responsible for the design, implementation and management of a variety of programs covering the complete range of operational activities in support of the Service. Responsibilities include Program Management; Design and Printing; and Office of Workers' Compensation Program (OWCP).

~~11. Office Administrative Files~~

~~See General Records Schedule 23, Item 1.~~

~~Status reports; budget data; memorandums; property transfer forms; vacancy announcements; training and travel; supplies and office services and equipment requests and receipts; and other materials that do not serve as unique documentation of the programs of the office.~~

~~Disposition: Cutoff files at the end of each fiscal year. Destroy 2 years after cutoff.~~

12. Program Management Files

Includes records that relate to the on-going management of programs and routine projects within programs. Types of files include both mission and operational programs and may be maintained by one or more organizational units. Specific types of records include correspondence, memorandums and reports relating to general policy and program matters, interagency activity, research and other similar materials. Also includes project control files showing assignments, progress, and completion of projects.

Disposition: Cutoff files at the end of each fiscal year. Destroy 5 years after cutoff.

13. Special Studies

Contains files relating to the development and finalization of special studies and surveys produced in house by individuals or work groups. Examples of such studies and surveys include topics such as Public Transportation Incentive Program and facilities management.

Disposition: Cutoff files at the end of each fiscal year. Destroy 5 years after cutoff.

~~14. Public Transportation Incentive Program Files~~

~~See General Records Schedule 9, Item 7~~

~~Documents in either paper or electronic form relating to the disbursement of transportation subsidies to employees, including applications of employees no longer in the program, superseded applications, certifications logs, vouchers, spreadsheets, and other forms used to document the disbursement of subsidies.~~

~~Disposition: Cutoff files at the end of each fiscal year. Destroy 3 years after cutoff.~~

15. Forms Management Program

See General Records Schedule 16, Item 3.

Forms Files.

- a. One record copy of each form created by FMS with related instructions and documentation showing inception, scope, and purpose of the form.

Disposition: Cutoff file when the related form is discontinued, superseded or canceled. Destroy 5 years after cutoff.

- b. Background materials, requisitions, specifications, processing data, and control records.

Disposition: Destroy when related form is discontinued, superseded or canceled.

16. Reports Control Files

See General Records Schedule 16, Item 6.

Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including OMB 83-I (formerly SF 83); copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and, documents relating to the evaluation, continuation, revision and discontinuance of reporting requirements.

Disposition: Cutoff discontinued reports at the end of each fiscal year. Destroy 2 years after cutoff.

17. Information Collection Budget Files

~~See General Records Schedule 16, Item 12~~

~~Reports required by the Office of Management and Budget (OMB) under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives and statistical compilations.~~

~~Disposition: Cutoff files at the end of each fiscal year. Destroy 7 years after cutoff.~~

~~48. Records Management Files~~

~~See General Records Schedule 16, Item 7.~~

~~Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and, all other aspects of records management not covered elsewhere in this schedule.~~

~~Disposition: Cutoff files at the end of each fiscal year. Destroy 6 years after cutoff or when no longer needed.~~

19. Records Disposition Files

See General Records Schedule 16, Item 2.

[NOTE: Items 19a (3) a. and b. are an EXCEPTION to the GRS.]

~~Descriptive inventories, disposal authorizations, schedules, and reports.~~

~~a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Agreement to Transfer Records to National Archives of the United States; and related documentation.~~

~~(1) SF 115s that have been approved by NARA.~~

~~Disposition: Destroy 2 years after supersession or when no longer needed.~~

~~(2) Other records, EXCLUDING FMS Internal Records Disposal Requests and copies of SF 135s related to pending litigation.~~

~~Disposition: Destroy when 6 years old or when no longer needed.~~

~~(3) FMS internal records disposal requests and copies of SF 135s related to pending litigation.~~

Disposition:

- a. FMS internal records disposal requests consisting of the request prepared by Assistant Commissioner areas, the review of and recommendations made about the disposal of the records by the FMS records and information management staff and the review of those recommendations by the Office of the Chief Counsel.
 1. Requests approved by the Office of the Chief Counsel. Cutoff at the end of each fiscal year. Transfer to the WNRC in blocks when sufficient volume to a fill a records center carton exists. Destroy 6 years after the Court Order requiring their retention is revoked.
 2. Requests disapproved by the Office of the Chief Counsel. Maintain in the files of the FMS records and information management program. Destroy 6 years after the Court Order requiring their retention is revoked.
- b. Copies of SF 135s related to pending litigation, arranged by name of records center. Destroy 6 years after the Court Order requiring their retention is revoked.

~~b. Routine correspondence and memoranda~~

~~Disposition: Cutoff at the end of each fiscal year. Destroy when 2 years old or when no longer needed.~~

20. Copier Management Program Files

- a. Procurement requests, justifications, approvals or disapprovals, whether purchase or rental equipment.

Disposition: Maintain files in office for life of copier, then destroy.

- b. Production records or reports, cost records (including repairs, maintenance, supplies, depreciation) and studies.

Disposition: Maintain files in office for life of copier, then destroy.

- c. Meter Readings.

Monthly reports on usage of equipment for each copier vendor. This report is provided to vendors in order for them to determine excess or copier overage. Annual report is prepared on as-needed basis.

Disposition: Cutoff at the end of each fiscal year. Destroy 1 year after cutoff.

c. Historical Report.

Contains pertinent information concerning the copier (that is, make, model, cost, date purchased, location, and purchase order number).

Disposition: Maintain in office for life of copier, then destroy.

~~21. Design and Printing Files~~

See General Records Schedule 23, Item 8.

a. Design and Printing Database.

Log, using tracking system software, of all work performed by the Design and Printing Staff. All work is archived to zip disk annually.

Disposition: Cutoff at the end of each calendar year. Destroy or delete when two years old, or 2 years after the date of the last entry, whichever is applicable.

b. Permits and Recurring Printed Work.

One-time printed work, presentation/dated event materials (certificates, posters, flyers, conference badges/name tents, signage); logos; custom illustrations/artwork.

Disposition: Cutoff at the end of each fiscal year. Destroy 1 year after cutoff or when no longer needed.

c. Artwork and Camera Ready Copy.

See General Records Schedule 13, Item 2a; and General Records Schedule 21, Item 6.

Files consist of originals, mechanicals, or negatives of drawings and photographs used to produce publications and promotional items such as certificates, posters, flyers, conference badges/name tents, signage, brochures, booklets/reports, stickers, permits, and forms. Files may also contain booklets and reports that are produced for FMS offices. Files are maintained for convenience of creating new camera ready artwork and/or building a reference library.

~~Disposition: Cutoff at the end of each fiscal year. Destroy when 1 year old or when no longer needed.~~

22. Fiscal Scene

The "Fiscal Scene" is an employee newsletter published monthly. Its purpose is to share significant information about FMS and its employees.

Disposition:

- a. Record set (one copy of each edition). Permanent. Transfer the record set to the National Archives when volume of one cubic foot accumulates.
- b. All other copies. Destroy when 1 year old or when no longer needed.

23. Program Contacts Referral List

A publication prepared to assist FMS employees in identifying offices and program areas within the agency. This is available in a printed edition and is also available on the FMS Intranet. The electronic version is updated as necessary.

Disposition: Destroy/delete when superseded or obsolete.

~~24. Printing Program Files.~~

~~See General Records Schedule 13, Item 2a.~~

- ~~a. Job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution jobs.~~

~~Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records and (2) records relating to services obtained outside the agency.~~

~~Disposition: Cutoff completed jobs at the end of each fiscal year. Destroy 1 year after cutoff.~~

- ~~b. Printing Control Files.~~

~~See General Records Schedule 13, Item 3.~~

~~Control registers pertaining to requisitions and work orders.~~

~~Disposition: (1) Paper version: Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register.~~

~~(2) Electronic version. Delete after recordkeeping copy has been produced.~~

25. Health and Safety Program Files

a. Inspection Reports.

Correspondence and detailed reports of deficiencies and corrective actions.

Disposition: Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.

b. Annual Reports, "Occupational Safety and Health Administrative Report."

Copies of annual reports of injuries and accidents, lost time injury and illness rates and costs and program review. Reports are submitted to the Treasury Department in compliance with OSHA and Treasury Department requirements.

Disposition: Cutoff at the end of each fiscal year. Destroy 5 years after cutoff.

c. Employee Assistance Program (EAP) Quarterly Activities Reports.

Copies of quarterly reports provided by the Employee Assistance Program (EAP) contractor.

Disposition: Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.

d. Annual EAP Reports.

OPM data call and FMS response. The response is submitted to OPM on an OPM 97 form. As of 2001, the report is submitted to OPM electronically.

(1) Medium: Paper

Disposition: Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.

(2) Medium: Electronic

Disposition: Transmit file to OPM. Delete after recordkeeping copy has been produced.

e. FMS Manual of Administration and Treasury Directive on Health and Safety Program.

Publications of policies and procedures of the Health and Safety Program.

Disposition: Destroy when superseded or revised.

~~f. Health Unit and other Procurement Files.~~

~~See General Records Schedule 3, Item 3a(1)a.~~

~~Copies of purchase requests, etc. relating to the Health and Safety Program.~~

~~Disposition: Cutoff completed transactions at the end of each fiscal year. Destroy 6 years and 3 months after cutoff.~~

g. Health and Safety Program Training Files.

Powerpoint presentations, brochures, pamphlets, etc.

Disposition: Destroy when no longer needed for current business or reference.

h. Ergonomic Assessment Files.

Disposition: Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.

i. Employee workplace, evaluation checklists, etc.

Disposition: Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.

j. Air Quality Management Files.

Copies of air quality reports, correspondence and related documents, and water testing for lead. Reports are generated by vendors for FMS.

Disposition: Cutoff at the end of each fiscal year. Retire to the Washington National Records Center (WNRC) 2 years after cut off. Destroy 5 years after cutoff.

26. Safety and Health Information Management System (SHIMS)

The SHIMS System is a centralized electronic filing program for worker's compensation claims and safety incident reporting. Its overall purpose is to assist in reducing injuries and lost work days, encourage return to work as soon as possible after injuries and allow easy reporting for both work injuries and safety incidents in a Web-based program.

A. Inputs: Include electronic updates from the worker's compensation filings by employees for illness or injury on the job as well as safety and health filings related to safety investigation data about those worker's compensation claim of injury or illness at work. This information becomes a case history with the ability to update claims for each employee reporting a worker's compensation incident.

Disposition: Delete 30 days after input and verification.

B. Master File: System is maintained and owned by the Department of the Treasury.

C. Outputs: Include reports related to the worker's compensation and/or health filing made by the employee reporting the incident. It is used for analysis of claims, safety abatement and analysis of factors contributing to the incident so that programs can be applied to prevent further similar type incidents.

Disposition: Cutoff at the end of each fiscal year. Destroy 5 years after cutoff.

D. System Documentation: All data system specifications, file specifications, record layouts, user guides, output specifications, and final reports are maintained by the Department of the Treasury.

~~27. Personal Injury Files~~

~~See General Records Schedule 1, Item 31.~~

~~Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, excluding copies filed in the Employee Medical Folder and copies submitted to the Department of Labor.~~

~~Disposition: Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.~~

28. Occupational Injury and Illness Files

See General Records Schedule 1, Item 34.

Reports and logs (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.

Disposition: Cutoff at the end of each fiscal year. Destroy 5 years after cutoff.

29. Individual Non-Occupational Health Record Files

See General Records Schedule 1, Item 19.

Files consist of forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for nonwork-related purposes, excluding records covered by General Records Schedule 1, Item 21, "Employee Medical Folder."

~~Disposition: Destroy 6 years after date of last entry~~

30. Health Unit Control Files

See General Records Schedule 1, Item 20.

Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.

- a. If information is summarized on statistical report.

Disposition: Destroy 3 months after last entry.

- b. If information is not summarized.

Disposition: Destroy 2 years after last entry.

31. Employee Medical Folder (EMF)

See General Records Schedule 1, Item 21.

- a. Long-term medical records as defined in 5 CFR part 293, subpart E.

- (1) Transferred employees.

Disposition: See 5 CFR part 293, subpart E for instructions.

- (2) Separated employees.

Disposition: Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or, 30 years after latest separation, whichever is later.

- b. Temporary or short-term records as defined in the Federal Personnel Manual (FPM).

Disposition: Destroy 1 year after separation or transfer of employee.

- c. Individual employee health case files created prior to establishment of the EMF system that have been retired to a NARA records storage facility.

~~Disposition: Destroy 60 years after retirement to the NARA records storage facility~~

~~92. Management and Executive Development (MED) Program~~

See General Records Schedule 1, items 29a(1) and (2).

The MED program encompasses training and development options for potential supervisory personnel, as well as incumbent FMS managers and executives.

- a. Correspondence, memorandums, agreements, authorizations, reports, requirement reviews, plans and objectives relating to the establishment and operation of training courses and conferences.

Disposition: Cutoff at the end of each fiscal year. Destroy 5 years after cutoff or 5 years after the completion of a specific training program.

- b. Background and working files.

~~Disposition: Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.~~

Property and Supply Management Branch

The Property and Supply Management Branch encompasses control and accountability of property from acquisition to its final disposition, ensuring that the property records reconcile with the General Ledger. The Branch is also responsible for the following administrative services for the Financial Management Service (FMS), so it can successfully accomplish its mission: Shipping and Receiving, Labor Services, Expendable Supply Management and Distribution, Forms Distribution, GSA Electronic Disposal (FEDS) and the Express Small Package Program.

Property and Supply Records

~~See N1-425-91-1, Item 41.~~

33. Requisitions for supplies and equipment from current inventory

- a. Stockroom copy.

Disposition: Cutoff completed or cancelled requisition at the end of each fiscal year.
Destroy 2 years after cutoff.

- b. All other copies.

Disposition: Cutoff completed or cancelled requisitions at the end of each month.
Destroy 6 months after cutoff.

34. Inventory Files

See N1-425-91-1, Item 42.

- a. Inventory Lists.

Disposition: Destroy 2 years from date of list.

- b. Inventory Cards.

Disposition: 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 as evidence for adjustment of inventory records, not otherwise covered in the General Records Schedule.

Disposition: Cutoff at the end of each fiscal year. Destroy 3 years after cutoff or when audited by GAO, whichever is sooner.

~~35. Reports and Excess Personal Property~~

~~See NI 425-91-1, Item 44.~~

~~Disposition: Cutoff at the end of each fiscal year. Destroy 3 years after cutoff.~~

36. Real Property Files

See General Records Schedule 4, Item 4.

Disposition: Transfer to new custodian upon completion of sale, trade, or donation
~~proceedings, or acceptance of purchase money mortgage.~~

37. ORACLE Fixed Asset System

The ORACLE Fixed Asset System is database software that provides FMS personnel with two basic functions - inventory control and depreciation calculation.

The primary role of the ORACLE System is inventory control. The system allows authorized users to add, change, retire, unretire and delete assets. It also provides an audit trail of FMS assets for accounting purposes. In FMS, it serves as the centralized computer inventory system which processes five major categories of data; additions, changes, retire, unretire and delete assets of the agency. Complete data archiving is available to track historic activity on the asset base.

The general requirements of this system are the ability to manage records, accommodate dates and data logic, implement standard data, and access information from its superseded repositories and databases (backward compatibility). The ORACLE system replaced the MACAMS system in October 2003. All MACAMS data was transferred to the ORACLE system.

ORACLE comes with a full suite of reports to extract information from the database.

The ORACLE Fixed Asset Module is used to:

- Maintain detailed property record for all FMS assets.
- Gather data entered by authorized users of the system for the purpose of updating the master file.
- Provide a clear audit trail of all agency assets during the life cycle of equipment at the agency.
- Perform certain edits to determine if the data is correctly entered.

- Maintain user levels defined to limit access to menu items and functions based on the user's job requirements. These access privileges are assigned in accordance with FMS security requirements.

A. Inputs: The following documents are used by authorized individuals to input data into the system:

- Packing Documents from Manufacturers sent with equipment.
- Purchase Orders to determine cost information.
- FMS-191 * FMS-191C "Property Transaction Forms."
- Surplus & Donation Documentation received from GSA.
- Property Disposal Documentation.

Disposition: Destroy when 3 years old or when audited, whichever is sooner.

B. Master File: Asset Management Data, Property Management Data, Custodian Account Numbers.

Disposition: Stored until Archived.

Destroy when 3 years old or when audited, whichever is sooner approved by .R. G. 1/26/05

C. Outputs: Documents generated from ORACLE:

- Custodian Property Listings
- Inventory Reconciliation Reports
- Personal Property Reports by Object Class
- Excess Personal Property Reports
- Donation Personal Property Reports
- Surplus Personal Property Reports.

Disposition: Destroy when 3 years old or when audited, whichever is sooner.

D. System Documentation: Vendor System specification, agency specification, reference books, user manuals.

Disposition: Destroy/delete when superseded or obsolete, or 1 year after the discontinuance of the system.

Facilities Management Branch - Maryland and Regions
Facilities Management Branch - Washington District

Facilities Management Branches are responsible for project management, coordination, and implementation of FMS Facilities Management programs and policies relative to the operation and maintenance of facilities. Both branches are responsible for housekeeping; health and safety inspections of all headquarters facilities; operations and maintenance activities; the physical security program; reconfiguration and renovations for headquarters facilities; the parking program; and, the agency recycling program.

In addition to the shared responsibilities above, the Maryland District is also responsible for all major renovations and reconfiguration projects Service-wide; space management; space design; and the Reimbursable Work Authorization Program. The Washington District is also responsible for the FMS Energy Conservation Program; Fleet Management Program; and Mail Management.

38. General Correspondence Files

Correspondence files consisting of facilities management matters.

Disposition: Cutoff at the end of each fiscal year. Destroy 2 years after cutoff.

~~39. Reference Manuals~~

~~Reference manuals filed in bookcase units or on shelves.~~

~~Disposition: Destroy when superseded, obsolete, or no longer needed for convenience of reference.~~

~~40. Facilities Management Reports~~

~~See General Records Schedule 18, Items 9 and 10.~~

~~These reports relate to periodic inspections of buildings and identify potential problem areas and corrective actions to be taken. Reports include, but are not limited to, air quality reports; elevator incident reports, etc.~~

~~a. Government-owned facilities.~~

~~Disposition: Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.~~

~~b. Privately owned facilities~~

~~Disposition: Destroy when 4 years old or when security cognizance is terminated,
whichever is sooner.~~

41. Project Management Files

Includes records that relate to the on-going management of projects. Facilities project files include, but are not limited to, carpeting, painting, and similar other facilities projects. Project files may show assignments, progress, and completion of projects.

Disposition: Cutoff files related to completed projects at the end of each fiscal year.
Destroy 5 years after cutoff.

42. Energy Program

Files consist of Annual Energy Report that is prepared and forwarded to the Department. The report contains electricity usage to operate the facility and steam usage.

Disposition: Cutoff files at the end of each fiscal year. Destroy 5 years after cutoff.

~~43. Rent Estimates and Rent Bills~~

~~See General Records Schedule 6, Item 1a.~~

~~Copies of rent estimates and rent bills.~~

~~Disposition: Cutoff files at the end of each fiscal year. Destroy 6 year and 3 months after cutoff.~~

44. Space and Maintenance General Correspondence Files

See General Records Schedule 11, Item 1.

Correspondence files pertaining to space and maintenance matters, and related papers.

Disposition: Cutoff files at the end of each fiscal year. Destroy 2 years after cutoff.

45. Space Project Files

See General Records Schedule 11, Item 2.

~~Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.~~

- a. ~~Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment.~~

~~Disposition: Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.~~

- b. Agency reports to the GSA, including scope of work and related funding documents.

~~Disposition: Cutoff files at the end of each fiscal year. Destroy 2 years after cutoff.~~

~~46. Building and Equipment Service Files~~

~~See General Records Schedule 11, Item 5.~~

~~Requests for building and equipment maintenance services, excluding fiscal copies. Lotus Notes data base is used to track service calls.~~

~~Disposition: Destroy/delete 2 years after work is performed or requisition is canceled.~~

47. Reimbursable Work Authorization (RWA) Program

See General Records Schedule 3, Item 3a(1)(a).

The RWA program is a mechanism whereby GSA is granted authority to spend FMS funding. GSA selects a vendor from their pool of vendors to perform work needed by FMS. The GSA Form 2967 is used to prepare the RWA.

Disposition: Cutoff files related to completed work at the end of each fiscal year.
Destroy 5 years after cutoff.

48. Motor Vehicle Correspondence Files

See General Records Schedule 10, Item 1.

Correspondence pertaining to maintenance and operation of motor vehicles.

Disposition: Cutoff files at the end of each fiscal year. Destroy 2 years after cutoff.

49. Motor Vehicle Operating and Maintenance Files

See General Records Schedule 10, Item 2.

- a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.

~~Disposition: Cutoff at end of each month. Destroy 3 months after cutoff.~~

~~b. Maintenance records, including those relating to service and repair.~~

~~Disposition: Cutoff at the end of each fiscal year. Destroy 1 year after cutoff.~~

50. Motor Vehicle Cost Files

See General Records Schedule 10, Item 3.

Motor vehicle ledger and worksheets providing cost and expense data.

Disposition: Destroy 3 years after discontinuance of ledger or date of worksheet.

51. Motor Vehicle Accident Files

See General Records Schedule 10, Item 5.

Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, "Motor Vehicle Accident Report," investigative reports, and SF 94, "Statement of Witness."

Disposition: Cutoff closed cases at the end of each fiscal year. Destroy 6 years after cutoff.

52. Motor Vehicle Release Files

See General Records Schedule 10, Item 6.

Records relating to transfer or exchange of vehicles, including SF 97, "The United States Government Certificate to Obtain Title to a Motor Vehicle," or equivalent form.

Disposition: Destroy 4 years after vehicle leaves agency custody.

53. Gasoline Sales Tickets

See General Records Schedule 6, Item 7.

Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.

Disposition: Cutoff files at the end of each fiscal year. Destroy after GAO audit or 3 years after cutoff, whichever is sooner

54. Parking Program

Files consist of parking applications and may include physician's statement for handicapped permits; copy of state issued handicapped permits; or copy of vehicle registration; and, a copy of SF 50, "Notification of Personnel Action", to verify FMS seniority. Files also include parking reports and parking bills.

Disposition: Cutoff files at the end of each calendar year. Destroy 2 years after cutoff.

~~55. Visitor Control Files~~

See General Records Schedule 18, Item 17b.

Registers or logs used to record names of outside contractors, parking, FMS employee logs, and visitor logs.

- For areas not under maximum security.

Disposition: Destroy 2 years after final entry or 2 years after date of document, as appropriate.

56. Property Passes

See General Records Schedule 18, Item 12.

Property pass files, authorizing removal of property or materials.

Disposition: Destroy 3 months after expiration or revocation.

57. Key Accountability Files

See General Records Schedule 18, Item 16b.

Files relating to accountability of keys issued.

- For areas not under maximum security.

Disposition: Destroy 6 months after turn-in of key.

58. Credentials Files

See General Records Schedule 11, Item 4.

~~Identification credentials and related papers.~~

~~a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, visitors passes, and other identification credentials.~~

~~Disposition: Destroy credentials 3 months after return to issuing office.~~

~~b. Receipts, indexes, listings, and accountable records. Files include, but are not limited to, FMS Form 141, "Access Control Badge Request", and FMS 141A, or equivalent; contractor interim clearance request; request for access to proximity controlled areas; and, exit clearances and related papers.~~

~~Disposition: Destroy after all listed credentials are accounted for.~~

59. Barred Notices

These records identify individuals that are barred from FMS buildings. The original copy is maintained in the Facilities Management Branch. A copy of the notice is distributed to each guard post and the Federal Protective Service (FPS).

Disposition: Cutoff files at the end of each fiscal year. ~~Destroy when individual is no longer barred.~~ *Maintain barred notices until individual is no longer barred, then destroy all copies immediately. Approval by R.O. 1/26/05*

~~60. Facilities Checks Files~~

~~See General Records Schedule 18, Item 18a.~~

~~Files relating to periodic guard force facility checks.~~

~~Data sheets, door slip summaries, check sheets, and incident reports.~~

~~Disposition: Cutoff at the end of each fiscal year. Destroy 1 year after cutoff.~~

61. Guard Service Control Files

See General Records Schedule 18, Item 19a, b, and c.

a. Control Center key or code records, emergency call cards, and building record and employee identification cards.

Disposition: Destroy when superseded or obsolete.

b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.

~~Disposition: Cutoff at the end of each fiscal year. Destroy 1 year cutoff.~~

~~e. Automatic machine patrol charts and registers of patrol and alarm services.~~

~~Disposition: Cutoff at the end of each fiscal year. Destroy 1 year after cutoff.~~

62. Mail Management Program Files

See General Records Schedule 12, Item 5a.

Post office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service.

- a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.

Disposition: Cutoff at the end of each fiscal year. Destroy 1 year after cutoff.

- b. Outgoing Mail Control Log

Manual log maintained to track boxes, letters, flats of various sizes, and jiffy bags.

Disposition: Cutoff at the end of each month. Destroy 6 months after cutoff.

- c. Special Messenger Log

Manual log maintained to request messenger service for mail/package delivery to other FMS offices or other agencies.

Disposition: Cutoff at the end of each month. Destroy 6 months after cutoff.

- d. Log of Accountable Mail Received in Mail Room

Manual log maintained to request transfer of bank bags from FMS offices to banks.

Disposition: Cutoff at the end of each fiscal year. Destroy 1 year after cutoff.

- e. Request forms and other records relating to changes in mailing lists for publications.

Disposition: Cutoff at the end of each fiscal year. Destroy 1 year after cutoff.

- f. Mailing lists for publications.

~~Disposition: Destroy when cancelled or revised.~~

63. Electronic Mail and Word Processing System Copies

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

Disposition:

- a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.