

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

Status: APPROVED  
Date Approved: 10/27/2016  
Last Modified: 11/08/2024

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## General Information

|  |   |
|--|---|
| Agency or Establishment  | General Records Schedules (National Archives and Records Administration)  |
| Record/Scheduling Group  | GRS - General Records Schedules   |
| Records Schedule Applies To  | Government-wide<br>All agencies except:   |
| Schedule Subject   | General Records Schedule 5.4: Facility, Equipment, Vehicle, Property, and Supply Records  |
| Additional Schedule Information                                    | <p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records Federal agencies create and receive while managing, operating, and maintaining Government-owned and -leased real property, facilities, equipment, vehicles (land, water and air), personal property, and supplies. This includes allocating space and managing supply stock.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p> |
| Is There a Classified Version of This Schedule?                    | No  |
| Is consultation and coordination with Tribal Governments required? | Predate requirement   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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## Item Count

Total number of disposition items: 16  
Number of Temporary disposition items: 16  
Number of Permanent disposition items: 0  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 3

National Archives and Records Administration  
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Outline of Records Schedule Items for DAA-GRS-2016-0011

| Item # | Title   | Disposition |
|--------|---|-------------|
| 0001   | Facility, space, vehicle, equipment, stock, and supply administrative and operational records.  | Temporary   |
| 0002   | Ownership : Real property ownership records.  | Temporary   |
| 0003   | Ownership : Vehicle and equipment ownership records and operation manuals.  | Temporary   |
| 0004   | Ownership : Excess personal property, equipment, and vehicle records.   | Temporary   |
| 0005   | Facilities and equipment : Facility design, engineering, and construction records. : Draft, preliminary, intermediate, working, and contract negotiation drawings.          | Temporary   |
| 0006   | Facilities and equipment : Facility design, engineering, and construction records. : Final and as-built drawings, plans, and designs; and all other records.                | Temporary   |
| 0007   | Facilities and equipment : Facility design, engineering, and construction operations records.   | Temporary   |
| 0008   | Facilities and equipment : Facility, space, and equipment inspection, maintenance, and service records. : Records documenting facility structure and long-term maintenance. | Temporary   |
| 0009   | Facilities and equipment : Facility, space, and equipment inspection, maintenance, and service records. : Records tracking completion of custodial and minor repair work.   | Temporary   |
| 0010   | Facilities and equipment : Housing rental and lease records.  | Temporary   |
| 0011   | Vehicle maintenance and inspection records : Land vehicle and water vessel inspection, maintenance, and service records.  | Temporary   |
| 0013   | Vehicle maintenance and inspection records : Aircraft inspection, maintenance, and modification records.  | Temporary   |
| 0014   | Vehicle and equipment operations and use records : Vehicle and heavy equipment operator records.  | Temporary   |
| 0015   | Vehicle and equipment operations and use records : Aircraft flight operations records.  | Temporary   |
| 0016   | Vehicle and equipment operations and use records : Aircraft operational support records.  | Temporary   |

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|      |   |           |
|------|---|-----------|
| 0017 | Vehicle and equipment operations and use records :<br>Vehicle and vessel accident and incident records. | Temporary |
|------|---|-----------|

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

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Records Schedule Items

|   |  |
|---|--|
| <b>DAA-GRS-2016-0011-0001</b>                                       | <b>STATUS: Active</b>  |
| <b>ITEM GENERAL INFORMATION</b>                                     |  |
| Item Title  | Facility, space, vehicle, equipment, stock, and supply administrative and operational records.   |
| Item Description  | <p>Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:</p> <ul style="list-style-type: none"> <li>• statistical and narrative reports</li> <li>• studies</li> <li>• requests for space using Standard Form 81 or equivalent</li> <li>• space assignments and directories</li> <li>• inventories of property, equipment, furnishings, stock, and supplies</li> <li>• reports of survey regarding lost, damaged, missing, or destroyed property</li> <li>• requisitions for supplies and equipment</li> <li>• records tracking supply and procurement requirements</li> <li>• records scheduling and dispatching vehicles, monitoring use, and reporting use</li> <li>• related correspondence</li> </ul> <p>Exclusion 1: Records of aircraft operations (item 110 in this schedule covers these).</p> <p>Exclusion 2: Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p>Exclusion 3: Requisition and supply records of the General Services Administration's GSA Global Supply program and Defense Logistics Agency records on military supply provision (supply is these agencies' mission so they must schedule the records separately).</p> |
| Is this item media neutral?   | Yes  |
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | GRS 5.4, item 010  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |  |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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|   |   |
|---|---|
| Does this item supersede existing disposition authorities?                | Yes   |
| <b>Superseded Items</b>   |   |
| <b>Superseded Item</b>  | <b>Item Superseded in Part?      Explanation</b>  |
| GRS 10, dated 1952, item 1  | No  |
| GRS 10, dated 1952, item 4  | No  |
| GRS 11, dated 1952, item 2a   | No  |
| GRS 11, dated 1952, item 2b1  | No  |
| GRS 11, dated 1952, item 2b2  | No  |
| GRS 11, dated 1952, item 3  | No  |
| GRS 15, dated 1953, item 1  | No  |
| GRS 15, dated 1953, item 3  | No  |
| GRS 15, dated 1953, item 6  | No  |
| N1-GRS-96-001 / 1/C   | No  |
| NC1-064-77-005 / 10/A   | No  |
| NC1-064-77-005 / 10/B   | No  |
| NC1-064-77-005 / 10/C   | No  |
| NC1-064-77-005 / 5/A  | No  |
| NC1-064-77-005 / 5/B  | No  |
| NC1-064-77-005 / 9/A  | No  |
| NC1-64-77-005 / 9/B   | No  |
| Is this item a deviation from the GRS?                                    | No  |
| <b>DISPOSITION INSTRUCTION</b>  |   |
| Final Disposition   | Temporary   |
| Retention Period  | Other: Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use. |
| <b>ADDITIONAL INFORMATION</b>   |   |
| Are any of the records covered by this item national security classified? |   |
| GAO Approval Required   | No  |

|                                 |                                |
|---------------------------------|--------------------------------|
| <b>Group Title</b>              | <b>Ownership</b>               |
| DAA-GRS-2016-0011-0002          | STATUS: INACTIVE - NOT FOR USE |
| <b>ITEM GENERAL INFORMATION</b> |                                |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

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|   |  |  |
|---|--|--|
| Item Title  | Real property ownership records.   |  |
| Item Description  | <p>Abstract or certificate of title documenting Federal real property ownership, surveys, easements, rights-of-way, and chain of title for property the Government acquired after December 31, 1920, by purchase, condemnation, donation, exchange, or otherwise.</p> <p>Exclusion 1: Records relating to property acquired prior to January 1, 1921 (agencies must schedule these separately).</p> <p>Exclusion 2: Reports of Excess Real Property (Standard Form 118) and associated real property case files (agencies must schedule these separately).</p> |  |
| Is this item media neutral?   | Yes  |  |
| Is this item a Big Bucket?  |  |  |
| <b>MANUAL CITATION</b>  |  |  |
| Agency Code   | GRS 5.4, item 020  |  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>   |  |  |
| Does this item supersede existing disposition authorities?  | Yes  |  |
|   | Superseded Items   |  |
| Superseded Item   | Item Superseded in Part?   | Explanation                              |
| GRS 3 / 1a (no authority found)   | No   |  |
| GRS 3 / 1b (no authority found)   | No   |  |
| GRS 4 / 4 (in part) (no authority found)  | Yes  | GRS 4 / 4 (in part) (no authority found) |
| Is this item a deviation from the GRS?  | No   |  |
| <b>DISPOSITION INSTRUCTION</b>  |  |  |
| <b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0006-0001 on 03/07/2024.</b> |  |  |
| Final Disposition   | Temporary  |  |
| Retention Period  | Other: Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.  |  |
| <b>ADDITIONAL INFORMATION</b>   |  |  |
| Are any of the records covered by this item national security classified?   |  |  |
| GAO Approval Required   | No   |  |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

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|   |  |
|---|--|
| DAA-GRS-2016-0011-0003  | STATUS: INACTIVE - NOT FOR USE   |
| <b>ITEM GENERAL INFORMATION</b>   |  |
| Item Title  | Vehicle and equipment ownership records and operation manuals.   |
| Item Description  | Vehicle and equipment identification, registration, and warranty records. Also manuals and similar documentation, whether produced locally or by the manufacturer. |
| Is this item media neutral?   | Yes  |
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | GRS 5.4, item 030  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>   |  |
| Does this item supersede existing disposition authorities?  | No   |
| Is this item a deviation from the GRS?  | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| <b>DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0006-0002 on 03/07/2024.</b> |  |
| Final Disposition   | Temporary  |
| Retention Period  | Other: Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.  |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified?   |  |
| GAO Approval Required   | No   |
| DAA-GRS-2016-0011-0004  | STATUS: Active   |
| <b>ITEM GENERAL INFORMATION</b>   |  |
| Item Title  | Excess personal property, equipment, and vehicle records.  |



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REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

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|   |   |             |
|---|---|-------------|
| Item Description  | Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes: <ul style="list-style-type: none"> <li>• excess property inventories and lists</li> <li>• lists and other records identifying approved receivers of excess property</li> <li>• donation receipts</li> <li>• destruction certificates</li> <li>• documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United States Government Certificate to Obtain Title to a Motor Vehicle</li> <li>• related correspondence</li> </ul> .<br>Exclusion: Records documenting financial management of surplus property disposal by sale (GRS 1.1, item 010 covers these). |             |
| Is this item media neutral?   | Yes   |             |
| Is this item a Big Bucket?  |   |             |
| <b>MANUAL CITATION</b>  |   |             |
| Agency Code   | GRS 5.4, item 040   |             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |             |
| Does this item supersede existing disposition authorities?                | Yes   |             |
|   | Superseded Items  |             |
| Superseded Item   | Item Superseded in Part?  | Explanation |
| GRS 4, dated 1952, item 4   | No  |             |
| GRS 4, dated 1952, item 5   | No  |             |
| NARA memo 10/20/1955  | No  |             |
| Is this item a deviation from the GRS?                                    | No  |             |
| <b>DISPOSITION INSTRUCTION</b>  |   |             |
| Final Disposition   | Temporary   |             |
| Retention Period  | Other: Destroy when 3 years old, but longer retention is authorized if required for business use.   |             |
| <b>ADDITIONAL INFORMATION</b>   |   |             |
| Are any of the records covered by this item national security classified? |   |             |
| GAO Approval Required   | No  |             |

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|                                 |  |
|---------------------------------|--|
| <b>Group Title</b>              | Facilities and equipment : Facility design, engineering, and construction records.   |
| <b>Group Description</b>        | <p>Facility design, engineering, and construction records.</p> <p>Architectural and engineering drawings and other design and construction records of buildings and structures not critical to agency mission, including office buildings, storage sheds, parking lots, maintenance shops, and service structures.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• site maps and surveys</li> <li>• plot plans</li> <li>• structural drawings</li> <li>• architectural renderings</li> <li>• electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings</li> <li>• exterior delivery of utilities drawings</li> <li>• materials plans and drawings</li> <li>• minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams</li> <li>• construction progress photographs</li> <li>• construction inspection reports</li> <li>• equipment location plans</li> <li>• paint plans and samples</li> <li>• furniture design and layout drawings and plans</li> <li>• space occupancy plans</li> </ul> |
|                                 | Exclusion 1: Records documenting financial management of construction contracts (GRS 1.1, item 010 covers these).  |
|                                 | Exclusion 2: Records documenting buildings deemed historically, architecturally, or technologically significant (agencies must schedule these because they may be of permanent value).   |
| <b>DAA-GRS-2016-0011-0005</b>   | <b>STATUS: Active</b>  |
| <b>ITEM GENERAL INFORMATION</b> |  |
| Item Title                      | Draft, preliminary, intermediate, working, and contract negotiation drawings.  |
| Is this item media neutral?     | Yes  |
| Is this item a Big Bucket?      |  |
| <b>MANUAL CITATION</b>          |  |
| Agency Code                     | GRS 5.4, item 050  |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |   |
|---|---|---|
| Does this item supersede existing disposition authorities?                | Yes   |   |
| Superseded Items  |   |   |
| Superseded Item   | Item Superseded in Part?  | Explanation                             |
| N1-GRS-98-002 / 26  | No  |   |
| Is this item a deviation from the GRS?                                    | No  |   |
| <b>DISPOSITION INSTRUCTION</b>  |   |   |
| Final Disposition   | Temporary   |   |
| Retention Period  | Other: Destroy when superseded, or when project terminates, as appropriate. |   |
| <b>ADDITIONAL INFORMATION</b>   |   |   |
| Are any of the records covered by this item national security classified? |   |   |
| GAO Approval Required   | No  |   |
| <b>DAA-GRS-2016-0011-0006</b>   |   | <b>STATUS: Active</b>                   |
| <b>ITEM GENERAL INFORMATION</b>   |   |   |
| Item Title  | Final and as-built drawings, plans, and designs; and all other records.     |   |
| Is this item media neutral?   | Yes   |   |
| Is this item a Big Bucket?  |   |   |
| <b>MANUAL CITATION</b>  |   |   |
| Agency Code   | GRS 5.4, item 051   |   |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |   |
| Does this item supersede existing disposition authorities?                | Yes   |   |
| Superseded Items  |   |   |
| Superseded Item   | Item Superseded in Part?  | Explanation                             |
| GRS 4 / 4--in part (no authority found)                                   | Yes   | GRS 4 / 4--in part (no authority found) |
| N1-GRS-98-002 / 24  | No  |   |
| N1-GRS-98-002 / 25  | No  |   |
| N1-GRS-98-002 / 27  | No  |   |
| N1-GRS-98-002 / 28  | No  |   |
| N1-GRS-98-002 / 29  | No  |   |
| N1-GRS-98-002 / 30  | No  |   |

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|---|--|
| Is this item a deviation from the GRS?                                    | No   |
| <b>DISPOSITION INSTRUCTION</b>  |  |
| Final Disposition   | Temporary  |
| Retention Period  | Other: Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate. |
| <b>ADDITIONAL INFORMATION</b>   |  |
| Are any of the records covered by this item national security classified? |  |
| GAO Approval Required   | No   |

|   |  |
|---|--|
| <b>Group Title</b>  | Facilities and equipment   |
| DAA-GRS-2016-0011-0007  | <b>STATUS: Active</b>  |
| <b>ITEM GENERAL INFORMATION</b>                                     |  |
| Item Title  | Facility design, engineering, and construction operations records.   |
| Item Description  | Records documenting operational support of facility design, engineering, and construction projects. Includes: <ul style="list-style-type: none"> <li>• project requests and approvals</li> <li>• meeting agendas, minutes, and other records</li> <li>• budget and cost working files</li> <li>• task, punch, and action item lists</li> <li>• work logs</li> <li>• progress reports and presentation materials</li> <li>• related correspondence and notes</li> </ul> |
| Is this item media neutral?   | Yes  |
| Is this item a Big Bucket?  |  |
| <b>MANUAL CITATION</b>  |  |
| Agency Code   | GRS 5.4, item 060  |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |  |
| Does this item supersede existing disposition authorities?          | No   |
| Is this item a deviation from the GRS?                              | No   |
| <b>DISPOSITION INSTRUCTION</b>                                      |  |
| Final Disposition   | Temporary  |
| Retention Period  | Other: Destroy 5 years after project completion or termination, but longer retention is authorized if required for business use.   |
| <b>ADDITIONAL INFORMATION</b>                                       |  |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

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|   |    |
|---|----|
| Are any of the records covered by this item national security classified? |    |
| GAO Approval Required   | No |

|                          |  |
|--------------------------|--|
| <b>Group Title</b>       | Facilities and equipment : Facility, space, and equipment inspection, maintenance, and service records.  |
| <b>Group Description</b> | <p>Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• repair and maintenance work orders, requisitions, and related papers</li> <li>• maintenance and inspection logs and reports</li> <li>• job orders, service call records, action sheets, and repair logs</li> <li>• work, shop, or job schedules</li> </ul> <p>Note 1: Agencies that contract out facility management may wish to retain records longer than this item’s disposition instruction to document contract performance.</p> <p>Note 2: Agencies must offer any records created prior to January 1, 1939, to the National Archives and Records Administration (NARA) before applying this disposition authority.</p> <p>Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p> |

|   |   |
|---|---|
| <b>DAA-GRS-2016-0011-0008</b>                                       | <b>STATUS: Active</b>   |
| <b>ITEM GENERAL INFORMATION</b>                                     |   |
| Item Title  | Records documenting facility structure and long-term maintenance. |
| Is this item media neutral?   | Yes   |
| Is this item a Big Bucket?  |   |
| <b>MANUAL CITATION</b>  |   |
| Agency Code   | GRS 5.4, item 070   |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |   |
| Does this item supersede existing disposition authorities?          | Yes   |
|   | Superseded Items  |

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| Superseded Item   | Item Superseded in Part?  | Explanation                           |
| GRS 15, dated 1953, item 2a   | No  |                                       |
| GRS 15, dated 1953, item 2b   | No  |                                       |
| Is this item a deviation from the GRS?                                    | No  |                                       |
| <b>DISPOSITION INSTRUCTION</b>  |   |                                       |
| Final Disposition   | Temporary   |                                       |
| Retention Period  | Other: Destroy when 3 years old, but longer retention is authorized if required for business use. |                                       |
| <b>ADDITIONAL INFORMATION</b>   |   |                                       |
| Are any of the records covered by this item national security classified? |   |                                       |
| GAO Approval Required   | No  |                                       |
| <b>DAA-GRS-2016-0011-0009</b>   |   | <b>STATUS: INACTIVE - NOT FOR USE</b> |
| <b>ITEM GENERAL INFORMATION</b>   |   |                                       |
| Item Title  | Records tracking completion of custodial and minor repair work.                                   |                                       |
| Is this item media neutral?   | Yes   |                                       |
| Is this item a Big Bucket?  |   |                                       |
| <b>MANUAL CITATION</b>  |   |                                       |
| Agency Code   | GRS 5.4, item 071   |                                       |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |                                       |
| Does this item supersede existing disposition authorities?                | Yes   |                                       |
| Superseded Items  |   |                                       |
| Superseded Item   | Item Superseded in Part?  | Explanation                           |
| GRS 11, dated 1952, item 5  | No  |                                       |
| Is this item a deviation from the GRS?                                    | No  |                                       |
| <b>DISPOSITION INSTRUCTION</b>  |   |                                       |
| <b>DO NOT USE. Superseded By: DAA-GRS-2022-0009-0001 on 05/30/2023.</b>   |   |                                       |
| Final Disposition   | Temporary   |                                       |
| Retention Period  | Other: Destroy when 90 days old, but longer retention is authorized if required for business use. |                                       |
| <b>ADDITIONAL INFORMATION</b>   |   |                                       |

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| Are any of the records covered by this item national security classified? |    |
| GAO Approval Required   | No |

|   |   |                    |
|---|---|--------------------|
| <b>Group Title</b>  | Facilities and equipment  |                    |
| DAA-GRS-2016-0011-0010  | <b>STATUS: Active</b>   |                    |
| <b>ITEM GENERAL INFORMATION</b>   |   |                    |
| Item Title  | Housing rental and lease records.   |                    |
| Item Description  | Applications, leases, renewals, assignments, termination notices, and related documents regarding Federally owned and operated housing facilities.                |                    |
| Is this item media neutral?   | Yes   |                    |
| Is this item a Big Bucket?  |   |                    |
| <b>MANUAL CITATION</b>  |   |                    |
| Agency Code   | GRS 5.4, item 080   |                    |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |                    |
| Does this item supersede existing disposition authorities?                | Yes   |                    |
|   | <b>Superseded Items</b>   |                    |
| <b>Superseded Item</b>  | <b>Item Superseded in Part?</b>   | <b>Explanation</b> |
| GRS 15, dated 1953, item 4  | No  |                    |
| GRS 15, dated 1953, item 5a   | No  |                    |
| GRS 15, dated 1953, item 5b   | No  |                    |
| GRS 15, dated 1953, item 7a   | No  |                    |
| GRS 15, dated 1953, item 7b   | No  |                    |
| Is this item a deviation from the GRS?                                    | No  |                    |
| <b>DISPOSITION INSTRUCTION</b>  |   |                    |
| Final Disposition   | Temporary   |                    |
| Retention Period  | Other: Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable. |                    |
| <b>ADDITIONAL INFORMATION</b>   |   |                    |
| Are any of the records covered by this item national security classified? |   |                    |
| GAO Approval Required   | No  |                    |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

Status: APPROVED  
Date Approved: 10/27/2016  
Last Modified: 11/08/2024

|   |  |             |
|---|--|-------------|
| <b>Group Title</b>  | Vehicle maintenance and inspection records   |             |
| DAA-GRS-2016-0011-0011  | STATUS: Active   |             |
| <b>ITEM GENERAL INFORMATION</b>   |  |             |
| Item Title  | Land vehicle and water vessel inspection, maintenance, and service records.  |             |
| Item Description  | <p>Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes:</p> <ul style="list-style-type: none"> <li>• work orders, service and repair requisitions, and logs</li> <li>• descriptions of provided service and repair, and related papers</li> </ul> <p>Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p> |             |
| Is this item media neutral?   | Yes  |             |
| Is this item a Big Bucket?  |  |             |
| <b>MANUAL CITATION</b>  |  |             |
| Agency Code   | GRS 5.4, item 090  |             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |             |
| Does this item supersede existing disposition authorities?                | Yes  |             |
|   | Superseded Items   |             |
| Superseded Item   | Item Superseded in Part?   | Explanation |
| GRS 10, dated 1952, item 2a   | No   |             |
| GRS 10, dated 1952, item 2b   | No   |             |
| GRS 10, dated 1952, item 3  | No   |             |
| Is this item a deviation from the GRS?                                    | No   |             |
| <b>DISPOSITION INSTRUCTION</b>  |  |             |
| Final Disposition   | Temporary  |             |
| Retention Period  | Other: Destroy when 3 years old, but longer retention is authorized if required for business use. Transfer of extant records to new owner at sale or donation is authorized.   |             |
| <b>ADDITIONAL INFORMATION</b>   |  |             |
| Are any of the records covered by this item national security classified? |  |             |
| GAO Approval Required   | No   |             |
| DAA-GRS-2016-0011-0013  | STATUS: Active   |             |
| <b>ITEM GENERAL INFORMATION</b>   |  |             |



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

Status: APPROVED  
Date Approved: 10/27/2016  
Last Modified: 11/08/2024

|   |   |             |
|---|---|-------------|
| <b>Item Title</b>   | Aircraft inspection, maintenance, and modification records.   |             |
| <b>Item Description</b>   | <p>Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories regarding:</p> <ul style="list-style-type: none"> <li>• servicing, manufacturing, rebuilding and testing equipment</li> <li>• classifying material's condition status</li> <li>• preventive maintenance</li> <li>• aircraft or equipment configuration and material alteration</li> <li>• logistics services</li> </ul> <p>Includes records such as:</p> <ul style="list-style-type: none"> <li>• technical and non-technical correspondence</li> <li>• maintenance manuals</li> <li>• documentation of mechanical defects and evidence of repair</li> <li>• annotated manuals or manuals different from those the manufacturer issued</li> <li>• bulletins directing specific inspections and records of action</li> <li>• logbooks</li> <li>• diagnostic checkouts</li> <li>• spot check inspections</li> <li>• maintenance requests</li> </ul> <p>Exclusion 1: Maintenance manuals of unique or customized aircraft must be scheduled by the agency.</p> <p>Exclusion 2: Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.</p> |             |
| Is this item media neutral?   | Yes   |             |
| Is this item a Big Bucket?  |   |             |
| <b>MANUAL CITATION</b>  |   |             |
| Agency Code   | GRS 5.4, item 100   |             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |   |             |
| Does this item supersede existing disposition authorities?          | Yes   |             |
|   | Superseded Items  |             |
| Superseded Item   | Item Superseded in Part?  | Explanation |
| N1-GRS-04-006 / 3/B   | No  |             |
| N1-GRS-04-006 / 4   | No  |             |
| Is this item a deviation from the GRS?                              | No  |             |
| <b>DISPOSITION INSTRUCTION</b>                                      |   |             |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

Status: APPROVED  
Date Approved: 10/27/2016  
Last Modified: 11/08/2024

|   |   |
|---|---|
| Final Disposition   | Temporary   |
| Retention Period  | Other: Destroy 6 years after disposing of aircraft or removing equipment from inventory, but longer retention is authorized if required for business use. |
| <b>ADDITIONAL INFORMATION</b>   |   |
| Are any of the records covered by this item national security classified? |   |
| GAO Approval Required   | No  |

|   |  |             |
|---|--|-------------|
| <b>Group Title</b>  | Vehicle and equipment operations and use records   |             |
| DAA-GRS-2016-0011-0014  | <b>STATUS: Active</b>  |             |
| <b>ITEM GENERAL INFORMATION</b>                                     |  |             |
| Item Title  | Vehicle and heavy equipment operator records.  |             |
| Item Description  | Records of individual employee operation of Government-owned vehicles and equipment, including tests, certifications, use authorization, safe driving/use awards, and related records. |             |
|   | Exclusion: Records of operating vehicles and equipment specifically designed for military use (the agency must schedule these).  |             |
| Is this item media neutral?   | Yes  |             |
| Is this item a Big Bucket?  |  |             |
| <b>MANUAL CITATION</b>  |  |             |
| Agency Code   | GRS 5.4, item 110  |             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b> |  |             |
| Does this item supersede existing disposition authorities?          | Yes  |             |
|   | Superseded Items   |             |
| Superseded Item   | Item Superseded in Part?   | Explanation |
| GRS 10, item 7 (no authority found)                                 | No   |             |
| Is this item a deviation from the GRS?                              | No   |             |
| <b>DISPOSITION INSTRUCTION</b>                                      |  |             |
| Final Disposition   | Temporary  |             |
| Retention Period  | Other: Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.                                |             |
| <b>ADDITIONAL INFORMATION</b>                                       |  |             |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

Status: APPROVED  
Date Approved: 10/27/2016  
Last Modified: 11/08/2024

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|--|---|
| Are any of the records covered by this item national security classified?              |   |
| GAO Approval Required  | No  |
| <b>DAA-GRS-2016-0011-0015</b> <span style="float: right;"><b>STATUS: Active</b></span> |   |
| <b>ITEM GENERAL INFORMATION</b>  |   |
| Item Title   | Aircraft flight operations records.   |
| Item Description   | Records of day-to-day aircraft operations documenting flight requests, departures, takeoffs, destinations, and passengers; flight orders; flight plans; load manifests; dispatch releases; flight logs; and similar records.<br><br>Exclusion: Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies. |
| Is this item media neutral?  | Yes   |
| Is this item a Big Bucket?   |   |
| <b>MANUAL CITATION</b>   |   |
| Agency Code  | GRS 5.4, item 120   |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>                    |   |
| Does this item supersede existing disposition authorities?                             | Yes   |
|  | Superseded Items  |
| Superseded Item  | Item Superseded    Explanation<br>in Part?  |
| N1-GRS-04-006 / 1  | No  |
| Is this item a deviation from the GRS?   | No  |
| <b>DISPOSITION INSTRUCTION</b>   |   |
| Final Disposition  | Temporary   |
| Retention Period   | Other: Destroy when 3 years old, but longer retention is authorized if required for business use.   |
| <b>ADDITIONAL INFORMATION</b>  |   |
| Are any of the records covered by this item national security classified?              |   |
| GAO Approval Required  | No  |
| <b>DAA-GRS-2016-0011-0016</b> <span style="float: right;"><b>STATUS: Active</b></span> |   |
| <b>ITEM GENERAL INFORMATION</b>  |   |
| Item Title   | Aircraft operational support records.   |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

Status: APPROVED  
Date Approved: 10/27/2016  
Last Modified: 11/08/2024

|   |  |                               |
|---|--|-------------------------------|
| Item Description  | Records documenting logistical support to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services. Includes: <ul style="list-style-type: none"> <li>• comments on regulations</li> <li>• directives and other records regarding logistics</li> <li>• management improvement reports</li> <li>• cost reduction reports</li> <li>• requests for substantive information regarding logistics</li> <li>• aircraft inventories</li> </ul> |                               |
| Is this item media neutral?   | Yes  |                               |
| Is this item a Big Bucket?  |  |                               |
| <b>MANUAL CITATION</b>  |  |                               |
| Agency Code   | GRS 5.4, item 130  |                               |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |  |                               |
| Does this item supersede existing disposition authorities?                | Yes  |                               |
|   | Superseded Items   |                               |
| Superseded Item   | Item Superseded in Part?   | Explanation                   |
| N1-GRS-04-006 / 2   | No   |                               |
| N1-GRS-04-006 / 3/B (in part)   | Yes  | N1-GRS-04-006 / 3/B (in part) |
| Is this item a deviation from the GRS?                                    | No   |                               |
| <b>DISPOSITION INSTRUCTION</b>  |  |                               |
| Final Disposition   | Temporary  |                               |
| Retention Period  | Other: Destroy when 6 years old, but longer retention is authorized if required for business use.  |                               |
| <b>ADDITIONAL INFORMATION</b>   |  |                               |
| Are any of the records covered by this item national security classified? |  |                               |
| GAO Approval Required   | No   |                               |
| DAA-GRS-2016-0011-0017  |  | <b>STATUS: Active</b>         |
| <b>ITEM GENERAL INFORMATION</b>   |  |                               |
| Item Title  | Vehicle and vessel accident and incident records.  |                               |

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

Status: APPROVED  
Date Approved: 10/27/2016  
Last Modified: 11/08/2024

|   |   |             |
|---|---|-------------|
| Item Description  | Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including: <ul style="list-style-type: none"> <li>• Standard Form 91, Motor Vehicle Accident Report</li> <li>• Standard Form 94, Statement of Witness</li> <li>• Standard Form 95, Claim for Damage, Injury, or Death</li> <li>• copies of investigative reports (see Exclusion for original investigative reports)</li> </ul> <p style="margin-top: 10px;">Exclusion: Original formal accident and incident investigation records (covered under GRS 5.6).</p> |             |
| Is this item media neutral?   | Yes   |             |
| Is this item a Big Bucket?  |   |             |
| <b>MANUAL CITATION</b>  |   |             |
| Agency Code   | GRS 5.4, item 140   |             |
| <b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>       |   |             |
| Does this item supersede existing disposition authorities?                | Yes   |             |
|   | Superseded Items  |             |
| Superseded Item   | Item Superseded in Part?  | Explanation |
| GRS 10, dated 1952, item 5  | No  |             |
| Is this item a deviation from the GRS?                                    | No  |             |
| <b>DISPOSITION INSTRUCTION</b>  |   |             |
| Final Disposition   | Temporary   |             |
| Retention Period  | Other: Destroy 3 years after case is closed, but longer retention is authorized if required for business use.   |             |
| <b>ADDITIONAL INFORMATION</b>   |   |             |
| Are any of the records covered by this item national security classified? |   |             |
| GAO Approval Required   | No  |             |

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Records Schedule Number: DAA-GRS-2016-0011

Status: APPROVED  
Date Approved: 10/27/2016  
Last Modified: 11/08/2024

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Signatory Information

| Action  | User           | Date       |
|---------|----------------|------------|
| Approve | David Ferriero | 10/27/2016 |