

Request for Records Disposition Authority

Records Schedule Number **DAA-GRS-2016-0011**
Schedule Status **Approved**

Agency or Establishment **General Records Schedules (National Archives and Records Administration)**

Record Group / Scheduling Group **General Records Schedules**

Records Schedule applies to **Government-wide**

Schedule Subject **General Records Schedule 5.4: Facility, Equipment, Vehicle, Property, and Supply Records**

Internal agency concurrences will be provided **No**

Background Information **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.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
16	0	16	0

GAO Approval

Outline of Records Schedule Items for DAA-GRS-2016-0011

Sequence Number	
1	Facility, space, vehicle, equipment, stock, and supply administrative and operational records. Disposition Authority Number: DAA-GRS-2016-0011-0001
2	Ownership
2.1	Real property ownership records. Disposition Authority Number: DAA-GRS-2016-0011-0002
2.2	Vehicle and equipment ownership records and operation manuals. Disposition Authority Number: DAA-GRS-2016-0011-0003
2.3	Excess personal property, equipment, and vehicle records. Disposition Authority Number: DAA-GRS-2016-0011-0004
3	Facilities and equipment
3.1	Facility design, engineering, and construction records.
3.1.1	Draft, preliminary, intermediate, working, and contract negotiation drawings. Disposition Authority Number: DAA-GRS-2016-0011-0005
3.1.2	Final and as-built drawings, plans, and designs; and all other records. Disposition Authority Number: DAA-GRS-2016-0011-0006
3.2	Facility design, engineering, and construction operations records. Disposition Authority Number: DAA-GRS-2016-0011-0007
3.3	Facility, space, and equipment inspection, maintenance, and service records.
3.3.1	Records documenting facility structure and long-term maintenance. Disposition Authority Number: DAA-GRS-2016-0011-0008
3.3.2	Records tracking completion of custodial and minor repair work. Disposition Authority Number: DAA-GRS-2016-0011-0009
3.4	Housing rental and lease records. Disposition Authority Number: DAA-GRS-2016-0011-0010
4	Vehicle maintenance and inspection records
4.1	Land vehicle and water vessel inspection, maintenance, and service records. Disposition Authority Number: DAA-GRS-2016-0011-0011
4.2	Aircraft inspection, maintenance, and modification records. Disposition Authority Number: DAA-GRS-2016-0011-0013
5	Vehicle and equipment operations and use records
5.1	Vehicle and heavy equipment operator records. Disposition Authority Number: DAA-GRS-2016-0011-0014
5.2	Aircraft flight operations records.

5.3

Disposition Authority Number: DAA-GRS-2016-0011-0015

Aircraft operational support records.

Disposition Authority Number: DAA-GRS-2016-0011-0016

5.4

Vehicle and vessel accident and incident records.

Disposition Authority Number: DAA-GRS-2016-0011-0017

Records Schedule Items

Sequence Number					
1	<p>Facility, space, vehicle, equipment, stock, and supply administrative and operational records.</p> <p>Disposition Authority Number DAA-GRS-2016-0011-0001</p> <p>Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes: • statistical and narrative reports • studies • requests for space using Standard Form 81 or equivalent • space assignments and directories • inventories of property, equipment, furnishings, stock, and supplies • reports of survey regarding lost, damaged, missing, or destroyed property • requisitions for supplies and equipment • records tracking supply and procurement requirements • records scheduling and dispatching vehicles, monitoring use, and reporting use • related correspondence Exclusion 1: Records of aircraft operations (item 110 in this schedule covers these). Exclusion 2: Records of supply and property procurement (GRS 1.1, item 010 covers these). 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> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Manual Citation</th> <th style="width: 50%;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 5.4, item 010</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation NC1-064-77-005 / 5/A NC1-064-77-005 / 5/B NC1-064-77-005 / 9/A NC1-64-77-005 / 9/B NC1-064-77-005 / 10/A NC1-064-77-005 / 10/B NC1-064-77-005 / 10/C GRS 10, dated 1952, item 1</p>	Manual Citation	Manual Title	GRS 5.4, item 010	
Manual Citation	Manual Title				
GRS 5.4, item 010					

GRS 10, dated 1952, item 4
N1-GRS-96-001 / 1/C
GRS 11, dated 1952, item 2a
GRS 11, dated 1952, item 2b1
GRS 11, dated 1952, item 2b2
GRS 11, dated 1952, item 3
GRS 15, dated 1953, item 1
GRS 15, dated 1953, item 3
GRS 15, dated 1953, item 6

Disposition Instruction

Retention Period Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Ownership

Real property ownership records.

Disposition Authority Number DAA-GRS-2016-0011-0002

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. Exclusion 1: Records relating to property acquired prior to January 1, 1921 (agencies must schedule these separately). Exclusion 2: Reports of Excess Real Property (Standard Form 118) and associated real property case files (agencies must schedule these separately).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
GRS 5.4, item 020	

GRS or Superseded Authority Citation GRS 3 / 1a (no authority found)
GRS 3 / 1b (no authority found)
GRS 4 / 4 (in part) (no authority found)

2
2.1

2.2

Disposition Instruction

Retention Period Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.

Additional Information

GAO Approval Not Required

Vehicle and equipment ownership records and operation manuals.

Disposition Authority Number DAA-GRS-2016-0011-0003

Vehicle and equipment identification, registration, and warranty records. Also manuals and similar documentation, whether produced locally or by the manufacturer.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Manual Citation	Manual Title
GRS 5.4, item 030	

2.3

Disposition Instruction

Retention Period Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.

Additional Information

GAO Approval Not Required

Excess personal property, equipment, and vehicle records.

Disposition Authority Number DAA-GRS-2016-0011-0004

Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes: • excess property inventories and lists • lists and other records identifying approved receivers of excess property • donation receipts • destruction certificates • documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United States Government Certificate to Obtain Title to a Motor Vehicle • related correspondence . Exclusion: Records documenting financial management of surplus property disposal by sale (GRS 1.1, item 010 covers these).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 5.4, item 040	

GRS or Superseded Authority Citation GRS 4, dated 1952, item 4
GRS 4, dated 1952, item 5
NARA memo 10/20/1955

Disposition Instruction

Retention Period Destroy when 3 years old, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Facilities and equipment

Facility design, engineering, and construction records. Facility design, engineering, and construction records. 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. Includes: • site maps and surveys • plot plans • structural drawings • architectural renderings • electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings • exterior delivery of utilities drawings • materials plans and drawings • minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams • construction progress photographs • construction inspection reports • equipment location plans • paint plans and samples • furniture design and layout drawings and plans • space occupancy plans 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).

3

3.1

3.1.1

Draft, preliminary, intermediate, working, and contract negotiation drawings.

Disposition Authority Number **DAA-GRS-2016-0011-0005**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 5.4, item 050	

GRS or Superseded Authority Citation **N1-GRS-98-002 / 26**

Disposition Instruction

Retention Period **Destroy when superseded, or when project terminates, as appropriate.**

Additional Information

GAO Approval **Not Required**

3.1.2

Final and as-built drawings, plans, and designs; and all other records.

Disposition Authority Number **DAA-GRS-2016-0011-0006**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title

GRS 5.4, item 051	
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GRS or Superseded Authority Citation **GRS 4 / 4--in part (no authority found)**
 N1-GRS-98-002 / 24
 N1-GRS-98-002 / 25
 N1-GRS-98-002 / 27
 N1-GRS-98-002 / 28
 N1-GRS-98-002 / 29
 N1-GRS-98-002 / 30

Disposition Instruction

Retention Period **Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.**

Additional Information

GAO Approval **Not Required**

3.2

Facility design, engineering, and construction operations records.

Disposition Authority Number **DAA-GRS-2016-0011-0007**

Records documenting operational support of facility design, engineering, and construction projects. Includes: • project requests and approvals • meeting agendas, minutes, and other records • budget and cost working files • task, punch, and action item lists • work logs • progress reports and presentation materials • related correspondence and notes

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 5.4, item 060	

Disposition Instruction

3.3	Retention Period	Destroy 5 years after project completion or termination, but longer retention is authorized if required for business use.				
	Additional Information					
3.3.1	GAO Approval	Not Required				
	<p>Facility, space, and equipment inspection, maintenance, and service records. Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property. Includes: • repair and maintenance work orders, requisitions, and related papers • maintenance and inspection logs and reports • job orders, service call records, action sheets, and repair logs • work, shop, or job schedules Note: Agencies that contract out facility management may wish to retain records longer than this item's disposition instruction to document contract performance. Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p> <p>Records documenting facility structure and long-term maintenance.</p>					
	Disposition Authority Number	DAA-GRS-2016-0011-0008				
	Final Disposition	Temporary				
	Item Status	Active				
	Is this item media neutral?	Yes				
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes				
	Do any of the records covered by this item exist as structured electronic data?	Yes				
<table border="1"> <thead> <tr> <th>Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 5.4, item 070</td> <td></td> </tr> </tbody> </table>			Manual Citation	Manual Title	GRS 5.4, item 070	
Manual Citation	Manual Title					
GRS 5.4, item 070						
	GRS or Superseded Authority Citation	GRS 15, dated 1953, item 2a GRS 15, dated 1953, item 2b				
	Disposition Instruction					
	Retention Period	Destroy when 3 years old, but longer retention is authorized if required for business use.				
	Additional Information					
	GAO Approval	Not Required				

3.3.2

Records tracking completion of custodial and minor repair work.

Disposition Authority Number **DAA-GRS-2016-0011-0009**

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 5.4, item 071	

GRS or Superseded Authority Citation **GRS 11, dated 1952, item 5**

Disposition Instruction

Retention Period **Destroy when 90 days old, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

3.4

Housing rental and lease records.

Disposition Authority Number **DAA-GRS-2016-0011-0010**

Applications, leases, renewals, assignments, termination notices, and related documents regarding Federally owned and operated housing facilities.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title

GRS 5.4, item 080	
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GRS or Superseded Authority Citation GRS 15, dated 1953, item 4
 GRS 15, dated 1953, item 5a
 GRS 15, dated 1953, item 5b
 GRS 15, dated 1953, item 7a
 GRS 15, dated 1953, item 7b

Disposition Instruction

Retention Period Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable.

Additional Information

GAO Approval Not Required

Vehicle maintenance and inspection records

Land vehicle and water vessel inspection, maintenance, and service records.

Disposition Authority Number DAA-GRS-2016-0011-0011

Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes: • work orders, service and repair requisitions, and logs • descriptions of provided service and repair, and related papers Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 5.4, item 090	

GRS or Superseded Authority Citation GRS 10, dated 1952, item 2a
 GRS 10, dated 1952, item 2b
 GRS 10, dated 1952, item 3

4
4.1

Disposition Instruction

Retention Period 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.

Additional Information

GAO Approval Not Required

Aircraft inspection, maintenance, and modification records.

Disposition Authority Number DAA-GRS-2016-0011-0013

Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories regarding: • servicing, manufacturing, rebuilding and testing equipment • classifying material's condition status • preventive maintenance • aircraft or equipment configuration and material alteration • logistics services Includes records such as: • technical and non-technical correspondence • maintenance manuals • documentation of mechanical defects and evidence of repair • annotated manuals or manuals different from those the manufacturer issued • bulletins directing specific inspections and records of action • logbooks • diagnostic checkouts • spot check inspections • maintenance requests Exclusion 1: Maintenance manuals of unique or customized aircraft must be scheduled by the agency. Exclusion 2: Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 5.4, item 100	

GRS or Superseded Authority Citation N1-GRS-04-006 / 3/B
N1-GRS-04-006 / 4

Disposition Instruction

4.2

5
5.1

Retention Period Destroy 6 years after disposing of aircraft or removing equipment from inventory, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Vehicle and equipment operations and use records

Vehicle and heavy equipment operator records.

Disposition Authority Number DAA-GRS-2016-0011-0014

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).

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 5.4, item 110	

GRS or Superseded Authority Citation GRS 10, item 7 (no authority found)

Disposition Instruction

Retention Period Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.

Additional Information

GAO Approval Not Required

Aircraft flight operations records.

Disposition Authority Number DAA-GRS-2016-0011-0015

5.2

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. Exclusion: Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 5.4, item 120	

GRS or Superseded Authority Citation N1-GRS-04-006 / 1

Disposition Instruction

Retention Period Destroy when 3 years old, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Aircraft operational support records.

Disposition Authority Number DAA-GRS-2016-0011-0016

Records documenting logistical support to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services. Includes: • comments on regulations • directives and other records regarding logistics • management improvement reports • cost reduction reports • requests for substantive information regarding logistics • aircraft inventories

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in

5.3

electronic format(s) other than e-mail and word processing?

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 5.4, item 130	

GRS or Superseded Authority Citation **N1-GRS-04-006 / 2
N1-GRS-04-006 / 3/B (in part)**

Disposition Instruction

Retention Period **Destroy when 6 years old, but longer retention is authorized if required for business use.**

Additional Information

GAO Approval **Not Required**

Vehicle and vessel accident and incident records.

Disposition Authority Number **DAA-GRS-2016-0011-0017**

Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including: • Standard Form 91, Motor Vehicle Accident Report • Standard Form 94, Statement of Witness • Standard Form 95, Claim for Damage, Injury, or Death • copies of investigative reports (see Exclusion for original investigative reports) Exclusion: Original formal accident and incident investigation records (covered under GRS 5.6).

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **Yes**

Do any of the records covered by this item exist as structured electronic data? **Yes**

Manual Citation	Manual Title
GRS 5.4, item 140	

GRS or Superseded Authority Citation **GRS 10, dated 1952, item 5**

5.4

Disposition Instruction	
Retention Period	Destroy 3 years after case is closed, but longer retention is authorized if required for business use.
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/27/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/11/2016	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/25/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
10/25/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/27/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

GENERAL RECORDS SCHEDULE 5.4: Facility, Equipment, Vehicle, Property, and Supply Records

As entered into ERA * October 3, 2016

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.

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Facility, space, vehicle, equipment, stock, and supply administrative and operational records. 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"> • statistical and narrative reports • studies • requests for space using Standard Form 81 or equivalent • space assignments and directories • inventories of property, equipment, furnishings, stock, and supplies • reports of survey regarding lost, damaged, missing, or destroyed property • requisitions for supplies and equipment • records tracking supply and procurement requirements • records scheduling and dispatching vehicles, monitoring use, and reporting use • related correspondence <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>	<p>Temporary. Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0001</p>
Ownership			
020	<p>Real property ownership records. 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>Temporary. Transfer to new owner after unconditional sale or Government release of</p>	<p>DAA-GRS-2016-0011-0002</p>

Item	Records Description	Disposition Instruction	Disposition Authority	
	<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>	<p>conditions, restrictions, mortgages, or other liens.</p>		
030	<p>Vehicle and equipment ownership records and operation manuals. Vehicle and equipment identification, registration, and warranty records. Also manuals and similar documentation, whether produced locally or by the manufacturer.</p>	<p>Temporary. Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.</p>	DAA-GRS-2016-0011-0003	
040	<p>Excess personal property, equipment, and vehicle records. Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes:</p> <ul style="list-style-type: none"> • excess property inventories and lists • lists and other records identifying approved receivers of excess property • donation receipts • destruction certificates • documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United States Government Certificate to Obtain Title to a Motor Vehicle • related correspondence <p>Exclusion: Records documenting financial management of surplus property disposal by sale (GRS 1.1, item 010 covers these).</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0004	
Facilities and equipment				
050	<p>Facility design, engineering, and construction records. Architectural and engineering drawings and other design and construction records of buildings and structures not critical to agency mission, including</p>	<p>Draft, preliminary, intermediate, working, and contract negotiation drawings.</p>	<p>Temporary. Destroy when superseded, or when project terminates, as appropriate.</p>	DAA-GRS-2016-0011-0005

Item	Records Description	Disposition Instruction	Disposition Authority	
051	<p>office buildings, storage sheds, parking lots, maintenance shops, and service structures. Includes:</p> <ul style="list-style-type: none"> • site maps and surveys • plot plans • structural drawings • architectural renderings • electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings • exterior delivery of utilities drawings • materials plans and drawings • minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams • construction progress photographs • construction inspection reports • equipment location plans • paint plans and samples • furniture design and layout drawings and plans • space occupancy plans <p>Exclusion 1: Records documenting financial management of construction contracts (GRS 1.1, item 010 covers these).</p> <p>Exclusion 2: Records documenting buildings deemed historically, architecturally, or technologically significant (agencies must schedule these because they may be of permanent value).</p>	<p>Final and as-built drawings, plans, and designs; and all other records.</p>	<p>Temporary. Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.</p>	<p>DAA-GRS-2016-0011-0006</p>
060	<p>Facility design, engineering, and construction operations records. Records documenting operational support of facility design, engineering, and construction projects. Includes:</p>	<p>Temporary. Destroy 5 years after project completion or</p>	<p>DAA-GRS-2016-0011-0007</p>	

Item	Records Description	Disposition Instruction	Disposition Authority	
	<ul style="list-style-type: none"> • project requests and approvals • meeting agendas, minutes, and other records • budget and cost working files • task, punch, and action item lists • work logs • progress reports and presentation materials • related correspondence and notes 	termination, but longer retention is authorized if required for business use.		
070	<p>Facility, space, and equipment inspection, maintenance, and service records.</p> <p>Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property. Includes:</p> <ul style="list-style-type: none"> • repair and maintenance work orders, requisitions, and related papers • maintenance and inspection logs and reports • job orders, service call records, action sheets, and repair logs • work, shop, or job schedules 	<p>Records documenting facility structure and long-term maintenance.</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0008
071	<p>Note: Agencies that contract out facility management may wish to retain records longer than this item's disposition instruction to document contract performance.</p> <p>Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>	<p>Records tracking completion of custodial and minor repair work.</p>	<p>Temporary. Destroy when 90 days old, but longer retention is authorized if required for business use.</p>	DAA-GRS-2016-0011-0009
080	<p>Housing rental and lease records.</p> <p>Applications, leases, renewals, assignments, termination notices, and related documents regarding Federally owned and operated housing facilities.</p>	<p>Temporary. Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable.</p>	DAA-GRS-2016-0011-0010	

Item	Records Description	Disposition Instruction	Disposition Authority
Vehicle maintenance and inspection records			
090	<p>Land vehicle and water vessel inspection, maintenance, and service records. Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes:</p> <ul style="list-style-type: none"> • work orders, service and repair requisitions, and logs • descriptions of provided service and repair, and related papers <p>Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>	<p>Temporary. 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.</p>	<p>DAA-GRS-2016-0011-0011</p>
100	<p>Aircraft inspection, maintenance, and modification records. 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"> • servicing, manufacturing, rebuilding and testing equipment • classifying material's condition status • preventive maintenance • aircraft or equipment configuration and material alteration • logistics services <p>Includes records such as:</p> <ul style="list-style-type: none"> • technical and non-technical correspondence • maintenance manuals • documentation of mechanical defects and evidence of repair • annotated manuals or manuals different from those the manufacturer issued • bulletins directing specific inspections and records of action • logbooks • diagnostic checkouts • spot check inspections • maintenance requests <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>	<p>Temporary. Destroy 6 years after disposing of aircraft or removing equipment from inventory, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0013</p>

Item	Records Description	Disposition Instruction	Disposition Authority
Vehicle and equipment operations and use records			
110	<p>Vehicle and heavy equipment operator records. Records of individual employee operation of Government-owned vehicles and equipment, including tests, certifications, use authorization, safe driving/use awards, and related records.</p> <p>Exclusion: Records of operating vehicles and equipment specifically designed for military use (the agency must schedule these).</p>	<p>Temporary. Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.</p>	<p>DAA-GRS-2016-0011-0014</p>
120	<p>Aircraft flight operations records. 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.</p> <p>Exclusion: Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.</p>	<p>Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0015</p>
130	<p>Aircraft operational support records. Records documenting logistical support to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services. Includes:</p> <ul style="list-style-type: none"> • comments on regulations • directives and other records regarding logistics • management improvement reports • cost reduction reports • requests for substantive information regarding logistics • aircraft inventories <p>Supersedes: GRS 10, item 10 (N1-GRS-04-6, item 2) GRS 10, item 11b (N1-GRS-04-6, item 3b) in part</p>	<p>Temporary. Destroy when 6 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0016</p>

Item	Records Description	Disposition Instruction	Disposition Authority
140	<p>Vehicle and vessel accident and incident records. Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including:</p> <ul style="list-style-type: none"> • Standard Form 91, Motor Vehicle Accident Report • Standard Form 94, Statement of Witness • Standard Form 95, Claim for Damage, Injury, or Death • <i>copies</i> of investigative reports (see Exclusion for original investigative reports) <p>Exclusion: Original formal accident and incident investigation records (covered under GRS 5.6).</p>	<p>Temporary. Destroy 3 years after case is closed, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0011-0017</p>

New GRS 5.4				Old GRS			
GRS No.	Item No.	Retention	ERA Number/Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
5.4	010	3 years	DAA-GRS-2016-0011-0001	3	4a	2 years	NC1-64-77-5 item 5a
				3	4b	1 year	NC1-64-77-5 item 5b
				3	8a	2 years	NC1-64-77-5 item 9a
				3	8b	6 months	NC1-64-77-5 item 9b
				3	9a	2 years	NC1-64-77-5 item 10a
				3	9b	2 years	NC1-64-77-5 item 10b
				3	9c	2 years	NC1-64-77-5 item 10c
				10	1	2 years	GRS 10, 1952, item 1
				10	4	3 years	GRS 10, 1952, item 4
				11	1	2 years	N1-GRS-96-1, item 1c
				11	2a	2 years	GRS 11, 1952, item 2a
				11	2b1	2 years	GRS 11, 1952, item 2b1
				11	2b2	1 year	GRS 11, 1952, item 2b2
				11	3	2 months	GRS 11, 1952, item 3
				15	1	2 years	GRS 15, 1953, item 1
				15	3	2 years	GRS 15, 1953, item 3
				15	6	3 years	GRS 15, 1953, item 6
5.4	020	Transfer to new owner	DAA-GRS-2016-0011-0002	3	1a	10 years	Authority not found
				3	1b	Transfer to new owner	Authority not found
				4	4 (in part)	Transfer to new owner	Authority not found
5.4	030	Transfer to new owner or destroy if exceeded	DAA-GRS-2016-0011-0003	New item			
5.4	040	3 years	DAA-GRS-2016-0011-0004	4	1	2 years	GRS 4, 1952, item 4
				4	2	3 years	GRS 4, 1952, item 5
				10	6	4 years	NARA memo 10/20/1955
5.4	050	Superseded or obsolete or project termination	DAA-GRS-2016-0011-0005	17	5	Superseded or obsolete	N1-GRS- 98-2 item 26
5.4	051	Superseded or obsolete or transfer to new owner	DAA-GRS-2016-0011-0006	4	4 (in part)	Transfer to new owner	Authority not found
				17	3	Superseded or obsolete	N1-GRS-98-2 item 24
				17	4		N1-GRS-98-2 item 25
				17	6		N1-GRS-98-2 item 27
				17	8		N1-GRS-98-2 item 28
				17	9		N1-GRS-98-2 item 29
				17	10		N1-GRS-98-2 item 30
5.4	060	5 years	DAA-GRS-2016-0011-0007	New item			
5.4	070	3 years	DAA-GRS-2016-0011-0008	15	2a	3 years	GRS 15, 1953, item 2a
				15	2b	3 years	GRS 15, 1953, item 2b
5.4	071	90 days	DAA-GRS-2016-0011-0009	11	5	3 months	GRS 11, 1952, item 5
				15	4	3 years	GRS 15, 1953, item 4
				15	5a	Upon vacancy	GRS 15, 1953, item 5a

5.4	080	3 years	DAA-GRS-2016-0011-0010	15	5b	3 years	GRS 15, 1953, item 5b
				15	7a	1 year	GRS 15, 1953, item 7a
				15	7b	2 years	GRS 15, 1953, item 7b
5.4	090	3 years	DAA-GRS-2016-0011-0011	10	2a	3 months	GRS 10, 1952, item 2a
				10	2b	1 year	GRS 10, 1952, item 2b
				10	3	3 years	GRS 10, 1952, item 3
5.4	100	6 years	DAA-GRS-2016-0011-0013	10	11b (in part)	6 years or superseded or obsolete	N1-GRS-04-6 item 3b (in part)
				10	12	6 years	N1-GRS-04-6 item 4
5.4	110	3 years	DAA-GRS-2016-0011-0014	10	7	3 years	Authority not found
5.4	120	3 years	DAA-GRS-2016-0011-0015	10	9	2 years	N1-GRS-04-6 item 1
				10	10	6 years	N1-GRS-04-6 item 2
5.4	130	6 years	DAA-GRS-2016-0011-0016	10	11b (in part)	6 years or superseded or obsolete	N1-GRS-04-6 item 3b (in part)
5.4	140	3 years	DAA-GRS-2016-0011-0017	10	5	6 years	GRS 10, 1952, item 5