

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-GRS-96-1
1. FROM (Agency or establishment) National Archives and Records Administration		DATE RECEIVED	2-12-96
2. MAJOR SUBDIVISION Office of Records Administration		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Appraisal and Disposition Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Henry J. Wolfinger	(301) 713-7110	8/20/96	James W. Moore

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 ___ 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2/12/96	Henry J. Wolfinger	Chief, NIRC

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>Proposed Revision to General Records Schedule (GRS) 11, Space and Maintenance Records</p> <p>(see attached sheets)</p>		

DRAFT July 20, 1993

GENERAL RECORDS SCHEDULE 11

Space and Maintenance Records

This schedule provides for the disposal of all copies, wherever located in an agency, of records relating to the management and maintenance of the internal space which is utilized by agency staff, except as indicated below. Records documenting these functions pertain to the allocation, safety and specialized repair and upkeep of space and utilities in addition to all related records submitted to or under the control of the General Services (or equivalent agency with Government-wide responsibilities) as directed by law and regulation (41 CFR 101-17); correspondence and forms relating to the compilation of directory service listings; identification credentials and related accountability records; requests for building and equipment services; and correspondence files reflecting the activities of the unit responsible for handling facility repair and related matters within the agency.

This schedule does not cover (a) records relating to procurement and supply (Schedule 3); (b) records relating to the acquisition or disposal of real property (Schedule 4); (c) copies of these records that are an integral part of an accountable officers' documentation (Schedule 6); (d) records relating to the housing of staff or employees (Schedule 15); (e) records relating to security or protective services (Schedule 18); and (f) records which reflect Government-wide programs (such as the records held by the Public Buildings Service of the General Services Administration). Any records created prior to the establishment of the Public Buildings Administration in 1939 must be offered to the National Archives and Records Administration before applying these disposition instructions.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

Agencies should develop internal policies for handling nonrecord reference materials needed to perform maintenance functions and required during GSA inspections like safety standards, equipment manuals, vendor specification sheets, policy guides, BMS procedure handbooks, specialized studies, graphs, directories, and libraries of procurement regulations.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Agency Space Files</u>	
	a) Records relating to the allocation, utilization, and release of space under agency control, and related reports, including Agency Space Reduction Plans, Current Assignment Plans, inventory of work space, work space management plans, site maps, space surveys, employee parking, and space classification for each agency component.	Destroy when superseded or obsolete.

- b) Space assignment records utilized in agency space planning, assignment, space holdings, requirements and adjustment, including reports to the General Services Administration, (SF 81 or equivalent), requests for space and related documents. Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete, whichever is later.
- c) Space and Maintenance Correspondence Files. Correspondence pertaining to space maintenance matters, unit administration, operation and related papers. Destroy when 2 years old.

2. Building Operations Files

- a) Service Call Records
Requests for building and equipment maintenance services (excluding fiscal copies), work schedules, service call procedures, individual building data files, and daily service call (GSA Form 1897 or equivalent). Destroy 1 year after work is performed or requisition is cancelled.
- b) Planning Guides
Building Operation Plan (BOP), Energy Consumption Plan, Safety and Health Program, Quality Control Plan, Facilities Planning Files, Emergency Evacuation, Operations Plans, Preventive Maintenance Program Plans, Plan Review records, Contingency Plans and related records. Destroy 2 years after completion of time period covered by the plan or when plan is superseded.
- c) Historic Preservation Records
Agency copies of National Register material, Special Projects, art projects, fine arts, building preservation, museum and display areas. Destroy when superseded or obsolete.
- d) Operating and Maintenance Manuals
Detailed information produced by manufacturers of equipment and systems which are used in the operations and maintenance of the buildings. Destroy when superseded or on deactivation of the installation, whichever is sooner.

3. Custodial Service Program Records

- a) Maintenance Records
Daily schedules and zone assignments, complaints and complaint procedures, approved workload document (GSA Form 2346, Cleaning Job Assignments or equivalent), janitorial files, snow removal plan, housekeeping instructions, approved list of supplies and related records. Destroy 1 year after contract expires or when 2 years old.
- b) Landscape Records
Groundskeeping plan, spraying schedules, vendor stock sheets, list of plants and routine pruning, maintenance schedules and related records. Destroy when no longer needed for administrative purposes.
- c) Pest Control and Extermination Records
Destroy when superseded or

Chemical spraying records, work orders, extermination and infestation reports, commercial pesticide application certificates and related materials.

on deactivation of the installation, whichever is sooner.

d) Public Events Logistical Support Files
Agency specific materials on special event programming (setting up chairs and tables, microphones, audio-visual etc...) MLK Cultural events; Desert Storm, Blood Drives, Swearing-in Ceremonies, and other agency activities.

Destroy when superseded or obsolete.

e) Routine Repair and Alteration Records
Operating Activity of Repair Program; inventory list of projects for the building; Daily Accounting histories (GSA Forms 1814 and 3826 or equivalent); Cyclic Paint Program Records and Logs; Work item inventories and work under construction reports.

Destroy 2 years after completion of final project report.

f) Asbestos Control Program Records
Personnel Certifications, Inspection Schedule, monitoring reports, employee training records, results of asbestos survey, written procedures for care and use of handling respirators, and sampling records.

Destroy 30 years after completion of project.

4. Documented Agreements

a) Delegated Authority Agreements
Agreements and related records created under Section 205(d) of the Federal Property and Administrative Services Act as amended.

Destroy 3 years after termination of agreement.

b) Inter-Agency Agreements
Agreements between two Federal agencies regarding contracted and sub-contracted services.

[All agencies other than GSA] Destroy 7 years and 3 months after termination or completion.

5. Equipment Service Files

a) Chiller and boiler plant operating instructions, maintenance logs, startup and shutdown procedures; records relating to the management and control of refrigerants, preventive maintenance program documentation, maintenance authorizations (GSA Form 2109 or equivalent), Storage Battery Monthly record (GSA Form 1003 or equivalent), Low Voltage Circuit Breaker Test Record (GSA Form 2543 or equivalent), Boiler Tune-up Evaluations Report, Elevator Data Card (GSA Form 1231 or equivalent), Network Protector Test Record (GSA Form 2543A or equivalent), and Protective Relay Test Record (GSA Form 2543B or equivalent).

Destroy after equipment is disposed.

b) Performance Assessments

- 1) Inspections (Internal) Destroy when 2 years old.
Test results for boilers, unfired pressure vessels, quality control reports, daily inspection reports (GSA Forms 1181 and 1181A or equivalent), GSA Annual Inspection Certificates (GSA Forms 283, 1782, 1897, and 3423 or equivalents) and related records.
- 2) Inspections (External) Destroy when superseded.
Certifications of building components, equipment and systems (heating, ventilation, air conditioning, lighting, elevator, security, and janitorial services).

6. Engineer's Log

24-hour watch record on all machinery (individual tour/watch operator assignment plans) short term (air haulers/compressors; pumps, fans, and electric motors) long term (chillers, emergency generators, oilers). Destroy 2 years after last entry.

7. Environmental Records

- a) Environmental Safety Records Destroy 30 years after termination of program.
Safety and Environmental Management Program Worksheets, Risk Abatement Program Plan, Employee Reports of Unsafe or Unhealthful Conditions (GSA Form 3592 or equivalent), Child Care Center Lead Program, Seismic Safety Records, PCB Program Records and related records.
- b) Medical Surveillance Program Destroy 30 years after program is completed.
Employee rosters, reasons for enrollment, date of last examination and date of next examination.
- c) Indoor Air Quality Program Destroy 10 years after program is completed.
Daily humidity and temperature charts, records relating to the Clean Air Act, monitoring records, complaints, abatement plans, Safety and Environmental Management survey reports and related records.
- d) Underground Storage Tank Program Destroy 10 years after tank is removed.
Copies of EPA registration forms, corrosion control maintenance program, leak test results and related records.
- e) Radon Testing and Mitigating Program Destroy 30 years after program is completed.
Testing and inspection records, non-public water source testing records and related records.
- f) Environmental Impact Statements (filed with EPA) and supporting documents. [All agencies other than EPA] Destroy 30 years after

- completion of project.
- g) Hazardous Waste Program Records
Manifests for shipments and certificates
of disposal and related records. Destroy 30 years after
program audit.
 - h) Water Analysis and Water Treatment Reports
Water Testing and Monthly sampling reports,
preventive maintenance records,
manufacturer's instructions, and water
sample analysis. Destroy 7 years after
report is issued.
 - i) Recycling Reports
Reimbursement forms for aluminum, paper
(by grade), glass, styrofoam, metals
(by type), plastics and related records. Destroy after 3 years.
 - j) Garbage, Refuse and Waste Disposal Records
Trash pickup and program monitoring
reports, trash removal Service Certificate,
Waste removal inspection report and records
relating to sanitation. Destroy after 3 years.
 - k) Asbestos Control Program Records
Personnel Certifications, Inspection
Schedule, monitoring reports, employee
training records, results of asbestos
survey, written procedures for care and
use of handling respirators, and sampling
records. Destroy 20 years after
completion of the project.
8. Leased Building Records
Specialized records unique to leased buildings
including: copy of current lease with
amendments, approved unit price agreements,
outleases, inspections to insure compliance
with lease performance standards (ventilation,
lighting, security, air conditioning,
elevators, and janitorial services), record
of complaint/resolution. Destroy 2 years after the
General Services
Administration or the Corps
of Engineers advises that
the property to which the
records pertain has been
disposed of; or if claims
are pending, destroy 1 year
after settlement of claim.
9. Maintenance Automated Systems
Energy Management Computer Systems and Total
Maintenance Systems, maintenance work orders,
janitorial inspections, service tracking
systems, employee scheduling and computer
assisted facilities management. Destroy input material upon
return of printout reports
for inclusion in the
building evaluation report.
10. Maintenance Authorization Records
Key accountability records, contractor
identification credentials, after hours
reports, incident reports, lost and found
and related records.
 - a) Maximum security areas -
Destroy 3 years after
the return of the key.
 - b) Other areas - Destroy 6
months after return of
key.
11. Material Safety Data Sheets

Hazard Communication Standard (reporting requirement under Section 311 of the Superfund Amendments and Reauthorization Act of 1986 SARA). Hazardous Materials Inventory; Specialized requirements for Government Science Labs and records of toxic substances.

Destroy when superseded.

12. Performance Assessments

a) Inspections (Internal)
Test results for boilers, unfired pressure vessels, quality control reports, daily inspection reports (GSA Forms 1181 and 1181A or equivalent), GSA Annual Inspection Certificates (GSA Forms 283, 1897, 1782, and 3423 or equivalents) and related records.

Destroy when 2 years old.

b) Inspections (External)
Certifications of building components, equipment and systems (heating, ventilation, air conditioning, lighting, elevator, security, and janitorial services.

Destroy when superseded.

13. Utility Records

Energy consumption records and Life Cycle Costing records for gas, oil, coal including load plots, utilities conservation reports, operation and service analyses, consumption reports and records kept as per provisions of the National Energy Conservation Policy Act.

Destroy 10 years after building is destroyed or transferred from government ownership.

a) Conservation Records
Building Action Plan; Energy Management and Conservation Program Plan; Water Reduction Plan; documentation on operating history of Energy Management System.

Destroy when superseded or obsolete.

b) Systems Operations Records
Logs of Meter Readings.

Destroy after 2 years.

c) Bills and Tracking Charts
Rate Schedules, consumption data, utility tariffs and service agreements/riders.

Destroy when 3 years old.