

Request for Records Disposition Authority

Records Schedule Number DAA-0064-2015-0003
Schedule Status Approved

Agency or Establishment National Archives and Records Administration
Record Group / Scheduling Group Records of the National Archives and Records Administration
Records Schedule applies to Agency-wide
Schedule Subject Routine administrative (non-mission) records common to all offices
Internal agency concurrences will be provided No

Background Information

The purpose of this request for disposition authority is to streamline the disposition of administrative records created and/or received in offices whose primary responsibility is not administrative. The General Records Schedules and NARA-specific dispositions for administrative records have led to a profusion of dispositions for these administrative records. The intention here is to establish one retention period for all administrative records created throughout all these offices. While this proposed disposition may result in some records being retained well beyond what the GRS or the current NARA Records Schedule stipulate, a uniform retention period will greatly simplify their management by providing one disposition to cover all of them. This schedule will supersede some GRS dispositions and a number of NARA-specific dispositions (a list is attached). It is also meant to apply to appropriate records created after the approval of this request.

Coverage

This schedule is meant to cover:

- All administrative records created/maintained in all offices across NARA where administrative functions are not their core mission. This includes locally maintained copies of records forwarded to mission-oriented administrative organizations such as Facilities, Finance, and Human Resources.
- Records created by all offices if they fulfill a "core administrative function" on behalf of a primary administrative organization (such as decentralized procurement or other fiscal activities).

This schedule does NOT apply to:

- Records created or received as part of an organization's core mission duties. Core mission records include records scheduled by a NARA-specific disposition authority.
- Records that are created by organizations whose core mission is administrative in nature and are scheduled by the General

Records Schedule or a NARA-specific disposition. For example, it does not apply to personnel-related records in Human Resources components, or contract records maintained by the Contracting Officer components.

- Records and or data that are maintained in an electronic system dedicated to performing a specific mission or function. For example, it does not apply to records maintained in NARA's Travel System or Personnel System.

However, records created by an organization whose core mission is administrative while performing a non-mission administrative function are covered by this disposition request. For example, procurement-related records created by Human Capital while purchasing goods or services would be covered or records related to a personnel action when Human Capital hires for its own staff.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0064-2015-0003

Sequence Number	
1	Routine Administrative (Non-mission) Records Common to all Offices Disposition Authority Number. DAA-0064-2015-0003-0001

Records Schedule Items

Sequence Number	
1	<p data-bbox="365 414 1510 446">Routine Administrative (Non-mission) Records Common to all Offices</p> <p data-bbox="365 457 1510 500">Disposition Authority Number DAA-0064-2015-0003-0001</p> <p data-bbox="365 510 1510 851">Records documenting routine administrative activities created and/or received by all NARA organizations that do not have primary responsibility for those activities. These records include requests and responses to routine office administrative services and activities. Examples include (but are NOT limited to): requests for supplies, credit card purchases, travel records, contracts, budget requests, printing requests, facility work orders, space management requests, performance awards, recruitment/staffing requests, revised position descriptions, time and attendance, Employee Viewpoint Survey (EVS) activities, employee exit clearance documentation, and similar records.</p> <p data-bbox="365 861 1510 904">Final Disposition Temporary</p> <p data-bbox="365 915 1510 957">Item Status Active</p> <p data-bbox="365 968 1510 1010">Is this item media neutral? Yes</p> <p data-bbox="365 1021 1510 1149">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 data-bbox="365 1159 1510 1266">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="365 1276 1510 1940">GRS or Superseded Authority Citation N1-64-96-2/ 14 N1-64-87-1/ 223/ 2 N1-64-87-1/ 228/ 2 N1-64-87-1/ 232/ 3 N1-64-87-1/ 234 N1-64-87-1/ 240/ 2 N1-64-03-5/ 2a GRS 12/ 5a GRS 12/ 5b GRS 12/ 5c GRS 12/ 6g GRS 12/ 6d GRS 12/ 6b GRS 12/ 6c GRS 12/ 6e GRS 12/ 6a N1-64-90- 1 N1-64-08-10/ 5</p>

N1-64-08-10/ 10
GRS 1/ 28a{2}
N1-64-87-1/ 331/2
GRS 1/ 42a
GRS 1/ 42b
GRS 1/ 42c
GRS 5/ 2
N1-64-87-1/ 407/2
N1-64-87-1/ 409/2
N1-64-87-1/ 413/2
N1-64-87-1/ 414
N1-64-87-1/ 415
N1-64-87-1/ 416
N1-64-87-1/ 417
GRS 2/ 6b
GRS 2/ 7
GRS 6/ 1b
N1-64-87-1/ 503
N1-64-87-1/ 507/2
N1-64-87-1/ 507/3
GRS 4/ 2
GRS 3/ 3a{1}{a}
N1-64-87-1/ 604
N1-64-87-1/ 605
N1-64-87-1/ 615
N1-64-87-1/ 616/1
N1-64-87-1/ 617/2
N1-64-87-1/ 618/1
N1-64-87-1/ 619/1
N1-64-87-1/ 625/2
N1-64-87-1/ 626/1
N1-64-87-1/ 636/2b
N1-64-87-1/ 636/3c
N1-64-87-1/ 637
N1-64-87-1/ 638
GRS 18/ 8
GRS 18/ 11
GRS 18/ 17b
GRS 18/ 14b
GRS 18/ 14c
GRS 18/ 15b
GRS 18/ 13b
GRS 23/ 1
GRS 1.1/ 010
GRS 10/ 1
GRS 10/ 2a

GRS 10/ 2b
GRS 10/ 3
GRS 10/ 4
GRS 10/ 5
N1-64-90-1
N1-64-87-1/205
GRS1/18a
GRS1/34
GRS1/32
GRS1/5
GRS12/2a
GRS12/2b
GRS12/2c
GRS12/2d[1]
GRS12/2d[2]
GRS12/4
GRS9/7
GRS14/1
GRS14/2

Disposition Instruction

Cutoff Instruction

Cut off at the end of the fiscal year in which the project/activity/transaction was completed or superseded.

Retention Period

Destroy 7 year(s) after cut off

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
08/05/2015	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
12/08/2015	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
12/14/2015	Submit For Certification	Denise Boone	Management and Program Analyst	Chief Operating Officer - Corporate Records Management
12/30/2015	Return to Submitter	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
12/30/2015	Submit For Certification	Denise Boone	Management and Program Analyst	Chief Operating Officer - Corporate Records Management
12/30/2015	Certify	Richard Marcus	Records Officer	Office of Information Services - Records management Staff
05/25/2016	Return for Revision	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services
06/01/2016	Submit For Certification	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
06/01/2016	Certify	Richard Marcus	Records Officer	Chief Operating Officer - Corporate Records Management
07/06/2016	Submit for Concurrence	Henry Wolfinger	Appraiser	National Archives and Records Administration - Records Management Services

07/12/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/12/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
07/13/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

NARA Proposed Admin. Big Bucket - List of Scheduled Items to be Superseded

File_Num	Series_Title	Series-Subseries_Description	Current_Disposition
205	Office Administration Files	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. Includes records relating to office staffing, procedures, and communications; office budget and expenditures; and use of office space and facilities. See file nos. 208, 303-1, 503, 508, 509, and 701-2 for other housekeeping records.	Cut off annually. Destroy when 2 years old. (N1-64-87-1)
213-4	Training Program Files	Routine operational records relating to support of training, such as room reservations and class lists.	Cut off annually. Destroy when 1 year old. (N1-64-96-2, item 14)
223-2	Clearance Comments Files	Office submitting comments.	Cut off annually. Destroy when 2 years old. (N1-64-87-1)
228-2	External Questionnaires and Surveys	Records maintained by offices other than those described in 228-1	Cut off annually. Destroy when 1 year old (N1-64-87-1)
232-3	Forms Case Files	Files maintained by offices other than those described in 232-1 and 232-2.	Cut off annually. Destroy when 2 years old. (N1-64-87-1)
234	Printing Requisition Files	Requisitions and related background material sent to the Government Printing Office or other approved printing sources.	Destroy 3 years after completion OR cancellation of requisition. (N1-64-87-1)
240-2	Records Management Survey and Evaluation Files	Records maintained by other offices.	Cut off annually. Destroy when 2 years old. (N1-64-87-1)
241-2a	Internal NARA Records Management Function	Administrative Records created by activities that facilitate the functioning of the internal NARA records management program. a. Includes, but NOT limited to, files relating to clearance comments (no substantive program impact) and service requisitions/orders	Cut off annually. Destroy 2 years after cutoff. (N1-64-03-5, item 2a)
247-1	Postal and Private Mail Service Records	Records relating to incoming or outgoing registered mail pouches; and registered, certified, insured, overnight, express, and special delivery mail, including receipts and return receipts.	Cut off annually. Destroy when 1 year old. (GRS 12, item 5a)
247-2	Postal and Private Mail Service Records	Application for registration and certification of declared value mail.	Cut off annually. Destroy when 1 year old (GRS 12, item 5b)
247-3	Postal and Private Mail Service Records	Report of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	Cut off annually. Destroy when 1 year old. (GRS 12, item 5c)
248-1	Mail and Delivery Service Control Files	General files, including correspondence, memoranda, directives, and guides, relating to the administration of mail room operations.	Cut off annually. Destroy when 1 year old OR when superseded OR obsolete, whichever is applicable. (GRS 12, item 6g)

NARA Proposed Admin. Big Bucket - List of Scheduled Items to be Superseded

File_Num	Series_Title	Series-Subseries_Description	Current_Disposition
248-2	Mail and Delivery Service Control Files	Statistical reports and data relating to handling of mail and volume of work performed.	Cut off annually. Destroy when 1 year old. (GRS 12, item 6d)
248-3	Mail and Delivery Service Control Files	Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	Destroy when 6 months old. (GRS 12, item 6b)
248-4	Mail and Delivery Service Control Files	Requisitions for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old. (GRS 12, item 6c)
248-5	Mail and Delivery Service Control Files	Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	Cut off annually. Destroy when 1 year old (GRS 12, item 6e)
248-6	Mail and Delivery Service Control Files	Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, EXCLUDING those records covered by file nos. 247-1, 247-2, and 247-3, and those used as indexes to correspondence files.	Cut off annually. Destroy when 1 year old. (GRS 12, item 6a)
263-2	Information Security Inspection and Survey Files	Documents maintained by the assistant information security managers.	Cut off annually upon completion of the inspection or survey Destroy when 2 years old. (N1-64-90-1)
266	Administrative Functions	Records documenting most administrative functions as performed by staff at Regional Records Services facilities EXCLUDES records of other administrative functions specifically described under items 267, 268, and 269.	Cut off at the end of the fiscal year in which the project/activity/transaction was completed OR superseded Destroy when 3 years old (N1-64-07-5, item 5)
269-2	Personnel	All other personnel-related records NOT described in 269-1 and including records pertaining to labor relations and occupational injuries.	Cut off at the end of the fiscal year in which the project/activity/transaction was completed OR superseded. Destroy when 4 years old. (N1-64-07-5, item 10)
303-2	Supervisors' Personnel Files	Personnel Subject Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, position descriptions, requests for personnel action, and other non-employee specific matters.	Review annually and destroy superseded or obsolete documents. (GRS 1, item 18a)
330-2	Labor-Management Relations Records	Documents maintained by other offices.	Destroy when superseded or obsolete (GRS 1, item 28a[2])

NARA Proposed Admin. Big Bucket - List of Scheduled Items to be Superseded

File_Num	Series_Title	Series-Subseries_Description	Current_Disposition
331-2	Campaigns	Charitable Contribution Campaigns Documents accumulated in managing and coordinating contribution drives, such as the Combined Federal Campaign and others Included are copies of notices of campaigns, communications concerning the campaigns, and related records.	Cut off annually. Destroy when 2 years old. (N1-64-87-1)
335	Occupational Injury and Illness Files	Reports and logs (including Occupational Safety and Health Administration [OSHA] Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.	Destroy when 5 years old. (GRS 1, item 34)
345-1	Flexiplace Program Records	Approved requests or applications to participate in the flexiplace program, agreements between NARA and the employee, and records relating to the safety of the work site; installation and use of equipment, hardware, and software, and the use of secure, classified information or data subject to the Privacy Act.	Destroy 1 year after end of employee's participation in the program. (GRS 1, item 42a)
345-2	Flexiplace Program Records	Unapproved requests.	Destroy 1 year after request is rejected (GRS 1, item 42b)
345-3	Flexiplace Program Records	Forms and other records generated by NARA or the participating employee in evaluating the flexiplace program.	Destroy when 1 year old OR when no longer needed, whichever is later. (GRS 1, item 42c)
404	Budget Background Records	Cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications, related appropriation language sheets, narrative statements, and schedules, and originating offices' copies of reports submitted to NAB. (See item 403 for documents maintained by NAB in consolidating estimates.)	Cut off after close of fiscal year covered by the budget. Destroy when 1 year old. (GRS 5, item 2)
407-2	Allowances and Operating Budget Plans (OBPs)	Records created or accumulated by individual NARA offices in preparing and submitting planning, programming, staffing, budgeting, and program review and analysis data in support of their program activities.	Cut off annually Destroy when 2 years old. (N1-64-87-1)
409-2	Accounting Reports	Copies maintained by offices other than those described in 409-1.	Destroy when no longer needed for reference (N1-64-87-1) NOTE: These records may be filed, at the office's discretion, as part of file no. 407-2.
413-2	Cash Management	Cash management reports on late payment charges and interest paid out, unpaid invoices and problems, and reviews of financial management systems.	Cut off annually. Destroy when 6 years and 3 months old (N1-64-87-1)

NARA Proposed Admin. Big Bucket - List of Scheduled Items to be Superseded

File_Num	Series_Title	Series-Subseries_Description	Current_Disposition
414	Accounting System Guidance Files	Correspondence with BPD concerning the Oracle Federal Financial System, accounting code manuals, the Comprehensive Human Resources Information System (CHRIS), payroll block numbers, and information on other agency accounting systems and payroll systems.	Cut off annually Destroy when 5 years old (N1-64-87-1)
415	Obligation Files	Copies of documents sent to BPD for obligation and payment.	Cut off annually. Destroy when 5 years old (N1-64-87-1)
416	Office Accounting Files	Records accumulated by individual offices in monitoring and accounting for appropriated and revolving funds used to finance program operations. Included are cost reports and statements, tabulations, and related records EXCLUDED are files accumulated by offices responsible for budget and financial programs and files of imprest fund cashiers.	Cut off annually. Destroy when 2 years old. (N1-64-87-1)
417	Office Financial Files	Records accumulated by individual offices concerning the expenditure of funds incidental to the performance of program functions of the office. Included are travel cost estimates, notifications of availability of funds, receipts, other documents regarding the distribution of checks and savings bonds, and related records.	Cut off annually. Destroy when 1 year old. (N1-64-87-1)
418-1	Time and Attendance Records	OPM Form 71 ("Leave Slip") Files OPM Form 71s or equivalent plus e-mails and any supporting documentation of requests and approvals for leave	Cut off annually at end of leave year. Destroy after GAO audit OR when 3 years old, whichever is SOONER (GRS 2, item 6b)
418-2	Time and Attendance Records	All other time and attendance records (paper and electronic) upon which leave input data is based, such as time or sign-in sheets; flexitime records; leave applications for jury and military duty; and authorized premium pay or overtime.	Cut off annually at end of leave year. Destroy after GAO audit OR when 6 years old, whichever is SOONER. (GRS 2, item 7)
420	Collection Receipts	Documents maintained by designated collection officers to provide a record of the receipt and disposition of remittances. Included are receipts for cash (subvouchers), copies of remittance register sheets, and similar records	Cut off annually. Destroy when 1 year old (GRS 6, item 1b)
421	Imprest Fund Files	Documents reflecting the receipt of and accounting for petty cash, traveler's checks, or imprest funds used in connection with travel and small purchases. Included are receipts for funds, reimbursement vouchers, similar documents, and related records.	Cut off annually. Destroy when 1 year old. (GRS 6, item 1b)

NARA Proposed Admin. Big Bucket - List of Scheduled Items to be Superseded

File_Num	Series_Title	Series-Subseries_Description	Current_Disposition
503	Office General Services and Supply Files	Records relating to acquisition, maintenance, utilization, and control of office equipment, supplies, utilities, and space; and telecommunications, transportation, printing, publication, custodial, and other services. Included are requisitions for equipment, supplies, and services (NA Form 5007s); communications about the requisitions or services; and related records EXCLUDED are official purchase order and contract files described under file no. 519.	Cut off annually. Destroy when 1 year old. (N1-64-87-1)
507-2	Property Management Officer/ Accountable Officers' (PMO/AO) History Files	PMO/AO case files containing source documents on which action has been completed.	Cut off annually. Destroy when 5 years old. (N1-64-87-1)
507-3	Property Management Officer/ Accountable Officers' (PMO/AO) History Files	Property listings showing items of personal property on NARA inventory by class, value, serial number, and AO account.	Place in inactive file after actions directed in file no. 507-1 have been verified on listing. Cut off inactive file annually. Destroy when 5 years old. (N1-64-87-1)
511	Excess Personal Property Reports	SF 120, Report of Excess Personal Property; and SF 122, Transfer Order Excess Personal Property.	Cut off annually. Destroy when 3 years old. (GRS 4, item 2)
519-2	General Procurement Files	Obligation copy.	File in applicable contract case file (see no. 519-1 (GRS 3, item 3a[1][a]))
604	Posting File	Documents related to posting or displaying of printed, graphic, or other material on building premises and bulletin boards.	Cut off annually Destroy when 1 year old. (N1-64-87-1)
605	Community Activities Files	Documents created in approving, controlling, and ensuring removal of community exhibits and advertisements in Government-owned and -occupied buildings. EXCLUDES documents relating to Federally-recognized charitable campaigns (see file no. 331-2, "Charitable Contribution Campaigns")	Cut off annually. Destroy when 1 year old. (N1-64-87-1)
615	Grounds Improvement Project Files	Documents accumulated in coordinating the operation, maintenance, and improvement of grounds, sidewalks, on-street parking areas, approaches, and roads with local officials, civic groups, and community organizations This file category is limited to documents that are NOT identifiable with a specific repair and improvement project.	Cut off annually. Destroy when 2 years old. (N1-64-87-1)
616-1	Painting Program Files	Progress reports.	Cut off annually Destroy when 2 years old (N1-64-87-1)

NARA Proposed Admin. Big Bucket - List of Scheduled Items to be Superseded

File_Num	Series_Title	Series-Subseries_Description	Current_Disposition
617-2	Snow Removal Records	Other records NOT Described in 617-1	Cut off annually Destroy when 1 year old (N1-64-87-1)
618-1	Cleaning and Sanitation Files	Routine records relating to cleaning and sanitation, EXCLUSIVE of files described elsewhere in this chapter.	Cut off annually Destroy when 2 years old (N1-64-87-1)
619-1	Carpet Program Files	Progress reports.	Cut off annually. Destroy when 2 years old (N1-64-87-1)
625-2	Service Call Work Authorizations	Originals	Place in inactive file at end of each month. Cut off annually Destroy when 1 year old. (N1-64-87-1)
626-1	Work Authorization Files	Orders. Documents used to authorize, control, and account for work required in managing buildings. Included are requests, justifications, approvals, job orders, work orders, and related records.	Cut off annually. Destroy when 2 years old. (N1-64-87-1)
636-2b	Vertical Transportation Files	Traffic survey data, schedules, and related records created in developing, maintaining, and revising schedules for the operation of elevators and escalators b Other records	Cut off annually. Destroy when 2 years old. (N1-64-87-1)
636-3c	Vertical Transportation Files	Inspection and maintenance files. c. Schedules, reports, and other records NOT described in 363-3a and 363-3b.	Cut off annually. Destroy when 2 years old. (N1-64-87-1)
637	Lighting Files	Reports of lighting surveys that did NOT result in preparation of an order for, or installation of, new or altered lighting, logs recording burnouts and replacements; and related records.	Cut off annually. Destroy when 1 year old. (N1-64-87-1)
638	Utility Consumption Records	Documents accumulated in recording, analyzing, certifying bills for, and otherwise taking action on matters concerned with the consumption of utility services. Included are copies of bills and certifications; records of utility consumption; submeter readings; demand and cost figures; communications about consumption, service, and meters; and related records. EXCLUDES payment copies of bills	Cut off annually Destroy when 3 years old. (N1-64-87-1)
641-1	Communication Correspondence, Reports, and Reference Files	Correspondence and related records pertaining to internal administration and operation.	Cut off annually. Destroy when 2 years old (GRS 12, item 2a)

NARA Proposed Admin. Big Bucket - List of Scheduled Items to be Superseded

File_Num	Series_Title	Series-Subseries_Description	Current_Disposition
641-2	Communication Correspondence, Reports, and Reference Files	Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Cut off annually. Destroy when 3 years old. (GRS 12, item 2b)
641-3	Communication Correspondence, Reports, and Reference Files	Telecommunications statistical reports, including cost and volume data	Cut off annually. Destroy when 1 year old. (GRS 12, item 2c)
641-4a	Communication Correspondence, Reports, and Reference Files	Telecommunications reference voucher files a. Reference copies of vouchers, bills, invoices, and related records.	Cut off annually. Destroy when 1 year old (GRS 12, item 2d[1])
641-4b	Communication Correspondence, Reports, and Reference Files	Telecommunications reference voucher files. b. Records relating to installation, change, removal, and servicing of equipment.	Destroy 1 year after audit OR when 3 years old, whichever is SOONER. (GRS 12, item 2d[2])
643-1	Communication Correspondence, Reports, and Reference Files	Initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions, and electronic mail) during a specified period, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of use, and estimated or actual cost of use. EXCLUDED are records accumulated in connection with substantive investigations, audits, or Accountable Officers' Accounts Records.	Destroy when 3 years old. Initial reports may be destroyed earlier IF the information needed to identify abuse has been captured in other records (GRS 12, item 4)
644	Security and Protective Services Administrative Correspondence Files	Correspondence files (NOT covered elsewhere in this chapter of the NARA Records Schedule) relating to administration and operation of facilities' security and protective services programs.	Cut off annually. Destroy when 2 years old. (GRS 18, item 8)
647	Investigative Files	Investigative files accumulated from investigations of fires, explosions, and accidents. Records consist of. Copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and Reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	Cut off annually. Destroy when 2 years old. (GRS 18, item 11)

NARA Proposed Admin. Big Bucket - List of Scheduled Items to be Superseded

File_Num	Series_Title	Series-Subseries_Description	Current_Disposition
650-2	Visitor Control Files	For areas other than those described in 650-1	Destroy 2 years after final entry OR 2 years after date of document, as appropriate. (GRS 18, item 17b)
652-2	Police Functions Files	Reports, statements of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations	Cut off annually. Destroy when 2 years old. (GRS 18, item 14b)
652-3	Police Functions Files	Reports on contact of outside police with building occupants	Cut off annually Destroy when 1 year old (GRS 18, item 14c)
653-2	Lost and Found Files	Reports, loss statements, receipts, and other documents relating to lost and found articles.	Cut off annually. Destroy when 1 year old (GRS 18, item 15b)
656-2	Guard Assignment Files	Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	Cut off annually. Destroy when 2 years old. (GRS 18, item 13b)
701-2	General Travel and Transportation Files	Records maintained by individual offices. Excludes records regarding specific travel (maintained in eTravel system) or shipment activity (see file no 705).	Cut off annually. Destroy when 2 years old. (GRS 23, item 1)
706	Motor Vehicle Correspondence Files	Correspondence (NOT otherwise covered in this chapter) maintained in the operating unit responsible for maintenance and operation of motor vehicles.	Cut off annually. Destroy when 2 years old. (GRS 10, item 1)
707-1	Motor Vehicle Operating and Maintenance Files	Operating records including those relating to gas and oil consumption, dispatching, and scheduling.	Cut off every 3 months. Destroy when 3 months old. (GRS 10, item 2a)
707-2	Motor Vehicle Operating and Maintenance Files	Maintenance records, including those relating to service and repair.	Cut off annually. Destroy when 1 year old (GRS 10, item 2b)
708	Motor Vehicle Cost Files	Motor vehicle ledger and worksheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger OR date of worksheet. (GRS 10, item 3)
709	Motor Vehicle Report Files	Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data.	Destroy 3 years after date of report. (GRS 10, item 4)
710	Motor Vehicle Accidents Files	Records relating to motor vehicle accidents maintained by transportation offices, including: SF 91, Motor Vehicle Accident Report; investigative reports; and SF 94, Statement of Witness.	Place in inactive file after case is closed Cut off inactive file annually. Destroy 6 years after cutoff. (GRS 10, item 5)

NARA Proposed Admin. Big Bucket - List of Scheduled Items to be Superseded

File_Num	Series_Title	Series-Subseries_Description	Current_Disposition
713	Public Transit Subsidy Program (PTSP) Records	Documents in either paper or electronic form relating to disbursements of transit subsidies to employees. These records may also include: applications of employees no longer in the program, superseded applications, certification logs, vouchers, spreadsheets, and other forms used to document disbursements of subsidies.	Cut off annually. Destroy when 3 years old. (GRS 9, item 7)
1022	Information Request Files	Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other informational literature.	Destroy when 3 months old. (GRS 14, item 1)
1023	Acknowledgement File	Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	Destroy 3 months after acknowledgement and referral. (GRS 14, item 2)
1806-2	Purchase and Contract Case Files	Copies maintained by other offices.	Cut off at close of contract. Destroy when 2 years old. (N1-64-90-1)
Totals			81
RG064			36
GRS			45