

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK JOB NO. <u>721</u> <u>NI-269-90-1</u>	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED <u>11/6/89</u>	
1. FROM (Agency or establishment) <u>General Services Administration</u>		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION <u>Office of Administrative Service</u>		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION <u>Information Collection Management Branch</u>			
4. NAME OF PERSON WITH WHOM TO CONFER  <u>Mae Simms</u>	5. TELEPHONE EXT.  <u>535-7938</u>	DATE <u>6/7/90</u>	ARCHIVIST OF THE UNITED STATES 
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 12 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <u>11/2/89</u>	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Chief, Information Collection Management Branch (CAIR)
---------------------------	---	--

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
7. ITEM NO.	<p><u>Appendix 40-A Real Estate Program Records</u></p> <p>Records descriptions and revised disposition schedules are contained in the attached chapter 40 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p>		

GENERAL SERVICES ADMINISTRATION  
Washington, DC 20405

OAD P 1820.2 CHGE

GSA ORDER

SUBJECT: GSA Records Maintenance and Disposition System

1. Purpose. This order transmits revised pages to the HB, GSA Records Maintenance and Disposition System.
2. Explanation of change. Ch. 40, Real Estate Program Records, is changed to revise maintenance and disposition instructions pertaining to real estate records.
3. Instructions. Remove p. ii of the General Table of Contents, ch. 40 and the chapter tab. Insert the attached new pages.

CARLENE BAWDEN  
Associate Administrator  
for Administration

<u>CENTRAL OFFICE</u>			
100 copies to CAIR for reserve stock and for distribution to records liaison officers. 20 copies to the Office of Real Property Development (PQ).			
<u>REGIONAL OFFICES</u>			
10 copies to the Real Estate Division (PE) in regions 2, 3, 4, 5, 6, 7, and 9. 15 copies to the Real Estate Division (WQE) in Region W. Distribute the copies below to each regional CAI records officer and to the following agency: NARA/NIRC.			
<u>Office</u>	<u>Copies</u>	<u>Office</u>	<u>Copies</u>
Region 2:	5	Region 7:	5
Region 3:	5	Region 9:	5
Region 4:	5	Region W:	5
Region 5:	5		
Region 6:	5	NARA/NIRC:	15

Figure 1. Supplemental distribution

Distribution: A; F; G; plus Figure 1

Attachment

OAD P 1820.2 CHGE

## CHAPTER 40. REAL ESTATE PROGRAM RECORDS

1. General. This chapter provides documentation and maintenance and disposition instructions for real estate program records. These instructions are contained in appendix 40-A.

2. Microfilming records. The records described in this chapter may be converted to microfilm and the original paper records destroyed provided that the requirements and standards of the HB, GSA Micrographics Management Program, chs. 3-1, 3-3, 4-3, and 4-4 (OAD P 1882.1), are met.

3. Electronic records. All records described in this chapter are eligible for disposal in both hard copy and electronic form.

OAD P 1820.2 CHGE

This appendix describes records created in programming for, acquiring, and managing real property. They also cover planning for, assigning, and using space in Government buildings and operating a space management reporting system. The records are created under responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and are pursuant to the provisions of orders and handbooks in the 1600 and 7000 subject classifications series.

Appendix 40-A. Real Estate Program Records

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
<del>40A1</del>	<del>General real estate records (NC1-121-81-1). Documents related to space planning, acquisition, use, and similar activities associated with Federal agencies or private organizations and that cannot appropriately be placed in any of the other files described in this chapter.</del>	<del>Cut off annually; destroy when 2 years old.</del>
40A2-40A4.	<u>Reserved.</u>	
40A5.	<u>Project scheduling records (NC1-121-81-1).</u> Documents created in the planning, programming, scheduling, administering, managing and reporting on space management projects. Included are GSA Forms 1829 and 1830, supporting papers, correspondence, and related documents.	
	<del>a. Central Office.</del>	<del>Cut off monthly; destroy when 4 months old.</del>
	<del>b. Other offices.</del>	<del>Destroy after transfer of incomplete projects to new fiscal year schedule.</del>
40A6-40A9.	<u>Reserved.</u>	
40A10.	<u>National program records (NC1-121-81-1).</u> Documents created in planning for and identifying proposed projects for new buildings and for extending, converting, or acquiring existing buildings as recommended for programming in the 5-year plan, as follows:	
	<del>a. Program records. Documents on border station projects, SSA District Offices, postal acquisitions, historic preservation, policy and procedures reports, and related records. These records are arranged in alphabetical order by subject.</del>	<del>Cut off annually; hold 3 years and retire to FRC. Destroy when 6 years old.</del>
	<del>b. Budget records. Documents created in the budget formulation for preparing the presentation for construction and acquisition of facilities. These records are arranged chronologically by fiscal year.</del>	<del>Cut off at the end of each fiscal year; destroy when 4 years old.</del>

OAD P 1820.2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
40A11- 40A14.	<u>Reserved.</u>	
40A15.	<u>Project development program records (NCI-121-81-1).</u> Documents accumulated by Central Office and other offices in planning projects for new buildings and for extending, converting, or acquiring existing buildings. Listed below are descriptions of and disposition instructions for the segments comprising this record category.	NOTE: These records are arranged first by state, then city, and finally, according to the segment identified in subpar. b through e below. Records identified in subpar. a are arranged by region.
	<del>a. General building records. Documents accumulated that refer to buildings or plans pertaining to a city or state, but that do not fit into categories b through e or other records described in this chapter.</del>	Cut off annually; destroy when 2 years old.
	<del>b. Existing building records. Documents created in managing space assignment and use in buildings under GSA control. Included are space studies with supporting documents, utilization survey reports and recommendations, utilization studies, fact sheets, reviews and approvals, retention or disposal evaluations, correspondence, maps and photographs, and related records.</del>	Cut off annually; hold 3 years and retire to FRC. Destroy when 7 years old.  NOTE: Files for projects not completed at the time of cutoff shall be withdrawn and brought forward to the current files.
	<del>c. Project development records. Documents created in planning for new buildings and for extending, converting, or acquiring existing buildings. Included are survey reports; cost estimates; drafts and copies of final prospectuses; copies of project authorizations; fact sheets; space and site directives with supporting documents; congressional, agency, and internal correspondence; and related records.</del>	Cut off on completing or canceling project; hold 2 years and retire to FRC. Destroy when 7 years old.
	<del>d. Facility planning reports. Documents created in developing short and long-range plans covering current and projected Federal agency space requirements at national and regional</del>	

OAD P 1820.2 CHGE

RECORD  
SYMBOLDESCRIPTION OF RECORDAUTHORIZED DISPOSITION

levels. Included are planning reports containing community surveys, maps, photographs, narrative statements, supporting data, summary and approval records, agency space tabulations, building evaluations, and related records.

(1) Central Office.

Cut off on completing or canceling project; hold 2 years and retire to FRC. Destroy when 7 years old.

(2) Other offices.

Destroy when 2 years old.

e. Space requirement records. Documents created in long-range planning for new buildings and for extending, converting, and acquiring existing buildings. Included are requests for space on GSA Form 144, Net Space Requirements for Future Federal Building Construction, and related records.

(1) Central Office.

Cut off on completing or canceling project; hold 2 years and retire to FRC. Destroy when 7 years old.

(2) Other offices.

Destroy when 3 years old.

40A16-  
40A24.

Reserved.

40A25.

Space assignment records (NC1-121-81-1). Documents created by regional offices in analyzing space requirements and assigning space to Federal agencies. Included are space assignment requests, evaluation and background data, minutes or reports of contacts and conferences, on-site survey reports, space studies, fact sheets, review and approval actions, space assignment records, building records, correspondence, and related records.

Cut off annually after assignment ends; destroy when 5 years old.

40A26-  
40A29.

Reserved.

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
<del>40A30.</del>	<del>Space utilization records (NC1-121-81-1). Documents created by regional offices in promoting the proper use of; reviewing requests for; making utilization inspections, surveys and studies of; developing program guidance for; and otherwise managing space in buildings under GSA control. Included are periodic inspection findings and records, utilization survey reports, area utilization studies, annual space utilization reports, retention or disposal studies, correspondence, maps, photographs, and related records.</del>	<del>Cut off annually; hold 3 years and retire to FRC. Destroy when 6 years old.  NOTE: Bring forward to the current file periodic inspection and utilization survey reports on recommended action that has not been completed.</del>
40A31- 40A39.	<u>Reserved.</u>	
<del>40A40.</del>	<del>Space allocation standard records (NC1-121-81-1). Documents created in the preparation, clearance, and publication of guides for the use of space by individual agencies. Included are coordinating actions, record copies of the guides, and communications pertaining to the published guides.</del>	<del>Place in inactive file when superseded or obsolete; destroy when 2 years old.</del>
40A41- 40A44.	<u>Reserved.</u>	
<del>40A45.</del>	<del>New building file records (NC1-121-81-1). Documents accumulated in preliminary space assignment and utilization planning before occupancy of a new building or conversion or extension of an existing building. Included are copies of written contacts with the agency involved, preliminary space study data sheets, space requirements survey worksheets, functional diagrams, layout drawings, layout approvals, final partition plans, and related records.</del>	<del>Cut off upon occupancy of the building and establishment of the official space assignment file; hold 2 years and retire to FRC. Destroy when 5 years old.  NOTE: Bring forward to the space assignment file, 40A25, any records needed as supporting data.</del>
40A46- 40A49.	<u>Reserved.</u>	
40A50.	WITHDRAWN BY CHGE	



OAD P 1820.2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
40A51- 40A54.	<u>Reserved.</u>	
40A55.	<u>Site acquisition records (- - -)</u> . Documents created in acquiring real property and easements through purchase, exchange, transfer, donation, or condemnation. Included are site investigation directives; public notices; offers to sell and synopses of offers; site investigation, inspection, appraisal, and negotiation reports; condemnation assemblies; excess property records and reports; copies of title reports; property surveys; certificates of inspection and possession; disclaimers; and related documents. Excluded are legal and judicial documents described in par. 40A60.	Cut off annually after final acquisition of title and/or rendering of final judgment on condemnation cases; hold 2 years and retire to FRC. Destroy when 10 years old.
40A56- 40A57.	<u>Reserved.</u>	
<del>40A58.</del>	<del><u>Relocation records (NC1-121-81-1)</u>. Documents created in displacing people, businesses, or farm operations. Included are contracts for relocation services, relocation plans, surveys appraisals, general and individual claim files, claim forms, payment vouchers, interview and contact reports, negotiations reports, public body coordination reports, claim appeals, disclaimers, and related records.</del>	<del>Cut off annually after completing final relocation and payment of relocation claims; hold 2 years and retire to FRC. Destroy when 7 years old.</del>
40A59.	<u>Reserved.</u>	
<del>40A60.</del>	<del><u>Title document records (NC1-121-81-1)</u>. Legal, quasi-legal, and judicial documents created in acquiring title to real property through purchase, transfer, donation, or condemnation; and granting of title to, or lessor interest in, portions of a site. Included are purchase contracts, letters of property transfer between USPS and GSA, certificates of title to property or for easements, plats, boundary and topographical survey reports,</del>	

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	<p>legal descriptions, title insurance documents, statements of encumbrance, title opinions and rulings, permits, licenses, condemnation judgments and supporting documents, title grants or easements for fire exits, driveways and street widenings, jurisdictional transfer actions, correspondence, and related records.</p>	
	<p>a. Title documents for real property acquired before January 1, 1921.</p>	<p>Permanent. Cut off annually after acquiring title and/or rendering final judgment on condemnation cases. Transfer to NARA in 5-year blocks when 10 years old.</p>
	<p>b. Title documents for real property acquired after January 1, 1921.</p>	<p>Retain in the regional office. Destroy 3 years after unconditional sale or release by the Government from restrictions, mortgages, or other liens.</p>
<p>40A61.</p>	<p><u>Environmental records (NCl-121-81-1).</u> Documents created and accumulated in preparing, reviewing, and maintaining environmental projects. Included are environmental impact assessments (EIA), findings of no significant impact, environmental impact statements (EIS), historical records on EIA/EIS master plans, site studies, landscape plans, specialty contract studies, and related records.</p>	<p>Permanent. Place in inactive file on completing project; cut off annually, hold 5 years and retire to FRC. Offer to NARA when 10 years old in 5-year blocks.</p>
<p>40A62- 40A64.</p>	<p><u>Reserved.</u></p>	
<p>40A65.</p>	<p><u>Site management records.</u></p>	
	<p>a. Undeveloped site files ( - - - ). Documents created in administering, supervising, and controlling undeveloped sites. Included are site directives and supporting documents, site management plans, site inspection survey reports, site conditioning actions and reports, out-lease actions and supporting documents, lease termination survey reports, licenses, permits, easement grants,</p>	<p>Cut off annually on completing construction or disposing of site. Hold 2 years and retire to FRC; destroy 3 years later.</p>

OAD P 1820.2 CHGE

RECORD  
SYMBOLDESCRIPTION OF RECORDAUTHORIZED DISPOSITION

encroachment data, jurisdictional transfer actions and similar records, correspondence, and other related records.

~~b. Developed site records (NC1-121-81-1). Documents created in administering, supervising, and controlling developed sites. Included are licenses, permits, easement grants, encroachment data, jurisdictional transfers, correspondence, and related records.~~

~~(1) Central office.~~

~~Place in inactive file after execution. Cut off annually; destroy 1 year later.~~

~~(2) Regional offices.~~

~~Place in inactive file on termination, expiration, or revocation. Cut off annually; destroy 1 year later.~~

~~c. Outlease records (NC1-121-81-1). Documents created in leasing public buildings and grounds on developed sites, including Government-leased facilities for commercial use. Included are documents deciding the availability of space for outleasing; approvals; consultants' and real estate brokers' reports; appraisals, analyses, and cost statements; Central Office approvals; bids, abstracts, and analyses; letters of acceptance and rejection; originals of leases and amendments; insurance documentation; initial condition survey reports; alteration, improvement, and repair records; rental collection records; claims; and related records.~~

~~(1) Central Office.~~

~~Place in inactive file after award. Cut off annually; destroy 1 year later.~~

~~(2) Regional offices.~~

~~Cut off annually following termination or expiration of the lease; hold 1 year and retire to FRC. Destroy 6 years later.~~

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
40A66- 40A69.	<u>Reserved.</u>	
<del>40A70.</del>	<del>Space offer records (NC1-121-81-1). Documents accumulated as the result of offers of space for lease to GSA by private individuals or organizations.</del>	<del>Cut off in 3-year blocks; destroy 6 years later.</del>
40A71- 40A74.	<u>Reserved.</u>	
<del>40A75.</del>	<del>Real property lease records (NC1-121-81-1). Documents created in leasing real property for Government use. Included are requests for space, approval, and supporting documents; bids; abstracts and analyses; solicitations with findings and determinations; analyses and cost statements; Central Office approvals; letters of acceptance and rejection; condemnation assemblies; originals of leases and amendments; progress inspection reports; initial survey reports; lease digests; alteration, improvement, and repair records; claims; and related records.</del>	
	a. Central Office.	Place in inactive file after award. Cut off annually; hold 3 years and retire to FRC. Destroy when 8 years old.
	b. Other offices.	Place in inactive file when lease ends or is terminated. Cut off annually; hold 1 year and retire to FRC. Destroy when 6 years old.
40A76- 40A89.	<u>Reserved.</u>	
<del>40A90.</del>	<del>Project prospectus records (NC1-121-81-1). A record set of (1) original prospectus and reports of buildings project surveys signed by the Commissioner, PBS, and the Administrator and (2) project authorizations (Central Office).</del>	<del>Permanent. Cut off in 5-year blocks; hold 5 years and retire to FRC. Offer to NARA when 20 years old.</del>
40A91- 40A94.	<u>Reserved.</u>	

Appendix 40-A

OAD P 1820.2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
40A95.	<p><u>Space management report records (NC1-121-81-1).</u> Descriptions of, and disposal instructions for, official copies of these records are as follows:</p>	
	<p>a. Master inventory reports. Reports showing real property owned and leased by the United States and consisting of machine listings for the current year and bound printed copies.</p>	<p>Destroy upon receipt of the current edition.</p>
	(1) Machine listing.	
	(2) Bound volumes.	<p>Destroy when no longer needed for reference. (Permanent copies are maintained by the Office of Finance.)</p>
	<p>b. Feeder reports. Reports providing feeder information for the master inventory report and consisting of input data from other Government agencies, regional consolidated reports, and supporting records.</p>	<p>Cut off annually; destroy 2 years later.</p>
	<p>c. GSA inventory report. Reports showing inventory of buildings under GSA assignment control, building identification data, occupiable space per building, and similar data.</p>	<p>Cut off annually; destroy 2 years later.</p>
	<p>d. Space assignment reports. Reports showing space assignment by building, agency, occupancy right, and providing data on the building, the agency, location, space, and similar information.</p>	<p>Cut off annually; destroy 2 years later.</p>
	<p>e. Occupiable space and summary reports. Reports showing space summary by urban center, city, and occupancy right; space utilization by agency and bureau; space summaries by occupancy right and by agency; leases in effect; regional leased space and annual rentals; summary of buildings and active leases (including Metropolitan District of Columbia); vacant space by occupancy right; and list of inactive records.</p>	<p>NOTE: Quarterly reports may be destroyed when no longer needed or when a new printout is received.</p>
		<p>Cut off annually; destroy 5 years later.</p>

Appendix 40-A

OAD P 1820.2 CHGE

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
<del>f. Building and other reports. Master building records, building register change listings, master building inventories, master assignment records, lease activity and expiration date records, personnel census listings, and similar reports.</del>	<del>Cut off annually; destroy 1 year later.  NOTE: Records referred to are the official copies kept in the space management reports library, Central Office, or equivalents in the regions. All other copies, unless specifically described elsewhere in this chapter, should be disposed of as stated in app. 9-C.</del>	
40A96.	<u>PBS Information System (PBS/IS) - Increment II (NC1-121-81-1).</u> Data bases for various PBS/IS increment records stored on magnetic tape.	
	a. Building (FBUDBB) and assignment records (FSADBA).	
	(1) Quarterly tapes.	Retain 5 years and destroy.
	(2) Year end tapes.	Retain 20 years and destroy.
	b. Lease contract records (FLCDBL), Lease Project (FLPDBM), space request records (FSRDBR), and building detail records (FBUDBC).	Retain year end tapes for 5 years and destroy.
	c. Documentation (GRS 20/11). Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports related to PBS/IS.	Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base.