

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-121-91-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Description:

During a comprehensive rescheduling effort beginning in 2016 and culminating in 2019. All authorities on this schedule were superseded by this body of disposition authorities.

Office of General Counsel Records (269.2) DAA 0269 2016 0001  
Budget, Finance, and Contractor Management Program Records (269.3) DAA 0269 2016 0004  
Office of the Inspector General (269.4) DAA 0269 2015 0002  
Civilian Board of Contract Appeals Program Records (269.5) DAA 0269 2016 0002  
Professional Services To and With Other Agencies (269.6) DAA 0269 2016 0012  
Internal Information Technology Services to GSA (269.7) DAA 0269 2016 0011  
Program Management Records (269.11) DAA 0269 2016 0006  
Communications Records (269.12) DAA 0269 2016 0007  
Legislative and Congressional Affairs Records (269.13) DAA 0269 2016 0008  
Audit Resolution Program Records (269.14) DAA 0269 2016 0003  
Customer Service / Business Development Records (269.15) DAA 0269 2016 0013  
Human Resources Program Records (269.16) DAA 0269 2016 0009  
Security Records (269.17) DAA 0269 2016 0010  
Public Building Service Records DAA 0121 2015 0001

Date Reported: 04/02/2019

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO <b>GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408</b>		JOB NO	N1-121-91-1
1 FROM (Agency or establishment) <b>General Services Administration</b>		DATE RECEIVED	10-31-90
2 MAJOR SUBDIVISION <b>Office of Administrative Service</b>		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION <b>Information Collection Management Branch</b>		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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Mae Simms</b>	5 TELEPHONE EXT <b>501-2938</b>	DATE <b>7-25-94</b>	ARCHIVIST OF THE UNITED STATES <i>Cathy Huskamp Peterson</i>
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 31 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 <b>8/7/90</b>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Mary Cunningham</i>	D TITLE <b>Chief, Information Collection Management Branch (CAIR)</b>
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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>
	<p><u>Chapter 43 Real Property Management and Safety Program Records</u></p> <p>Records descriptions and revised disposition schedules are contained in the attached chapter 43 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p>		
<p><i>Copies sent to Agency, NSR, NCF, NIA, NNW, NNT @ 1/27/94</i></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 a new ch. 43 to the HB, GSA Records Maintenance and Disposition System.
2. Explanation of changes. Ch. 43, Real Property Management and Safety Program Records, is changed to revise maintenance and disposition instructions.
3. Instructions. Remove p.ii of the general table of contents, the ch. 43 tab divider, and ch. 43. Insert the attached new tab divider and pages.

CARLENE BAWDEN  
 Associate Administrator  
 for Administration

<p>Central Office</p> <p>100 copies to CAIR for reserve stock. 15 copies to the Office of Real Property Management and Safety (PM).</p> <p>Regional Offices</p> <p>Distribute the copies below to each regional CAI records officer for distribution and reserve stock.</p> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Office</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Copies</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Office</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Copies</u></th> </tr> </thead> <tbody> <tr> <td>Region 2 .....</td> <td></td> <td>Region 7 .....</td> <td></td> </tr> <tr> <td>Region 3 .....</td> <td></td> <td>Region 9 .....</td> <td></td> </tr> <tr> <td>Region 4 .....</td> <td></td> <td><del>Region NCR</del> ....</td> <td style="text-align: right;">20</td> </tr> <tr> <td>Region 5 .....</td> <td></td> <td>NARA/NIRC.....</td> <td style="text-align: right;">15</td> </tr> <tr> <td>Region 6 .....</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				<u>Office</u>	<u>Copies</u>	<u>Office</u>	<u>Copies</u>	Region 2 .....		Region 7 .....		Region 3 .....		Region 9 .....		Region 4 .....		<del>Region NCR</del> ....	20	Region 5 .....		NARA/NIRC.....	15	Region 6 .....			
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Region 5 .....		NARA/NIRC.....	15																								
Region 6 .....																											

Figure 1. Supplemental distribution

Distribution: A; F; G; plus figure 1

Attachment

(Date signed)

OAD P 1820.2 CHGE

**CHAPTER 43. REAL PROPERTY MANAGEMENT  
AND SAFETY PROGRAM RECORDS**

1. General. This chapter provides maintenance and disposition instructions for records documenting program functions of the Office of Real Property Management and Safety, PBS, regional counterparts, and offices of PBS district managers. (It does not apply to records accumulated by offices of buildings managers; they are covered in ch. 44.) The instructions are in:

- a. Appendix 43-A. General Buildings Management Records
- b. Appendix 43-B. Buildings Services, Maintenance, and Utility Program Records
- c. Appendix 43-C. Contractual Services and Supply Program Records
- d. Appendix 43-D. Concession Program Records
- e. Appendix 43-E. Physical Security Program Records
- f. Appendix 43-F. Safety and Environmental Management Program Records
- g. Appendix 43-G. Repair and Alteration Program Records

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

3. Electronic records.

a. The temporary records described in this chapter that are outputs of systems scheduled in chapter ~~27~~<sup>12</sup> of this handbook are eligible for disposal in both hard copy and electronic form. Electronic records designated for permanent disposition must meet the requirements outlined in chapter 4 for transfer to the National Archives

b. The terms "document" and "information," as used throughout this chapter, refer to electronic as well as paper records.

c. If the temporary paper, microfilm, or electronic records described are produced by a data base management system, the data base must be separately scheduled in chapter 27 of this handbook.

(Date signed)

OAD P 1820.2 CHGE

This appendix describes and gives maintenance and disposition instructions for program records documenting general buildings management (BM) functions. The term general buildings management applies to records that relate to several functional areas of, or the cannot be identified with, a particular functional area of buildings management. The records are accumulated by units of the Office of Real Property Management and Safety, PBS, and regional counterparts

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
43A1.	<u>Real property management and safety general subjects.</u> Documents accumulated in administering buildings management program functions, but not records described elsewhere in this chapter and in ch. 9.	
	a. Central Office ( - - - ).	Cut off at the end of fiscal year, hold 3 years and retire to FRC. Destroy when 7 years old.
	<del>b. Other offices (NN-171-42).</del>	<del>Cot off at the end of fiscal year, destroy 3 years later.</del>
43A2-43A4.	<u>Reserved.</u>	
<del>43A5.</del>	<del><u>Individual building records (NN-171-42).</u> Case files established for each Government-owned or operated building in the area, region, or nation. They include (but are not limited to) dedication document; name change recommendations; new building evaluations; preoccupancy background papers and brochures; preoccupancy start-up guides and reports; layouts; comments on plans; space assignment records; seal, plaque, and memorial installation approval or disapprovals; tenant noncompliance reports; requests and justifications for health units; inspection reports not included in the inspection binder or described elsewhere; permit, license, and easement requests and recommendations; and related records. Excluded are records described elsewhere in this appendix.</del>	
	<del>a. Central office.</del>	<del>Cut off at the end of fiscal year, hold 2 years and retire to FRC. Destroy when 10 years old.</del>
	<del>b. Other offices.</del>	<del>Cut off at the end of fiscal year, destroy 3 years later.</del>
43A6-43A14.	<u>Reserved.</u>	

OAD P 1820.2 CHGE

(Date signed)

RECORD  
SYMBOLDESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

43A15.	<u>BM inspection records (NN-171-42).</u> Descriptions of, and disposal instructions for, these records are as follows:  a. BM inspection scheduling records. Documents accumulated in preparing, coordinating, issuing, and changing schedules of planned inspections. Do not include documents related to schedules published in official directives.  b. BM inspection records. Documents accumulated from inspections conducted to evaluate performance, promote coordination among field offices, and ensure compliance with policies and procedures. Included are inspection confirmation documents, discussion item lists, checklists, inspection reports and attachments, summary reports, synopses of reports, and related records filed in the building inspection report binder.  c. Other offices.	Cut off at the end of fiscal year; destroy 1 year later.  Cut off at the end of fiscal year; destroy 3 years later.  Destroy 2 years after completing the next inspection.
43A16-43A19.	<u>Reserved.</u>	
43A20.	<u>Space inspections (NN-171-42).</u> Copies of space management inspection reports, requests for buildings managers to make inspections, and related records.	Cut off at the end of fiscal year; destroy 1 year later.
43A21-43A24.	<u>Reserved.</u>	
43A25.	<u>BM contest records (NN-171-42).</u> Documents created in planning, directing, conducting, selecting, evaluating, and judging entries for, and selecting winners of incentive contests or programs. Included are announcements, promotion documents, reports and other entry documents, recommendations, minutes of evaluation meetings, notices of awards, and related records.  a. Central Office.  b. Other offices.	Cut off at the end of fiscal year; destroy 5 years later.  Cut off at the end of fiscal year; destroy 2 years later.
43A26-43A29.	<u>Reserved.</u>	

(Date signed)

OAD P 1820.2 CHGE

RECORD  
SYMBOLDESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

43A30.	<u>BM cost reports (NN-171-42)</u> . Reports showing receipts and expenditures for salaries, rents, utilities, and contracts. They are used to keep costs in line with funding estimates and allotments. Included are GSA-operated building costs, owner-operated building costs, building management cost summaries, building operating costs, job order costs, cost analyses reports and related records.	
	a. Monthly cost reports.	Cut off at end of fiscal year; destroy 1 year later.
	b. Annual cost reports.	Cut off at end of fiscal year; hold 3 years and retire to FRC. Destroy <del>7 years after</del> when cutoff 10 years old.
43A31- 43A34	<u>Reserved.</u>	
43A35.	<u>Posting records (NN-171-42)</u> . Documents accumulated in receiving and approving requests to display materials on the premises of Government buildings and to post material on bulletin boards. Do not include documents referred to in par. 9B5.	
	a. Bulletin board lists.	Destroy when superseded or obsolete.
	b. Central office.	Cut off at the end of fiscal year; destroy 5 years later.
	c. Other records.	Cut off at the end of fiscal year; destroy 2 years later.
43A36- 43A39.	<u>Reserved.</u>	
43A40.	<u>Monthly change reports (NN-171-42)</u> . Descriptions of, and disposal instructions for, the records are as follows:	
	a. Field office personnel data. Biographical data and photographs of field office officials and trainees.	On receiving report, withdraw and file in the field office personnel data file, par. 43B95.
	b. Address change reports. Reports showing changes in official addresses and telephone numbers of field offices that are used in preparing directories.	
	(1) Directories.	Destroy when superseded or obsolete.
	(2) Other records (GRS 11/3).	Destroy 2 months after preparing the directory.

OAD P 1820.2 CHGE

(Date signed)

RECORD SYMBOL

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

	<p>c. <u>Workload changes</u>. Reports showing workload data on new buildings, building start-up confirmation reports, workload transfer reports, workload survey reports, and related records.</p>	<p>Cut off at the end of fiscal year; hold 2 years and destroy.</p>
<p>43A41-43A44.</p>	<p><u>Reserved.</u></p>	
<p>43A45.</p>	<p><u>New materials records (NN-171-42)</u>. Documents related to purchasing and evaluating new equipment, materials, and services for possible use in maintaining and operating buildings. Included are requests to determine interest, requests to establish projects, test reports, and related records.</p>	
	<p>a. Central Office.</p>	<p>Cut off at the end of fiscal year; after completing evaluation or finding of no interest; hold 2 years and retire to FRC. Destroy <del>5 years after cutoff</del> when 7 years old.</p>
	<p>b. Other offices.</p>	<p>Cut off at the end of fiscal year; destroy 2 years later.</p>
<p>43A46-43A49.</p>	<p><u>Reserved.</u></p>	
<p>43A50.</p>	<p><u>Laboratory service arrangement records (NN-171-42)</u>. Documents pertaining to arranging for laboratory services on buildings management material and equipment problems encountered by, and for, GSA organizational elements and other Government agencies.</p>	<p>Cut off at the end of fiscal year; destroy 2 years later.</p>
<p>43A51-43A54.</p>	<p><u>Reserved.</u></p>	
<p>43A55.</p>	<p><u>New methods and materials information records (NN-171-42)</u>. Documents accumulated in collecting, compiling or developing, and disseminating information on new ideas, techniques, and materials for use in building maintenance and operation activities. Included are documents containing contributions and comments, copies of memorandums, and related records.</p>	
	<p>a. Memorandums or comparable documents used to issue the information.</p>	<p>Destroy when no longer needed for reference.</p>
	<p>b. Other records.</p>	<p>Cut off at the end of fiscal year; destroy 2 years later.</p>

(Date signed)

OAD P 1820.2 CHGE

RECORD  
SYMBOL

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

43A56-  
43A59.

Reserved.

43A60.

BM specifications and standards (NN-171-42). Documents accumulated in studying, preparing, and clearing standards and specifications for materials and equipment used in operating, maintaining, repairing, and improving buildings and building equipment. Included are studies, clearances, copies of standards and specifications, and related records.

a. Office responsible for preparing specifications or standards.

Permanent. Place in inactive file when superseded, canceled or obsolete. Cut off inactive file annually; hold 2 years and retire to FRC. Offer to NARA when 20 years old.

**TRANSFER**

b. Other offices.

(1) Specifications and standards.

Destroy when superseded, canceled or obsolete.

(2) Other records.

Cut off at the end of fiscal year; destroy 2 years later.

43A61-  
43A64.

Reserved.

43A65.

BM supply item records (NN-171-42). Documents accumulated at Central Office in investigating, monitoring, or keeping abreast of, and recommending that FSS retain, add or delete, supply items used in building operation and maintenance. Do not include new materials records described in par. 43A45.

a. Office responsible for developing coordinated PBS comments.

Cut off at the end of fiscal year; hold 2 years and retire to FRC. Destroy when 5 years old.

b. Other offices.

Cut off at the end of fiscal year; destroy 2 years later.

(Date signed)

OAD P 1820.2 CHGE

This appendix describes and gives maintenance and disposition instructions for program records accumulated in planning, supervising, administering, and evaluating buildings services and maintenance and utility functions. Buildings services include cleaning and custodial work, sanitation, grounds maintenance, snow removal, elevator and escalator operations, and related services. Maintenance and utility functions, on the other hand, deal with buildings maintenance and repair, such as painting, caulking, and patching buildings; preventive and other maintenance on building equipment; and managing and operating buildings utility services. The records are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440 1d) and the provisions of orders and handbooks in the 5800 subject classification series. They are accumulated by Facility Management Office of Real Property Management, PBS, regional counterparts, and by offices of PBS district managers. Documents created and kept by offices responsible for preparing and issuing guidelines and instructions regarding buildings services, maintenance and utility functions are covered in par. 9C2 instead of in this appendix.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
<del>43B1</del>	<del><u>Buildings design review (NN-171-42).</u> Documents accumulated in reviewing the design of proposed buildings to ensure that they include features that allow economical and effective service, maintenance, and operation. Included are drawings, specifications, comments, and related records</del>	Cut off at the end of fiscal year; destroy 5 years later
43B2-43B4.	<u>Reserved.</u>	
43B5.	<u>Buildings management study records (NN-171-42).</u> Documents accumulated in conducting industrial engineering studies to evaluate the efficiency of and to recommend or install improved methods, tools, materials, and equipment. Included are studies, comments, and related records.	<i>Temporary.</i> <del>Permanent.</del> Cut off at the end of fiscal year; following completion of the study, hold 5 years and retire to FRC. <i>Transfer to NARA when 20 years old</i>
		Note: Documents related to studies that result in a directive or other instructions should be withdrawn and filed with the related case file for the directive or instruction concerned; e.g., paragraph 9C2 or 11B25, as appropriate.
43B6-43B9.	<u>Reserved.</u>	
<del>43B10.</del>	<del><u>Buildings cleaning survey records (NN-171-42).</u> GSA Form 469, Building Cleaning Survey, related forms, and similar records reviewed and used by regional offices in verifying the need for cleaning funds and spaces.</del>	Destroy when superseded or obsolete.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43B11-43B14.	<u>Reserved.</u>	
43B15	<u>Cleaning standard records (NN-171-42).</u> Documents related to developing, clearing, and distributing cleaning standards not made a part of directives or other instructions. Included are proposed standards, clearances, and related records, but not copies of GSA Form 469, referred to in par. 43B10.	Cut off at the end of fiscal year when superseded, canceled or obsolete; destroy 2 years later.
43B16-43B19.	<u>Reserved.</u>	
43B20.	Buildings service, maintenance, and utility contract administration records (see 13C25).	
43B21-43B24.	<u>Reserved</u>	
43B25	<u>Equipment operation reports (NN-171-42).</u> Documents accumulated while operating equipment at field offices, but not records described elsewhere in this chapter.	Cut off at the end of fiscal year; destroy 2 years later.
43B26-43B29	<u>Reserved</u>	
43B30.	<u>Vertical transportation records (NN-171-42).</u> Documents related to operating elevators, escalators, and dumbwaiters. Descriptions of, and maintenance and disposal instructions for, these records are contained in the following subparagraphs:	
	a. Vertical transportation inspection schedules. Documents scheduling inspections of elevators, escalators, and dumbwaiters. Included are schedules and related records.	Cut off at end of year concerned; destroy 2 years later.
	b. Vertical transportation inspection records. Documents accumulated in arranging inspections of elevators, escalators, and dumbwaiters, and in receiving and acting on documents and reports about shutdowns, freeing passengers from stalled elevators, and related matters.	Cut off at the end of fiscal year; destroy 2 years later.

(Date signed)

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43B31-43B34.	<u>Reserved.</u>	
43B35.	<u>Elevator data cards (NN-171-42).</u> Cards identifying each elevator, giving its location and data on alterations and repairs.	Destroy individual cards on removing or converting the elevator or when building is sold, traded, donated, or demolished.
43B36-43B39.	<u>Reserved</u>	
43B40.	<u>Snow removal records (NN-171-42).</u> Documents accumulated in coordinating, reviewing, and approving snow removal plans and changes, and in supervising or participating in snow removal operations. Included are copies of snow removal plans and changes, clearances, communications with local officials, copies of weather reports, clearing operation logs and reports, and related records.	
	a. Plans	Destroy when superseded, canceled or obsolete.
	b. Other records.	Cut off at the end of fiscal year; destroy 2 years later.
43B41-43B44.	<u>Reserved.</u>	
43B45.	<u>Equipment inspection records (NN-171-42).</u> Documents related to inspecting boilers, condensers, and similar equipment. Included are inspection arrangement documents, inspection reports, inspection certificates, and similar records.	Destroy on receiving next inspection report for the item.
43B46-43B49.	<u>Reserved.</u>	
43B50.	<u>Equipment inspection scheduling records (NN-171-42).</u> Documents accumulated in establishing and maintaining schedules for inspecting boilers, condensers and other equipment, except elevators. Included are inspection schedules, controls, and similar records.	Cut off at the end of fiscal year; destroy 2 years later.

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(Date signed)

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43B51-43B54.	<u>Reserved.</u>	
43B55	<u>Painting program records (NN-171-42).</u> Documents scheduling painting each building or part of it. Included are programs, schedules, and related records.	Destroy when superseded or obsolete.
43B56-43B59.	<u>Reserved.</u>	
43B60.	<u>Painting accomplishment reports (NN-171-42).</u> Documents reflecting progress in accomplishing the scheduled painting workload.	Cut off at the end of fiscal year; destroy when 2 years old.
43B61-43B64	<u>Reserved.</u>	
43B65.	<u>Water treatment records (NN-171-42).</u> Documents related to treating water for use in boilers or other equipment in buildings within the area or region. Included are copies of communications with the Bureau of Mines, test reading reports and logs, and related records.	Cut off at the end of fiscal year; destroy when 2 years old.
43B66-43B69.	<u>Reserved.</u>	
43B70.	<u>Reimbursable Work Authorizations order records (NN-171-42).</u> Documents accumulated in approving job orders or requests for nonrecurring work (financed by GSA appropriations) or for reimbursable work that buildings managers are not authorized to accept, and in reviewing job orders before forwarding to the appropriate regional Finance Division.	Cut off at the end of fiscal year; destroy 2 years later.
43B71-43B74.	<u>Reserved.</u>	
43B75	<u>Reimbursable Work Authorizations registers (NN-171-42).</u> Registers used to enter identification data, number, date of approval and other information about job orders submitted for approval.	Cut off when register book or sheet is filled; destroy 2 years later.
43B76-43B79	<u>Reserved.</u>	
43B80	<u>Craft workload requirement documents (NN-171-42).</u> Documents showing building and field office	Destroy when superseded or obsolete.

Appendix

(Date signed)

OAD P 1820.2 CHGE

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	workloads for crafts. Included are maintenance and operation, repair and improvement, staff-hour tour and watch, preventive maintenance, service calls, and summary staff-hour documents; equipment inventories; and related records.	
43B81-43B84.	<u>Reserved.</u>	
43B85.	<u>Productive staff-hour summaries (NN-171-42).</u> Summary reports and related papers showing productive staff-hours expended in relation to staff-hours programmed.	Cut off at the end of fiscal year; destroy 2 years later.
43B86-43B89	<u>Reserved.</u>	
43B90.	<u>Preventive Maintenance Guide development records (NN-171-42).</u> Documents accumulated in processing requests for, and developing and issuing preventive maintenance guides for items not covered by preventive maintenance standards. Included are requests, lists of duties, copies of guides, and related records.	
	a. Office developing guide.	Destroy when a new guide is issued
	b. Other offices.	Cut off at the end of fiscal year; destroy 1 year later.
43B91-43B94.	<u>Reserved.</u>	
43B95.	<u>Field office personnel data records (NN-171-42).</u> Documents created in keeping biographical and qualification data on key office personnel and in reviewing and recommending selections, promotions, transfers, or other personnel actions.	Destroy on separation or transfer of the individual from the regional field area. Send to new supervisor if it is an intraregional transfer.
43B96-43B99	<u>Reserved.</u>	

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(Date signed)

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43B100.	<u>Training program records (NN-171-42).</u> Documents created in formulating, planning, scheduling, and conducting training programs in building services, operation, and maintenance. Included are outlines, technical contributions, texts, transparencies, films, tapes, and other graphic training aids, handouts, comments, notices, schedules, and related records.	
	a. Training materials and aids.	Destroy when superseded or obsolete.
	b. Other records.	Cut off at the end of fiscal year; destroy 2 years after cutoff.
43B101-43B104	<u>Reserved.</u>	
43B105.	<u>Utility analysis records (NN-171-42).</u> Documents accumulated in investigating, inspecting, and evaluating the consumption of steam, water, air-conditioning, electrical, utility analysis, Energy Usage and Analysis (EUAS) or other utilities to determine services required and to ensure that utilities are provided at minimum costs and effectively used. Included are economic analyses forms, copies of rate schedules, proposed rate changes, requests for, and other communications about, additions or changes in services, and related records.	
	a. Rate schedules and changes.	Destroy when superseded or obsolete
	b. Other records.	Cut off at the end of fiscal year; destroy 3 years after cutoff.
43B106-43B109.	<u>Reserved.</u>	
43B110	<u>Flag records (NN-171-42).</u> Documents related to notices and authorizations to fly flags at half-mast when certain people die and to other matters related to displaying the flag. Included are requests concerning the notice list, notices, authorizations, and related records.	Cut off at the end of fiscal year; hold 2 years and destroy, except that notice lists are destroyed when a new list is issued or the existing one becomes obsolete.

(Date signed)

OAD P 1820.2 CHGE

This appendix describes and gives maintenance and disposition instructions for records created in planning, directing, and administering supply operations of the Public Buildings Service (PBS), particularly those relating to the establishment and operation of stockrooms, yards, and comparable distribution points. This appendix is not applicable, however, to records accumulated by, and that document the performance of assigned functions of, designated property management officers, acquisition and control units, and accountable officers. Program records accumulated by these offices and elements are described in ch. 19, Office Services Program Records.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
43C1.	BM contract records (see 13C25).	
43C2- 43C4.	<u>Reserved.</u>	
43C5.	<u>Stockroom and cupboard establishment records (NN-141-42)</u> Documents accumulated in determining and authorizing establishment of, change to, or discontinuance of, stockroom, yards, cupboards, and similar distribution points and in approving stock allowance authorizations.	
	a. Allowance lists and related papers.	Destroy when superseded, canceled, or obsolete.
	b. Other records	Destroy when the stockroom, cupboard, yard, or similar distribution point is disapproved or discontinued.
43C6- 43C9.	<u>Reserved.</u>	
43C10.	<u>Property requisition records (NN-171-42).</u> Documents accumulated approving requisitions and purchase orders for supplies, equipment, and services required by field offices.	Cut off at the end of fiscal year, destroy 2 years later.
43C11- 43C14.	<u>Reserved.</u>	
43C15.	<u>Uniform allowances (NN-171-42).</u> Documents related to requests for allowances to employees for uniforms required.	Cut off at the end of fiscal year, destroy 3 years later.
43C16- 43C19.	<u>Reserved.</u>	
43C20.	<u>Surplus property records (NN-171-42).</u> Documents authorizing field offices to sell surplus property and other records pertaining to disposition of excess and surplus property, except office supply records described in par. 9B40 and personal property source	Cut off at the end of fiscal year, destroy 2 years later.

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This appendix describes and gives maintenance and disposition instructions for records created in determining the need, type, and scope of concessions required in Federal buildings and leased space; issuing permits and licenses for establishing and operating concessions; and managing and inspecting concessions. Concession management and operation program records are created as the result of responsibilities outlined in the GSA Organization Manual (OHR P 5440.1) and orders and handbooks in the 5800 subject classification series. They are accumulated in the Office of Real Property Management and Safety, PBS, regional counterparts and by offices of PBS district managers.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
43D1.	<u>Agency agreement records (NN-171-42).</u> Documents related to administrative or policy agreements between GSA and other Government agencies concerning planning, establishing, operating, or discontinuing concessions. This file category is limited to agreements not incorporated in directives.	
	a. National agreements accumulated at Central Office.	Permanent. Cut off at the end of fiscal year when agreement is superseded, canceled, or obsolete; hold 2 years and retire to FRC. Transfer to NARA when 10 years old
	<del>b. All other agreements.</del>	<del>Cut off the agreement at the end of fiscal year when superseded, canceled, or obsolete; destroy 2 years later.</del>
43D2-43D4.	<u>Reserved.</u>	
43D5.	<u>Concession establishment records (NN-171-42)</u> Documents accumulated in planning, programing, and establishing concessions (including furnishings and equipment in Government-owned or -leased buildings). Included are detailed requirements, recommendations, and justifications; surveys for proposed food service facilities; reviews and approvals or disapprovals; layouts; planning data; correspondence; and similar documents.	Place in inactive file upon completing the building or project. Cut off the inactive file at the end of fiscal year; destroy 3 years later.  Note: Withdraw documents from cutoff file when they relate to a later action and incorporate them with the later action for filing in the concession operation file, par. 43D20.
43D6-43D9.	<u>Reserved.</u>	
43D10.	<u>Concession inspection records (NN-171-42).</u> Documents accumulated in conducting inspections of concessions to ensure conformance with standards for sanitation and safety; quantity and quality of food; physical facilities; decor; and general acceptability. Included are GSA Form 1782, Buildings Manager Concession Inspection Record; follow-up actions; correspondence; and related records.	Cut off at the end of fiscal year; destroy 1 year later.
43D11-43D14.	<u>Reserved.</u>	

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43D15.	<u>Concession operation reports (NN-171-42).</u> Documents accumulated in recording and reporting fees payable or paid to GSA as a result of concession operations, vending machine commissions, utilities furnished for concessions and related collections. Included are reports on concessions operations; correspondence; and related records.	Cut off at the end of fiscal year; destroy 3 years later.
43D16-43D19.	<u>Reserved.</u>	
43D20	<u>Concession operation records (NN-171-42).</u> Documents created in evaluating concession services, surveying concession facilities, requesting and coordinating banking services, monitoring and coordinating interior decorating, procuring furnishings and equipment, and similar activities not related to contract administration. Included are survey reports, service requests, copies of work orders, questionnaires, space assignment documents, floor plans, photographs, correspondence, and related records.	Cut off in 2-year blocks; destroy when 3 years old except that service questionnaires may be destroyed when they are no longer needed.
43D21-43D24.	<u>Reserved.</u>	
43D25	Contract agreement records (see app. 13C25).	
43D26-43D29.	<u>Reserved.</u>	
43D30.	<u>General concession administrative records (NN-171-42).</u> Documents that apply to concessions as a group rather than as separate units, or that cannot be filed with program files described elsewhere in this chapter or app. 9-C.	Cut off in 2-year blocks; destroy when 3 years old.
43D31-43D34.	<u>Reserved.</u>	
43D35.	<u>Concession equipment control records (NN-171-42).</u> Documents accumulated in recording the acquisition, status, and location of GSA equipment used in operating concessions. Included are GSA Form 715, Equipment Control Record and comparable documents.	Place in inactive file upon disposing of or transferring equipment or when information is brought forward to a new card. Cut off inactive file at the end of fiscal year; destroy 1 year later.
43D36-43D39.	<u>Reserved.</u>	
43D40.	<u>Vending machine records (NN-171-42).</u> Documents	Place in inactive file on removing vending

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	showing data related to vending machines and pay telephones installed in buildings under GSA's jurisdiction.	machine or when information is brought forward to a new card. Cut off inactive file at the end of fiscal year; destroy 1 year later.
43D41-43D44	<u>Reserved.</u>	
43D45.	<u>Concession records (NN-171-42).</u> Record of concessions and related documents that show the status of, and other information about, each concession.	Place in an inactive file on completing or terminating the contract, permit, license, or agreement. Cut off inactive file at the end of fiscal year; destroy 1 year later.
43D46-43D49.	<u>Reserved.</u>	
43D50.	<u>Cafeteria project books (NN-171-42).</u> Documents accumulated in maintaining project books containing current information on the managing and operating of cafeterias. Included are work sketches, photographs, copies of contracts and amendments, copies of inspection reports and follow-up actions, and related documents.	Destroy documents when superseded or obsolete. Destroy the book on discontinuing the cafeteria or requirement for the project book.

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This appendix describes and gives maintenance and disposition instructions for, program records documenting the plans, procedures, and guides for, and the administration of, the physical protection function. This function deals with measures to prevent and report on property damage and personal injury as a result of thefts, demonstrations, civil disorders, and other unlawful acts. These records are created under the GSA Organization Manual (OHR P 5440.1) and orders and handbooks in the 5900 subject classification series. They are accumulated by the Physical Security Division, Office of Buildings Management, PBS; counterpart elements in the regional offices and offices of PBS district managers. *Real Property*

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
43E1.	<u>Physical security surveys.</u> Documents accumulated in conducting surveys and inspections to evaluate the adequacy of physical security services, facilities, equipment, and activities. Included are checklists, survey forms, findings and recommendations, reports, corrective and followup actions, and related records.	
	a. Federally-owned buildings (GRS 18/9)	Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.
	b. Privately owned buildings (GRS 18/10)	Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.
43E2-43E4.	<u>Reserved.</u>	
43E5.	<u>Special designations (NN-171-42).</u> Documents related to appointing guards as special uniformed, and uniformed police, or dealing with similar designations. Included are appointment documents, withdrawals and revocations, and related records.	Place in inactive file when appointment is revoked or when the individual is no longer employed as designated. Cut off inactive file at end of year, destroy 2 years later.
43E6-43E9.	<u>Reserved.</u>	
43E10.	<u>Special designation registers (NN-171-42).</u> Registers showing the appointment of guards as special, uniformed, or police.	Destroy 2 years after register sheet or book is filled.
43E11-43E14.	<u>Reserved.</u>	
43E15.	Physical security contracts (see 13C25).	
43E16-43E19.	<u>Reserved.</u>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43E20.	<u>Training records</u> . Documents relating to the continuing program of providing training for uniformed and other physical and law enforcement personnel (PSLE) in the field including programmed training, sight and sound packages, and instructions by supervisory officers. Included are <del>course curriculums, qualifications records, notices, schedules, rosters,</del> <sup>STRT</sup> handout materials, training bulletins, texts, audiovisual aids, and related records.	
	a. Central Office (NN-171-42).	Permanent. Cut off at end of fiscal year; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.
	<del>b. Other offices (GRS 1/29b).</del>	<del>Destroy when 5 years old or when superseded or obsolete, whichever is sooner.</del> <sup>Does not cover this set</sup>
43E23-43E24.	<u>Reserved.</u>	
43E25.	<u>PSLE Academy records (NN-171-42)</u> . Documents relating to training of students at PSLE Academy. <sup>STRT</sup> Included are course curriculums, <del>schedules, rosters,</del> <sup>MD</sup> <del>testing records, attendance records,</del> firearm training and certification, and training aid.	Place in inactive file after discontinuance of the academy. Cut off inactive file at the end of fiscal year; destroy when 2 years old
43E26-43E29.	<u>Reserved.</u>	
<del>43E30.</del>	<del><u>Arms issue records (GRS 18/19d)</u> Documents created as a result of requests for administrative decisions on, or authorizations for, issuing arms for protecting facilities and personnel</del>	<del>Destroy 3 months after return of arms.</del>
43E31-43E34.	<u>Reserved.</u>	
43E35.	<u>Physical security agreements (NN-171-42)</u> . Documents accumulated in preparing, negotiating, and clearing agreements with other organizations, including local law enforcement organizations, regarding technical assistance, mutual assistance, jurisdictions, and physical security matters. Included are agreements, clearances and related documents.	
	a Central Office. <u>National Agreements</u>	Permanent. Cut off at end of fiscal year after cancelling the agreement or when obsolete, hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.
	<del>b. Other agreements.</del>	<del>Cut off at end of fiscal year; when canceled or obsolete, hold 2 years, and destroy.</del>

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RECORD  
SYMBOL DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

NOTE: Documents related to agreements included in directives should be made a part of the ~~directive case file, paragraph 11B25, or the instruction file paragraph 9C2,~~ whichever is appropriate in the office concerned.

43E36- Reserved.  
43E39.

~~43E40 Security coverage records (NN-171-42). Documents giving information on the physical security at a facility. Included are completed security assignment records, detail sheets, reviews, and related records. Remove and destroy upon discontinuing protection.~~

43E41- Reserved.  
43E44

~~43E45 Special security measures (NN-171-42). Case files covering special physical security measures taken to protect VIP's visiting GSA-controlled buildings and grounds. Cut off at the end of fiscal year, after visit, hold 2 years, and retire. Destroy 3 years later when 5 years old.~~

43E46- Reserved.  
43E49.

43E50. Disturbance control plans (NN-171-42). Documents related to contingency plans for protecting personnel and facilities in case of demonstrations, riots, and other civil disorders. Included are plans, clearances, and related records.

a. Central Office.

*Permanent. COFF when new plan is issued or when obsolete and place in an inactive file. COFF destroy 7 years later.*

~~b. Other offices~~

*Place in inactive file when new plan is issued or existing one becomes obsolete, destroy 2 years later. Transfer to 5 year blocks. FRC when 3 year old. Transfer to National Archives when 20 years old.*

NOTE: Records related to plans incorporated in, and publishing as a directive must be kept and retired or destroyed according to the instructions in paragraph 9C2.

43E51- Reserved.  
43E54

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43E55.	<u>Disturbance control cases (NN-171-42)</u> . Case files created in planning and implementing actions to control actual or expected demonstrations, riots, bomb threats, or other events. <i>(Regional office copy)</i>	Permanent. Cut off at end of fiscal year after completing action; hold 2 years and retire to FRC. Transfer to NARA 10 years after cutoff.
43E56-43E59.	<u>Reserved.</u>	
<del>43E60.</del>	<del><u>Property theft records</u>. Documents related to property stolen in Government buildings or grounds. Included are theft reports, ledger records and related documents.</del>	<del></del>
	<del>a. Ledger files (GRS 18/15a).</del>	<del>Destroy 3 years after final entry.</del>
	<del>b. Reports, loss statements, receipts and other documents relating to lost and found articles (GRS 18/15b).</del>	<del>Destroy when 1 year old.</del>
43E61-43E64.	<u>Reserved.</u>	
43E65.	<u>Flag records (NN-171-42)</u> . Documents and related to notices and authorizations to fly flags at half-mast when certain people die and to other matters related to displaying the flag. Included are requests concerning the notice list, notices, authorizations, and related records	Cut off at the end of fiscal year, hold 2 years, and destroy, except that notice lists are destroyed when a new list is issued or the existing one becomes obsolete.
43E66-43E69.	<u>Reserved.</u>	
43E70	<u>Plan review records (NN-171-42)</u> Documents created in reviewing and commenting on plans for, layouts of, or proposed changes to, buildings and grounds, including parking areas.	Cut off at the end of fiscal year, destroy 2 years later.

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This appendix describes and gives maintenance and disposition instructions for program records created in planning, evaluating and executing the GSA Safety and Environment Management Program. These records are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 5900 subject classification series. They are accumulated by the Safety and Environment Management Division, Office of Real Property Management and safety, PBS and regional counterparts.

The term "safety and environmental management programs" includes records elements relating to general safety issues, occupational health matters, fire prevention and fire protection activities, and all environmental concerns.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
43F1.	<u>Safety and environmental management agreements.</u> Documents relating to the negotiation of agreements concerned with the provisions of, responsibility for, or otherwise dealing with, safety and environmental management matters.  a. Central Office records related to national agreements (NN-171-42).  <i>↳ OTHER OFF. CLS</i>  b. Other records ( - - - ).	Permanent Cut off at the end of fiscal year when new agreement is issued or terminated. Hold for 2 years and retire to FRC. Transfer to NARA when 10 years old.  Cut off at the end of fiscal year when superseded, terminated, or obsolete. Destroy 5 years later.
43F2-43F4.	<u>Reserved.</u>	
43F5.	<u>Safety designations ( - - - ).</u> Documents showing persons appointed to perform safety or environmental management responsibilities.	Cut off at the end of fiscal year when designation is supersede or obsolete. Destroy 1 year later.
43F6-43F9.	<u>Reserved.</u>	
43F10.	<u>OSH committees ( - - - ).</u> Documents reflecting deliberations and activities of GSA safety and health or environmental management committees. Included are listings of members, agenda, minutes of meetings, copies of program documents or schedules, and documents generated or the results of meetings concerning the Occupational Safety and Health Administration.	Cut off at the end of the fiscal year; destroy when 2 years old.
43F11.	<u>Fire protection and safety inspection records (NC1-121-82-1).</u> Documents related to safety and health and fire protection surveys and inspections.	Cut off at the end of the calendar year; destroy when 5 years old or upon discontinuing the facility, whichever is sooner.

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43F12-43F14	<u>Reserved.</u>	
43F15.	<u>Accident reports.</u> Documents accumulated in reporting any type of injury, illness, fire, property damage, unhealthy conditions, or motor vehicle, to anyone or anything where GSA is involved through employment, visitors, activities, or responsibility.	
	a. Records involving GSA employee injury or illness (GRS 1/31).	Cut off at the end of fiscal year; destroy 4 years later.
	b. Records involving fires (GRS 18/11).	Cut off at the end of fiscal year; destroy 2 years later.
	c. Motor Vehicle Accident Records (GRS 10/5).	Cut off when case is closed; destroy 6 years later.
43F16-43F19.	<u>Reserved.</u>	
43F20.	<u>Employee work injury/illness logs (GRS 1/31).</u> Logs and summaries used to record receipt and disposition of employee reports of occupationally related injuries and illnesses relating to GSA work injury treatment and compensation benefit program.	Cut off at the end of fiscal year; destroy 4 years later.
43F21-43F24.	<u>Reserved.</u>	
43F25	WITHDRAWN BY CHGE	
43F26-43F29.	<u>Reserved.</u>	
43F30.	WITHDRAWN BY CHGE	
43F31-43F34.	<u>Reserved.</u>	
43F35.	<u>Accident statistics and analyses ( - - - ).</u> Data and analyses accumulated in determining the scope, nature and cause factors of the mishap trend, and in measuring results of program efforts, but exclusive of documents relating to specific accidents or fires.	
	a. Records relating to recognized Federal mishap reduction programs.	Cut off following discontinuance of program to which statistics apply; destroy when 3 years old.
	b. Other files.	Cut off at the end of fiscal year; destroy when 3 years old.

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43F36-43F39.	<u>Reserved.</u>	
43F40.	<u>Fire protection engineering ( - - - )</u> . Documents relating to non-mishap type fire protection systems (e.g., sprinkler and alarm deficiencies) on GSA-operated or leased premises.	Cut off at the end of fiscal year; destroy when 4 years old.
43F41-43F44.	<u>Reserved.</u>	
43F45.	<u>SEM and OSH surveys (NN-171-42)</u> . Information accumulated in conducting and reporting on surveys and inspections to evaluate safety, health, and environmental management programs, detect hazards, and recommend preventative measures. Included are checklists, inspection reports, findings and recommendations, and related records.	Cut off at the end of fiscal year; destroy when 5 years old.
43F46-43F49.	<u>Reserved.</u>	
43F50	<u>Orientation and training (NN-171-42)</u> . Documents accumulated in preparing, coordinating, arranging, and conducting safety and environmental management orientation and training programs for GSA employees. a. Training materials. b. Other records.	Destroy when superseded or obsolete. Cut off at the end of fiscal year; destroy 2 years later.
43F51-43F54.	<u>Reserved.</u>	
43F55.	<u>Promotional records (NN-171-42)</u> . Documents resulting from efforts to stimulate supervisory and employee interest in safety and environmental management. Included are charts, and other materials used in publishing safety achievements and special events.	Cut off at the end of fiscal year; destroy 2 years later.
43F56-43F59.	<u>Reserved.</u>	
43F60.	<u>Annual safety and environmental management reports ( - - - )</u> . Documents showing program development, execution, accomplishment, and evaluation. Included are regional reports and related records.	Cut off at the end of fiscal year; destroy 5 years later.

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(Date signed)

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43F61-43F64.	<u>Reserved.</u>	
43F65.	<u>Safety award/commendation records (GRS 1/13).</u> Documents created in support of the participation, preparation, evaluation for recommending winners of, and contest or other incentive programs promoting presentation of various safety, health and fire prevention activities.	Cut off at the end of fiscal year; destroy 3 years later.
43F66-43F69.	<u>Reserved.</u>	
43F70.	<u>Hazardous area and operation designations (NN-171-42).</u> Documents identifying areas and operations where the working environment requires special engineering controls to manage the risk potential, or personal protective clothing and equipment.	Destroy when superseded or obsolete.
43F71-43F74.	<u>Reserved.</u>	
43F75.	<u>Hazardous operation control records.</u> Documents accumulated in monitoring, and exercising safety controls, over potentially hazardous operations to ensure that people are trained and safety requirements are understood and followed. Included are lists of employees trained or issued permits, revocations of permits, progress reports, technical advice, list of hazardous materials used in support of GSA activities or operations, and other related records.	
	a. <u>List (NN-171-42).</u>	<u>Destroy when superseded or obsolete.</u>
	b. Others ( - - - ).	Cut off at the end of fiscal year; destroy 3 years later.
43F76.	<u>Hazardous materials inventories ( - - - ).</u> Lists of hazardous materials used in support of GSA activities or operations. Included are material safety data sheets for separate materials.	Cut off at the end of fiscal year while current inventories and data sheets are in use or storage. Hold for 2 years and destroy when obsolete.

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43F77-43F79.	<u>Reserved.</u>	
43F80.	<u>Design review records ( - - - )</u> . Documents accumulated in reviewing plans, drawings, specifications, layouts, purchase requisitions, etc., in support of identifying unsafe or unhealthy conditions of workplaces, equipment or supplies and potential safety or fire hazards.	Cut off at the end of fiscal year; destroy 3 years later.
43F81-43F84.	<u>Reserved.</u>	
43F85.	WITHDRAWN BY CHGE	
43F86-43F89.	<u>Reserved.</u>	
43F90.	<u>Indoor air quality and radon program records ( - - )</u> Documents relating to indoor air quality and radon.	Cut off records relating to inactive radon and inter air quality issues at the end of fiscal year. Hold for 2 years and retire to FRC. Destroy when <del>5</del> years old.
43F91-43F94	<u>Reserved.</u>	20
43F95.	<u>Hazardous waste program records ( - - )</u> . Documents accumulated in support of the hazardous waste program.	Cut off records at end of fiscal year. Hold for 2 years and retire to FRC. Destroy when 5 years old.
43F96.	<u>Asbestos program records ( - - - )</u> . Documents accumulated in support of the asbestos program. Documenting asbestos usage, exposure and related records. Excluding circulars.	Cut off at the end of fiscal year; hold 3 years and retire to FRC. Destroy when 20 years old.
		NOTE: The Attorney General and the Director, Office of Management and Budget (OMB), have directed all agencies to retain and preserve all asbestos-related records. [Authorizations for disposing of as-asbestos-related records are suspended: every organizational element of GSA must retain all charge records for each element ] The Office of General Counsel in GSA can help records custodians decide if particular records or record groups fall under these retention requirements.

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43F97.	<u>Polychlorinated Biphenyls - PCB program records (- - -)</u> . Documents accumulated in support of the PCB program.	Cut off following the close of the project; hold <u>2</u> years and retire to FRC. Destroy when <u>20</u> years old.
43F98.	<u>Drinking water quality records (- - -)</u> . Records associated with the quality and standards of drinking water.	
	a. Bacterial records.	Cut off at the end of fiscal year; hold 5 years and destroy.
	b. Chemical records.	Cut off at the end of fiscal year, hold 10 years and destroy.
	c. Sanitary survey reports.	Cut off at the end of fiscal year; hold 10 years and destroy.
43F99.	<u>Underground storage tanks (- - -)</u> . Records associated with underground storage tanks	Cut off records upon closure of tank ; hold <u>2</u> years and retire to FRC. Destroy when <u>20</u> years old.

(Date signed)

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This appendix describes and gives maintenance and disposition instructions for records documenting the repair and alteration (R & A) program. The program provides for the repairing, improving, altering, remodeling, converting, extending, and equipping of Government-owned and -leased space. The records are created as a result of responsibilities set forth in the GSA Organization Manual (OHR P 5440.1) and pursuant to the provisions of orders and handbooks in the 6800 subject classification series. They are accumulated by the Repair and Alteration Division, PBS, regional counterparts; and offices of PBS district managers. Records accumulated by other office of R & A projects are described in ch. 42.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
43G1.	<u>Reserved.</u>	
43G2.	<u>R&amp;A building records ( - - - )</u> . Case-type records established for each Government-owned or -operated building in the region. Records include but are not limited to name change recommendations; new building evaluations; preoccupancy brochures and background papers thereto; prospectuses; layouts; comments on plans; seal, plaque, and memorial installation approvals or disapprovals; tenant noncompliance reports; inspection reports not included in the inspection binder or described elsewhere; permit, license, and easement requests and recommendations; and related records permit, license and easement requests and recommendations; and related records. Excluded are records described specifically elsewhere in this handbook.	
	a. Central Office.	<i>Temporary</i> Cut off end of fiscal year; hold 2 years and retire to FRC. <del>Transfer to</del> <i>Destroy</i> NARA 10 years after cutoff.
	<del>b. Other offices.</del>	<del>Cut off end of fiscal year; destroy 2 years after cutoff.</del>
43G3-43G9.	<u>Reserved.</u>	
43G10.	<u>Prospectus project records (NN-171-42)</u> . Documents accumulated in proposing, justifying, estimating costs of, reviewing, approving or disapproving, and monitoring prospectus projects. Included are proposals, justifications, preliminary cost estimates, field inspection reports, prospectuses, clearances, committee recommendations, project revisions, approvals, notifications of congressional actions, project schedules, and related records.	Withdraw and include in the 43G2 R&A program records when prospectus project approved or disapproved.
43G11-43G14	<u>Reserved.</u>	

*NOTE: THIS CATEGORY SHOULD NOT BE USED FOR ORIGINAL RECORDS RELATING TO DEC PROJECTS OR MAJOR ALTERATIONS. USE CHAPTER HQC*

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<del>43G15.</del>	<del>R&amp;A program records (NN-171-42). Documents accumulated in establishing, approving, justifying, and defending the annual program for R&amp;A. Included are documents reflecting target amounts, lists of work in the building evaluation reports, list support in budget requests, R&amp;A operating schedules, and related records.</del>	<del>Cut off annually; destroy 5 years later.</del>
43G16-43G19.	<u>Reserved</u>	
43G20.	<u>R&amp;A program status reports ( - - - )</u> . Computer printout summary reports reflecting the monthly and year-end financial status of the R&A appropriation by building.	
	a. Monthly reports.	Destroy 2 months later.
	b. Year-end report.	Cut off at end of fiscal year; destroy when 2 years old.
	<del>c. Microfilm reports.</del>	<del>Forward to Region 3 for salvage when no longer needed</del>
43G21.	<u>Reimbursable work authorizations ( - - - )</u> . Documents accumulated related to reimbursable work authorizations, to authorize use of agency funds for work requested by the agency. Included are work authorization requests and related records.	Place in inactive files when cancelled or completed. Hold 3 years and retire to FRC. <i>Destroy 3 years later. when 6 years old</i>
43G22-43G29.	<u>Reserved</u>	
<del>43G30</del>	<del><u>R&amp;A Project Records (---)</u> Case files documenting actions taken on R and A projects from start to finish. Included are project requests, Budget Activity Authorizations (IBAA), GSA Form 3286, completed prospectus project files, project authorizations and comments, preconstruction conferences minutes, pre-market meeting minutes, charge orders, and related documents.</del>	<del></del>
	a. Central Office.	Place in inactive file when project is cancelled or completed, hold 2 years and retire to FRC. <i>Destroy 8 years later. when 10 years old</i>
	b. Other offices.	Place in inactive file on cancelling or

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
43G31-43G34	<u>Reserved.</u>	completing the project. Destroy 3 years later.
43G35.	<del>R&amp;A drawing files ( - - - )s Copies of drawings and related papers concerning changes, distribution, and reproduction.</del>	<del>Destroy when new drawing is issued or when project is completed, whichever is sooner.</del>
43G36	<del>RACATS reports ( - - - ). Repair and Alteration and Construction Automated Tracking System (RACATS). Included are monthly reports for inventory-active and design, construction reports, history, canceled in design, and canceled in construction.</del>	<del>Destroy 1 month later due to constant update.</del>
43G37-43G49	<u>Reserved.</u>	
43G50	<del>National Register files (NN-171-42). Documents related to the National Register of buildings, structures, and sites that have historical or cultural importance. Included are copies of the National Register with changes, lists of regional buildings in the register, and related records.</del>	<del>Destroy when superseded or obsolete.  NOTE: Clearances (supplementing the Register) of R&amp;A proposals involving properties that have local importance file in 43G2.</del>
43G51	<del>Building evaluation report records ( - - ). Documents that reflect the requirements for, status of, and other information about, project for repair and alteration, demolition of the building and operation and R&amp;A responsibility to another agency, provided information on the disposition has been entered into RACATS system. Included are maps, photographs, floor plans, occupancy permits, retention and disposal recommendations, description reports, repair and alteration work inventories, building equipment obsolete data, occupancy report, copies of inspection reports, and related records.</del>	<del>Destroy individual documents when superseded or obsolete. Destroy the entire record on sale, donation, or demolition of the building and operation and R&amp;A responsibility to another agency, provided information on the disposition has been entered into RACATS system.</del>
43G52-43G54.	<u>Reserved.</u>	

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RECORD  
SYMBOLDESCRIPTION OF RECORDSAUTHORIZED DISPOSITION

43G55.

Plan review records (~~EN-14-2~~), Documents created in reviewing and commenting on plans for, layouts of, or proposed changes to, buildings and grounds, including parking areas.

Cut off at the end of the calendar year; destroy 2 years later.