

NCD 11 Jan 82 M

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-121-82-1
DATE RECEIVED	January 11, 1982
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-15-82 Date	<i>[Signature]</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2 MAJOR SUBDIVISION
Public Buildings Service

3 MINOR SUBDIVISION
Office of Buildings Management

4 NAME OF PERSON WITH WHOM TO CONFER
Ray Hershberger

5 TEL EXT
566-0673

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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 1/7/82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Ray Hershberger</i> Ray Hershberger	E TITLE Management Analyst
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Chapter 44 - Buildings Manager Program Records Enclosed are proposed descriptions, and disposition schedules as ch. 44 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN-171-42	

Closed Out: 1-25-82: K.P. [Signature]
MOCs will be forwarded via printed check.
Copy to Agency 1-22-82. #
19 Jan 82

117 items

CHAPTER 44. BUILDINGS MANAGER PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for records normally accumulated by offices of buildings managers, including subordinate elements thereof. These instructions are contained in:

- a. Appendix 44-A. Buildings Manager General Records
- b. Appendix 44-B. Building Services Records
- c. Appendix 44-C. Building Operation and Maintenance Records
- d. Appendix 44-D. Contractual Services and Supply Operation Records
- e. Appendix 44-E. Concession Records
- f. Appendix 44-F. Withdrawn by CHGE
- g. Appendix 44-G. Safety Records
- h. Appendix 44-H. Repair and Alteration Records

2. Reserved.

OAD P 1820.2 CHGE

This appendix describes and provides maintenance and disposition instructions for records that either accumulate in all elements of offices of buildings managers or apply to general building management (BM) matters.

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Appendix 44-A. Buildings Manager General Records

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44A1. Building files. Case-type files containing documents that relate generally to individual buildings under the jurisdiction of a buildings manager or that are not described specifically elsewhere in this chapter.

Cut off annually, destroy when 3 years old.

44A2 - 44A4. Reserved.

44A5. Data books. Data books are composed of the documents prescribed by HB, Operation and Maintenance of Real Property (PBS P 5800.18A). These documents are copies of record copies which are: (1) filed in the appropriate official file for the function, project, or case concerned, or (2) filed in higher echelon offices.

Withdraw and destroy individual documents as they are superseded or become obsolete. Transfer or destroy the entire book on disposal or demolition of the building.

44A6 - 44A9. Reserved.

44A10. Building startup schedules and reports. Documents created in establishing target dates for initiation of important actions leading to, and in reporting problems and accomplishments in preparing for, occupancy and operation of a new building. Included are schedules, reports, and related records.

Cut off annually following occupancy of the building, destroy when 3 years old.

44A11 - 44A14. Reserved.

44A15. Building name and dedication files. Documents relating to the dedication of; the naming or renaming of; installation of seals, plaques, and memorials in; or comparable action pertaining to; a building, exclusive of specific files described elsewhere in this chapter or in ch. 9.

Destroy when no longer needed for reference.

44A16 - 44A19. Reserved.

44A20. New building evaluation files. Documents created in conducting and reporting on the operational evaluation of new buildings to ensure the inclusion of good, and the elimination of bad, features in future designs. Included are checklists, reports, and related records.

Cut off following completion of the report for the third year of occupancy, destroy when 2 years old.

44A21 - 44A24. Reserved.

44A25. Building drawings. Copies of drawings used in building operation and maintenance activities. These drawings reflect the design, construction, remodeling, alteration, repair, and improvement of the building, including equipment and grounds, the assignment of parking spaces, and space for personnel and equipment, and similar details.

*Chap 42C.30
Amended by
R. D. Klein per
letter to R. W. H. H. H. H. H.
1/2/80.*

Turn over current drawings to new owner when building is transferred or sold. Destroy on supersession or revision of the drawing, or when the building is demolished. ~~If the building is declared a historical building then the records shall be permanent and offered to NARS.~~

44A26 - 44A29. Reserved.

44A30. Employee assignment designations. Copies of letters or other documents designating GSA employees for special duties in the area of buildings management, including physical protection.

Destroy when superseded or obsolete.

44A31 - 44A34. Reserved.

44A35. Occupant documents. Documents from occupants reflecting requirements for, and information about, services, particularly those of a continuing or nonstandard nature.

Destroy when superseded or obsolete.

44A36 - 44A39. Reserved.

44A40. Inspection files. Descriptions of and disposition instructions for these files are contained in the following subpars:

a. BM inspection scheduling files. Documents relating to the preparation and issuance of inspection schedules, exclusive of schedules published in directives.

Retain until the next comparable survey, inspection, or when an evaluation is conducted.

b. BM inspections. Documents created in the survey, inspection, or evaluation of the operation and management of a building or field office. These inspections are primarily for the purpose of promoting coordination, detecting problems, and ensuring compliance with policies, procedures, schedules, and orders. Included are buildings manager inspection reports, higher echelon inspection reports, similar reports, and related records, but not inspection reports required for filing in the contract, project, or case files, or described specifically elsewhere in this chapter or ch. 9.

Cut off annually, destroy when 3 years old.

44A41 - 44A44. Reserved.

44A45. Nonfederal inspections. Documents created in cooperating with local governments or other organizations in the inspection of Government-owned or -occupied facilities. This file category is limited to documentation that cannot be identified with a specific file category described elsewhere in this chapter.

Cut off annually, destroy when 3 years old.

44A46. Fire protection and safety inspection files. Documents accumulated pertaining to facility safety and health inspections and fire protection surveys and inspections.

*Amended by
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wmply min
EAS 18/10/11*

Cut off annually, destroy when 4 years old *OR upon discontinuance of facility, whichever is sooner.*

44A47 - 44A49. Reserved.

44A50. Space utilization surveys. Reports of, and other records relating to, the inspection or survey of space utilization.

Cut off annually, destroy when 1 year old.

44A51 - 44A54. Reserved.

44A55. Withdrawn by CHGE_____.

44A56 - 44A59. Reserved.

44A60. Credential control files. Documents created in recording and controlling the issue and turn-in of credentials. Included are requests, receipts, accountability control records, reports of losses, and related records.

Cut off annually following return of, or other accounting for, the related credential, destroy when 1 year old.

44A61 - 44A64. Reserved.

44A65. Credentials. Identification cards, including driver identification cards, passes, letter authorizations, and similar credentials issued and controlled by offices of buildings managers.

When credential is turned in, destroy when 1 year old.

44A66 - 44A69. Reserved.

44A70. Permit, license, and easement files. Documents relating to, and used in controlling the issue of, licenses, permits, easements, and similar instruments. This file category is limited to instruments that do not relate to, and which consequently cannot be filed with, specific case files described elsewhere in this chapter.

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- a. Files relating to instruments, the issue of which is a responsibility of the buildings manager: Cut off annually following denial, revocation, or expiration, destroy when 3 years old.
- b. Files relating to instruments, the issue for which is a responsibility of higher echelons: Cut off annually, destroy when 2 years old.

44A71 - 44A74. Reserved.

44A75. Health unit files. Documents relating to the establishment and operation of health units. Included are occupant requests for establishments, interagency agreements, justifications, communications regarding operation, and related records.

- a. Agreements: Destroy when superseded or obsolete.
- b. Other records: Cut off annually, destroy when 2 years old.

44A76 - 44A79. Reserved.

44A80. Community activities. Documents created in approving, controlling, and ensuring removal of living building activities, community exhibits, review stands, and advertisements in Government-owned and -occupied buildings, but not documents relating to federally recognized charitable campaigns as covered in ch. 9.

Cut off annually, destroy when 1 year old.

44A81 - 44A84. Reserved.

44A85. Posting file. Documents related to the posting or display of printed, graphic, or other material on building premises, and bulletin boards.

Cut off annually, destroy when 1 year old.

44A86 - 44A89. Reserved.

44A90. BM contest files. Records relating to incentive contests sponsored by higher echelons to evaluate field offices and motivate field office personnel, exclusive of protection contests described elsewhere in this chapter.

Cut off annually, destroy when 2 years old.

44A91 - 44A94. Reserved.

44A95. Staff-hour distribution files. Documents reflecting staff-hours expended by employee(s) by project, activity, or item. Included are GSA

Form 1079, Daily Summary Time Reports, and all FBF Time Summaries and comparable documents, but not employee time and attendance records described in ch. 9. |

Cut off annually, destroy when 2 years old. | +/

44A96 - 44A99. Reserved.

44A100. Financial and management information reports. Documents accumulated pertaining to financial and management information reports containing quantitative data received by buildings manager's offices used to determine current financial status, program performance, and historical trends. |

Cut off annually, destroy when 2 years old. |

44A101 - 44A104. Reserved.

44A105. Monthly change reports. Documents created in preparing and submitting reports of changes in personnel, official addresses, telephone numbers, and workload. Included are monthly change reports and related records. |

Cut off annually, destroy when 1 year old. | -/

44A106 - 44A109. Reserved.

44A110. Business services files. Documents accumulated in advising and assisting individuals and commercial concerns interested in doing business with the Government, displaying and distributing bidding documents, and in reporting information on contacts with such individuals and concerns. Included are copies of bidding materials, reports of contacts, correspondence, and related records. |

Cut off annually, destroy when 1 year old, except that bid invitations may be destroyed on expiration of deadline for bidding. |

This appendix provides descriptions of, and maintenance and disposition instructions for records documenting building services functions supervised and executed by offices of buildings managers, including subordinate elements thereof. The building services functions include elevator operation, sanitation, cleaning, grounds maintenance, snow removal, parking, and similar work elements. When these services are performed by a contractor, the records submitted by the contractors, which are similar to or identical to those generated when Federal employees perform the services, must be retained as a part of the contract file.

44B1. Vertical transportation files. Documents related to operation of elevators, escalators, and dumbwaiters. Descriptions of and maintenance and disposition instructions for these files are contained in the following subpars:

a. Elevator operation authorizations. Supervisor's copy of authorizations to operate elevators, but not field office copies which are identified for filing in accordance with subpar. 9B25c, individual personnel information.

Destroy when superseded or obsolete.

b. Vertical transportation operation schedules. Documents created in developing, maintaining, and revising schedules for the operation of elevators and escalators. Included are traffic survey data, schedules, and related records.

(1) Schedules: Destroy when superseded or obsolete.

(2) Other records: Cut off annually, destroy when 2 years old.

c. Vertical transportation inspection and maintenance files. Documents created in scheduling and reporting maintenance and inspection of elevators, escalators, and dumbwaiters. Included are schedules, acknowledgments of inspection, certificates of inspection, routine and special reports of inspection, and related records.

(1) Certificates: Destroy when spaces thereon are filled or when a new form is required due to wear.

(2) Acknowledgments: Destroy on receipt of next inspection acknowledgment.

(3) Other records: Cut off at the end of the year, destroy when 2 years old.

d. Elevator data cards. Cards used to record identification, location, operation, repair, and alteration data pertinent to each elevator.

Transfer with the building. Destroy on replacement or removal of the elevator, or on sale, donation, or demolition of the building.

44B2 - 44B4. Reserved.

44B5. Parking files. Descriptions of and maintenance and disposition instructions for these files are contained in the following subparagraphs:

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OAD P 1820.2 CHGE

a. Parking general. Documents relating to parking matters not described elsewhere in this chapter. Included are communications about parking, communications with tenant agencies, and similar records. Use this paragraph instead of subpar. 9C1a for general parking matters.

Cut off annually, destroy when 2 years old.

b. Parking area allotments. Documents accumulated in allotting and controlling the allotment of parking areas to tenant agencies.

Destroy when superseded or obsolete.

c. Parking space controls. Documents accumulated by offices of buildings managers responsible for assigning and controlling individual parking spaces. Included are cards or other documents indicating names of individuals assigned parking space.

Cut off annually, destroy when 3 years old.

44B6 - 44B9. Reserved.

44B10. Grounds improvement coordination files. Documents accumulated in coordinating the operation, maintenance, and improvement of grounds, sidewalks, onstreet parking areas, approaches, and roads with local officials, civil groups, and community organizations. This file category is limited to documents that are not identifiable with a specific repair and improvement project or other case file described elsewhere in this chapter.

Cut off annually, destroy when 2 years old.

44B11 - 44B14. Reserved.

44B15. Cleaning and sanitation files. Descriptions of and maintenance and disposition instructions for these files are contained in the following subparagraphs:

a. Cleaning and sanitation general files. Documents relating to cleaning and sanitation, exclusive of files described elsewhere in this chapter. Use this par. instead of subpar. 9C1a for general cleaning and sanitation matters.

Cut off annually, destroy when 2 years old.

b. Cleaning surveys. Documents accumulated in the survey of building space to identify cleaning categories, including the frequency of cleaning for each category, for use in determining manpower and fund requirements. Included are copies of coded floor plans, cleaning survey summary sheets, completed building cleaning survey forms, and related records.

Destroy when superseded or obsolete.

c. Cleaning staff organization. Charts and related records depicting the organization, functions, and responsibilities of the cleaning force.

Destroy when superseded or obsolete.

d. Cleaning schedules. Schedules, layouts, and related records showing areas and items to be cleaned and the dates thereof.

Destroy when superseded or obsolete.

e. Cleaning assignment, report, and inspection files. Documents used to assign cleaners, report work accomplished, and verify and evaluate work accomplishment. Included are assignment and work accomplishment forms, various inspection reports, complaints and notices of cleaning work required, and related records.

(1) Permanent work assignments: Destroy when superseded or obsolete.

(2) Periodic work assignments and inspections: Cut off annually, destroy when 1 year old.

(3) Other records: Destroy when 2 months old.

f. Safety belt records. Documents used to record identification, repair, and other data about window washer safety belts.

Destroy on disposition of the related belt.

44B16 - 44B19. Reserved.

44B20. Snow removal files. Documents accumulated in preparing snow removal plans, assigning employees to snow removal teams, and controlling and reporting on snow removal operations. Included are communications with local road officials, snow removal plans, assignment letters, operation reports, weather reports, and related records.

a. Plans and related records: Destroy when superseded or obsolete.

b. Other records: Cut off annually, destroy when 1 year old.

This appendix provides descriptions of, and maintenance and disposition instructions for records documenting building and utility operation and maintenance functions supervised and executed by offices of buildings managers, including subordinate elements thereof. When these services are performed by a contractor, the records submitted by the contractors, which are similar to or identical to those generated when Federal employees perform the services, must be retained as a part of the contract file.

44C1. Building operation and maintenance general files. Documents relating generally to operation and maintenance of buildings and utilities, exclusive of specific files described elsewhere in this chapter or in ch. 9.

Cut off annually, destroy when 2 years old.

44C2 - 44C4. Reserved.

44C5. Craft requirement books. Documents accumulated in developing and submitting force account staff-hour requirements for tour and watch assignment, maintenance and operation, preventive maintenance, repair and improvement, and service calls. These documents are maintained in looseleaf notebooks.

Destroy when superseded or obsolete.

44C6 - 44C9. Reserved.

44C10. Tour and watch assignments. Documents reflecting tours of duty and watch assignments for craft personnel, along with descriptions of the work required and the time it is to be done.

Destroy when superseded or obsolete.

44C11 - 44C14. Reserved.

44C15. Craft productive staff-hour summaries. Daily, monthly, or other periodic summaries of productive staff-hours programed and expended.

Cut off annually, destroy when 2 years old.

44C16 - 44C19. Reserved.

44C20. Maintenance control cards. Preventive maintenance control cards used to notify supervisors when preventive maintenance is due on a particular item and to record date of, and staff-hours devoted to, accomplishment of preventive maintenance.

Destroy when card is filled and identifying information is brought forward to new card or on disposition of the item or building.

44C21 - 44C24. Reserved.

44C25. Preventive maintenance guide development. Documents accumulated in requesting development of preventive maintenance guides for items not covered by published preventive maintenance standards.

Cut off annually following approval, destroy when 1 year old.

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44C26 - 44C29. Reserved.

44C30. Service call work authorizations. Documents used to record calls for nonreimbursable services and to authorize and report completion of work thereon.

a. Suspended copies: Destroy on return of original reflecting completion of work.

b. Originals: Cut off monthly, destroy when 1 year old.

44C31 - 44C34. Reserved.

44C35. Work authorization files. Descriptions of and maintenance and disposition instructions for these files are as follows:

a. Work authorization 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.

b. Work authorization registers. Registers used to record information on the receipt of, work called for by, number assigned to, and other data about, job and work orders.

Destroy 2 years after register sheet or book is filled.

c. Work authorization controls. Forms, normally maintained by shop supervisors, showing job order estimates by shop and labor and material expended to date.

Destroy on completion of the job.

44C36 - 44C39. Reserved.

44C40. Guaranty and warranty files. Guarantees and warranties (including records relating to them) obtained with, and applicable to materials and equipment.

Destroy on expiration of the guaranty or warranty.

44C41 - 44C44. Reserved.

44C45. Equipment history cards. Cards used to record a history of the maintenance and repair of selected items of equipment.

Transfer with the equipment or destroy on final disposition of the equipment.

44C46 - 44C49. Reserved.

44C50. Mechanical equipment data forms. Documents that provide identification data on building mechanical equipment and which are used as an aid in inspection. Included are any records directly related to them.

Destroy when superseded or obsolete.

44C51 - 44C54. Reserved.

44C55. Operating equipment inspection files. Documents created in reporting and certifying inspection of mechanical equipment other than elevators, escalators, and dumbwaiters. Included are boiler and unfired pressure vessel inspection reports, chemical inspection reports on boilers, inspection certificates, reports of shut downs, lubrication schedules and inspection records, sprinkler test reports, fire extinguisher test reports, similar reports, and related records, exclusive of inspection and maintenance records described specifically elsewhere in this chapter.

Cut off annually, destroy when 5 years old.

44C56 - 44C59. Reserved.

44C60. Battery inspection records. Documents used to record maintenance inspection of storage batteries.

Cut off annually, destroy when 5 years old.

44C61 - 44C64. Reserved.

44C65. Equipment repair cards. Documents used by shop employees to identify, account for, and control equipment received for repair.

Destroy on pickup or return of equipment.

44C66 - 44C69. Reserved.

44C70. Repair notice tags. Documents used as notification of the conduct of maintenance and repair operations, such as completed danger tags, open valve tags and followup forms, and comparable documents.

Destroy on completion of work.

44C71 - 44C74. Reserved.

44C75. Plant operation logs. Logs (often attached to or maintained adjacent to heating or other plants) used to record equipment operation and condition,

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action taken, and occurrences during the shift, but not equipment records described elsewhere in this chapter.

Destroy 5 years after log book or sheet is filled, or on disposition of the equipment.

44C76 - 44C79. Reserved.

44C80. Heating and air conditioning schedules. Schedules for operation of heating and air conditioning plants, including related records.

Destroy when superseded or obsolete.

44C81 - 44C84. Reserved.

44C85. Heating and refrigeration operating records. Documents used to record daily operating data relative to air conditioning and refrigeration systems.

Cut off at the end of the year, destroy when 1 year old, except that one copy reflecting typical daily readings for each year may be retained for as long as needed to provide a record of operating conditions.

44C86 - 44C89. Reserved.

44C90. Ashes and cinder delivery records. Documents used to record the pickup of ashes and cinders by contractors.

Cut off annually, destroy when 1 year old.

44C91 - 44C94. Reserved.

44C95. 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.

44C96 - 44C99. Reserved.

44C100. 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; but not payment copies of bills which are forwarded to regional offices or imprest fund cashiers.

Cut off annually, hold until 1 year after energy goal dates have passed, destroy when not less than 3 years old.

44C101 - 44C104. Reserved.

44C105. Withdrawn by CHGE.

44C106 - 44C109. Reserved.

44C110. Painting program files. Documents created to continuously plan and schedule interior and exterior painting, identifying painting requirements, and report progress. Included are painting program documents, coded drawings, card files identifying paintable units, work accomplishment schedules, approvals, progress reports, and related records.

a. Progress reports: Cut off annually, destroy when 2 years old.

b. Other records: Destroy when superseded or obsolete.

44C111 - 44C114. Reserved.

44C115. Water treatment files. Documents accumulated in arranging for or conducting tests and treatment of water used for boilers and other mechanical equipment, exclusive of official contract files created as a result of the commercial procurement of such services. Included are questionnaire test instruction forms, testing instructions, test results and records, and related records.

a. Testing instructions: Destroy when superseded or obsolete.

b. Other records: Cut off annually, destroy when 5 years old.

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This appendix provides descriptions of, and maintenance and disposition instructions for records documenting contractual services; stockroom, yard, and cupboard supply operations; and the control of uniform allowances. This appendix is not applicable to records used to establish and document accountability for issued items of administrative and operating property. (See ch.19.)

(2) Schedules and other local term contracts.

Place in inactive file following completion of work or delivery and acceptance of supplies or services or cancellation of the order. Cut off the inactive file annually, hold 1 year, and retire to FRC. Destroy when 4 years old.

44D2. Contract administration files. All documents related to the administration of contracts awarded by the regional office and administered by the field office such as inspection reports, invoices, schedules, receiving reports, correspondence, and related records.

Forward all documents to the regional contracting officer for consolidation with the official contract file following completion of contracts by delivery and acceptance of all material, property or service or on termination of the contract.

44D3 - 44D4. Reserved.

44D5. Withdrawn by CHGE .

44D6 - 44D9. Reserved.

44D10. Lease management files. Documents related to the lease of space and administration of leases, including the maintenance, operation, and repair of leased space. Included are space acquisition requests, prelease service cost estimates, suitability inspection and condition survey reports, recommendations, copies of lease abstracts and modifications, and related records.

Cut off annually following termination of the lease, destroy when 3 years old.

44D11 - 44D14. Reserved.

44D15. General storeroom files. Documents relating to the general administration of storerooms, cupboards, fuel yards, warehouses, lumberyards, and similar supply activities, exclusive of specific files described elsewhere in this chapter or in ch. 9.

Cut off annually, destroy when 3 years old.

44D16 - 44D19. Reserved.

44D1. Procurement files. These records consist of the file categories described below:

a. Imprest fund. Documents reflecting the receipt of, and accounting for, petty cash or imprest funds used in connection with small purchases. Included are receipts for funds, reimbursement vouchers, similar documents, and related records.

Cut off at the end of the fiscal year, destroy when 4 years old.

b. General supply. Documents relating to self-service credit card purchases, certified invoices, Fedstrips, and blanket purchase arrangements.

Cut off at the end of the fiscal year, destroy 3 years after final payment.

c. Utility contracts and orders from area-wide utility contracts. All documents relating to contracts or orders including copies of contracts, rate schedules, utility bills, correspondence, and related records.

Place in inactive file following completion, cancellation, or termination of the contract, or settlement of any claim or litigation. Cut off file annually after final payment, hold 2 years, and retire to FRC. Destroy ~~when 7 years old~~ *in accordance with GRS 3/4*

d. Purchase and contract case files. Documents accumulated in procuring supplies, building services and construction services through small purchase procedures. Included are mailing lists, government cost estimates, solicitation and contract documents, inspection reports, and related records.

Place in inactive file following completion of contract by delivery and acceptance of all material, property, or services, or on termination of the contract. Cut off file annually after final payment, hold 1 year, and retire to FRC. Destroy ~~when 7 years old~~ *in accordance with GRS 3/4.*

e. Orders from FSS schedules and local term contracts. All documents relating to delivery orders against FSS schedules and local term contracts including delivery orders, receiving reports, inspection reports, and related records.

(1) Indefinite quantity construction contracts.

Forward all documents to the regional contracting officer for review, close-out and retirement with the official contract file following completion of all delivery orders and acceptance of all work.

*Amended by
R. H. Hines per
Tel. W. R. Hines
11 Jan 82.*

44D20. New item files. Documents relating to new items, including the testing of new supplies, equipment, and procedures; and the compilation and reporting of test results.

Cut off annually, destroy when 2 years old.

44D21 - 44D24. Reserved.

44D25. Stock allowance files. Documents reflecting the type and quantity of items authorized for stockage. Included are allowance lists, justifications, approvals, modification actions, and related records.

Destroy when superseded or obsolete.

44D26 - 44D29. Reserved.

44D30. Stock control records. Stock control records established for stockrooms, lumberyards, fuel yards, warehouses, and similar storage points to control and account for stocks held for issue. Included are stock record cards, stock replenishment data cards, and visible stock number description index inserts.

- a. Stock record cards: Destroy 3 years after stock record card is filled and balances are brought forward to a new card, or 3 years after final entry on card for discontinued stock.
- b. Stock replenishment cards: Destroy after 10 years or on discontinuance of the item.
- c. Visible stock number description index inserts: Destroy on discontinuance of the item or preparation of a new index insert.

44D31 - 44D34. Reserved.

44D35. Stockroom voucher files. Documents supporting increases, changes, and decreases in stock record accounts. Included are requisitions; packing lists; stockroom invoices or issue slips; inventory reports, property transfer documents; property writeoff documents, including copies of reports of property for survey and property releases; and related records.

Cut off annually, destroy when 3 years old.

44D36 - 44D39. Reserved.

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44D40. Memorandum receipt files. Files, normally consisting of a folder for each individual issued accountable items, containing property receipts and credit documents.

- a. Destroy individual documents as related property is returned or otherwise accounted for.
- b. Logs (when used instead of individual document receipts): Destroy when log book or sheet is filled and all property is returned or accounted for.

44D41 - 44D44. Reserved.

44D45. Returnable container files. Inventories of, documents created to ensure prompt return of, and other records about, empty drums, reels, and other containers on which the Government has made deposit as security for prompt return.

- a. Return controls: Destroy on return of container.
- b. Other records: Cut off annually, destroy when 3 years old.

44D46 - 44D49. Reserved.

44D50. Withdrawn by CHGE.

44D51 - 44D54. Reserved.

44D55. Surplus sales. Documents accumulated by offices of buildings managers, normally at remote locations, in conducting small lot sales of waste, scrap, or other materials. Included are authorizations to conduct sales; sales announcements, letters, slips; and related records.

- a. Sale authorizations: Destroy when superseded or obsolete.
- b. Sales files: Cut off annually, destroy when 3 years old.

44D56 - 44D59. Reserved.

44D60. Withdrawn by CHGE.

44D61 - 44D64. Reserved.

44D65. Uniform allowance controls. Documents established to make sure that requests are submitted when employee uniform allowances are due. This file

category does not apply to Standard Form 7B, Employee Record, when it is used as a uniform allowance control in addition to its prescribed use. (See par. 9B25b.)

Transfer with employee when he transfers to another field office. Destroy on transfer of employee to a job within GSA that does not require a uniform, separation of employee from GSA, or when the record is superseded or obsolete.

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This appendix provides descriptions of, and maintenance and disposition instructions for records documenting concession functions supervised and executed by offices of buildings managers, including subordinate elements thereof.

44E1. Concession general files. Documents relating to concessions, exclusive of specific files described elsewhere in this chapter or ch. 9.

Cut off annually, destroy when 2 years old.

44E2 - 44E4. Reserved.

44E5. Concession records. Documents relating to the establishment, operation, modification, or discontinuance of concessions, including vending machines and pay telephone stations. Included are requests; copies of contracts, agreements, licenses, and other authorization documents, including modifications thereto; concession record cards; floor plans; inspection reports; space assignments; photographs; communications about sale items or services; utility surveys; reports; agreements; and related records.

Place in inactive file on expiration or termination of the contract, license, agreement, or authorization documents, or on disapproval of establishment; cut off the inactive file at the end of the year; destroy when 1 year old.

44E6 - 44E9. Reserved.

44E10. Concession operation files. Documents accumulated in evaluating concession services, surveying existing concession facilities, requesting provisions for banking services, monitoring and coordinating interior decorations, arranging for procurement of furnishings and equipment, authorizing social functions, and similar concession activities not directly related to contract administration. Included are survey reports, service requests, copies of work orders, questionnaires, correspondence, and related records.

Cut off annually, destroy when 3 years old, except that service questionnaires may be destroyed when they have served their purpose.

44E11 - 44E14. Reserved.

44E15. Concession operation reports. Documents accumulated in recording and reporting fees payable or paid to GSA as a result of concession operations, vending machine commissions, and related collection activities. Included are GSA Form 2817, Monthly (or 4-week) Profit/Loss Proforma Operating Statement, and related records.

Cut off at the end of the year, destroy when 3 years old.

44E16 - 44E19. Reserved.

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44E20. Concession equipment cards. Documents, normally cards, used in the control of, and to provide a record of, the identification, location, quantity, installation, and removal of concession equipment, including vending machines.

Destroy when superseded or obsolete, or 2 years after removal of the related item of equipment.

This appendix provides descriptions of, and maintenance and disposition instructions for, records documenting safety functions administered by offices of buildings managers. For the purpose of this appendix, the term "safety" is defined to include accident and fire prevention; shelter management, damage assessment, radiological monitoring, and other activities pertinent to civil defense (CD); disaster control; and similar activities; exclusive of guarding and policing activities referred to elsewhere in this chapter.

44G1. General safety files. Documents accumulated in the general administration of safety activities by offices of buildings managers, exclusive of specific files described elsewhere in this chapter. Use this paragraph instead of subpar. 9C1a.

Cut off annually, destroy when 2 years old.

44G2 - 44G4. Reserved.

44G5. Accident and fire prevention planning files. Plans for, and schedules of, including records relating thereto, activities to promote and improve accident and fire prevention programs.

Destroy on supersession or obsolescence.

44G6 - 44G9. Reserved.

44G10. Safety meetings. Minutes of, and other related records about, accident and fire prevention meetings, protection council meetings, or comparable safety groups.

Cut off annually, destroy when 2 years old.

44G11 - 44G14. Reserved.

44G15. Equipment operation permit and training files. Documents accumulated in the training of, issue of permits to, and reporting about, operators using power actuated tools or other potentially dangerous equipment. Included are requests for training, reports of operator training, permit and authorization controls, notifications of revocation of permit or authorization, and other records.

a. Permit and authorization controls when not maintained in the personnel information file, par. 9B25c: Destroy on separation of the employee, or on revocation or obsolescence of the authorization.

b. Other records: Cut off annually, destroy when 2 years old.

44G16 - 44G19. Reserved

44G20. Safety inspection and survey files. Copies of protection inspection reports; including self-inspection report, technical survey reports, preoccupancy inspection reports, and other inspection reports; and related records.

Cut off annually, destroy when 2 years old.

44G21 - 44G24. Reserved.

44G25. Accident and fire prevention promotion files. Documents accumulated as a result of conducting or participating in contests or other incentive-type activities designed to promote accident and fire prevention programs. Included are notices; contest entries, including activity reports; award notices and reports; and related records.

Cut off annually, destroy when 2 years old.

44G26 - 44G29. Reserved.

44G30. Accident and fire cases. Documents created in reporting on, investigating, and taking action in connection with, accidents, incidents, and fires. Included are reports of accidents and fires; investigation reports; copies of statements; requests for, and reports of, medical examinations; and related records.

Cut off annually, destroy when 2 years old.

44G31 - 44G34. Reserved.

44G35. Civil defense and disaster planning files. Copies of building civil defense or disaster plans prepared by occupant agencies, damage control plans prepared by offices of buildings managers, shelter management plans, similar plans, and correspondence, reports, and other records relating to their preparation, maintenance, and execution.

- a. Plans: Destroy when superseded, obsolete, or no longer needed.
- b. Other records: Cut off annually, destroy when 2 years old.

44G36 - 44G39. Reserved.

44G40. Damage control files. Documents accumulated in establishing, assigning members to, training members of, reporting on, and participating in other activities of, civil defense and disaster control organizations. Included are assignment designations, shelter designations, shelter stockage reports, civil defense status reports, training notices and reports, similar documents, and related records.

- a. Assignments and designations: Destroy when superseded or obsolete.
- b. Other records: Cut off annually, destroy when 2 years old.

This appendix provides descriptions of, and maintenance and disposition instructions for records documenting repair and alteration (R&A) functions administered by offices of buildings managers, including subordinate elements thereof.

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Appendix 44-H. Repair and Alteration Records

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44H1. R&A general files. Documents relating generally to R&A functions administered by offices of buildings managers, including subordinate elements thereof. Use this paragraph instead of subpar. 9C1a.

Cut off annually, destroy when 5 years old.

44H2 - 44H4. Reserved.

44H5. Building evaluation report files. Documents reflecting requirements for, status of, and other information pertinent to, projects for repair and alteration of each building. Included within this file are maps, photographs, floor plans, occupancy permits, retention and disposal recommendations, description reports, repair and improvement work item inventories, building equipment obsolescence data, occupancy reports, copies of inspection reports, and related records.

Withdraw and destroy individual documents when they are superseded or obsolete. Destroy the entire file on sale, donation, or demolition of the building, or on transfer of the building and operation and R&A responsibility to another agency.

44H6 - 44H9. Reserved.

44H10. Withdrawn by CHGE.

44H11 - 44H14. Reserved.

44H15. R&A inspection files. Schedules for, reports of, and records relating to, R&A inspections (by buildings managers) of buildings within a group, exclusive of inspection reports required for filing in R&A project/contract files.

Cut off annually, destroy when 2 years old.