

Request for Records Disposition Authority

Records Schedule Number: DAA-0220-2014-0008
Schedule Status: Returned Without Action
Agency or Establishment: Recovery Accountability and Transparency Board
Record Group / Scheduling Group: Records of Temporary Committees, Commissions, and Boards
Records Schedule Applies to: Agency-wide
Schedule Subject: Property & Records Management
Internal agency concurrences will be provided: No
Background Information: Material related to Property & Records Management

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	13

GAO Approval

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Outline of Records Schedule Items for DAA-0220-2014-0008

Sequence Number	
1	Records Management, Creation, and Disposition Disposition Authority Number: DAA-0220-2014-0008-0001
2	Forms Management Disposition Authority Number: DAA-0220-2014-0008-0002
3	Communications Management Disposition Authority Number: DAA-0220-2014-0008-0003
4	Directories Disposition Authority Number: DAA-0220-2014-0008-0004
5	Information Resources Disposition Authority Number: DAA-0220-2014-0008-0005
6	Inventories Disposition Authority Number: DAA-0220-2014-0008-0006
7	Space Disposition Authority Number: DAA-0220-2014-0008-0007
8	Parking Disposition Authority Number: DAA-0220-2014-0008-0008
9	Management Services Disposition Authority Number: DAA-0220-2014-0008-0009
10	Credentials Disposition Authority Number: DAA-0220-2014-0008-0010
11	Procurement and Contracting Disposition Authority Number: DAA-0220-2014-0008-0011
12	Supplies Disposition Authority Number: DAA-0220-2014-0008-0012
13	Printing and Binding Disposition Authority Number: DAA-0220-2014-0008-0013

Retained Without Action

Records Schedule Items

Sequence Number	
1	<p>Records Management, Creation, and Disposition</p> <p>Disposition Authority Number DAA-0220-2014-0008-0001</p> <p>Material pertaining to paper and electronic records management, including: filing systems, creation, maintenance, security, transfers, and disposition of records; disposal schedules and reports; records survey; paperwork management; file numbers for correspondence, audit and investigative reports; reference material, etc.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files at end of fiscal year.</p> <p>Retention Period Destroy immediately after termination of commission.</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Forms Management</p> <p>Disposition Authority Number DAA-0220-2014-0008-0002</p> <p>Records pertaining to proposed new forms or revisions of old forms, forms design, obsolete forms, use of forms, and procurement of forms</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff files at end of fiscal year.</p>

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Retention Period Destroy immediately after termination of commission.

Additional Information

GAO Approval Not Required

Communications Management

Disposition Authority Number DAA-0220-2014-0008-0003

Material pertaining to all Verizon, Apple iOS and BlackBerry communication

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at end of fiscal year.

Retention Period Destroy immediately after termination of commission.

Additional Information

GAO Approval Not Required

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Directories

Disposition Authority Number DAA-0220-2014-0008-0004

Material pertaining to office directories, telephone directories, and mailing

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at end of fiscal year.

Retention Period Delete/destroy upon termination of the commission.
*In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: GRS 3, Item 2 General Correspondence Files - Correspondence files of

operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Destroy when 2 years old.

Additional Information

GAO Approval Not Required

Information Resources

Disposition Authority Number DAA-0220-2014-0008-0005

Material pertaining to information technology (IT), applications development, automatic data processing (ADP) management, microcomputers, computer operations and performance evaluations, ADP equipment inventories, ADP user groups, word processing (WP) management, WP operating procedures, WP training, micrographics management, data communications, computer message transmission, data that management, data dictionaries, documentation standards, programming languages, data representations, ADP security plan, ADP contingency plan, risk analysis

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at end of fiscal year.

Retention Period Destroy immediately after termination of commission.

Additional Information

GAO Approval Not Required

Inventories

Disposition Authority Number DAA-0220-2014-0008-0006

Material related to property inventories including reports, transfers, Board of Survey, acquisitions, and disposals

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Retained Without Action

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cutoff files at end of fiscal year.

Retention Period

Delete/destroy upon termination of the commission. *In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: GRS 3, Item(s) 8, 9 Inventory Requisition File. Requisitions for supplies and equipment for current inventory - a. Stockroom copy. Destroy 2 years after completion or cancellation of requisition. b. All other copies. Destroy when 6 months old. Inventory Files - a. Inventory lists. Destroy 2 years from date of list. b. Inventory cards. Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control. c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS. Destroy 2 years after date of survey action or date of posting medium.

Additional Information

GAO Approval

Not Required

Space

Disposition Authority Number

DAA-0220-2014-0008-0007

Material related to office and general space as applicable to RTR

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Cutoff files at end of fiscal year.

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Retention Period

Delete/destroy upon termination of the commission. *In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: GRS 11, Items 1-5
Space and Maintenance General Correspondence Files - Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers. Destroy when 2 years old.
Agency Space Files - Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.
a. Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment. Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.
b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.
(1) Agency reports to the GSA, including Standard Form (SF) 81, Request for Space, and related documents. Destroy when 2 years old.
(2) Copies in subordinate reporting units and related work papers. Destroy when 1 year old.
Directory Service Files - Correspondence, forms, and other records relating to the compilation of directory service listings. Destroy 2 months after issuance of listing.
Credentials Files - Identification credentials and related papers.
a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors (passes, and other identification credentials. Destroy credentials 3 months after return to issuing office.
b. Receipts, indexes, listings, and accountable records. Destroy after all listed credentials are accounted for.
Building and Equipment Service Files - Requests for building and equipment maintenance services, excluding fiscal copies. Destroy 3 months after work is performed or requisition is canceled.

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Additional Information

GAO Approval

Not Required

Parking

Disposition Authority Number

DAA-0220-2014-0008-0008

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Material related to vehicle parking

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at end of fiscal year.

Retention Period Destroy immediately after termination of commission.

Additional Information

GAO Approval Not Required

Management Services

Disposition Authority Number DAA-0220-2014-0008-0009

Material related to general office services such as building maintenance, requests for work orders, pest control, etc.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at end of fiscal year.

Retention Period Delete/destroy upon termination of the commission. *In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: GRS 3, Item 2 General Correspondence Files - Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Destroy when 2 years old.

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10	GAO Approval	Not Required
	Credentials	
	Disposition Authority Number	DAA-0220-2014-0008-0010
	Material related to the issuance and accountability of RATB identification	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff files at end of fiscal year.
Retention Period	Destroy immediately after termination of commission.	
Additional Information		
GAO Approval	Not Required	
11	Procurement and Contracting	
	Disposition Authority Number	DAA-0220-2014-0008-0011
	Material relating to requests for small purchases or contracts	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
	Disposition Instruction	
	Cutoff Instruction	Cutoff files at end of fiscal year.
	Retention Period	Delete/destroy upon termination of the commission. *In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: GRS 3, Items, 1-3, 5, 10, 17 Real Property Files - Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired

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prior to January 1, 1921. a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title. Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. b. Abstract or certificate of title. Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens. [NOTE: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of a Standard Form (SF) 115 to NARA.] General Correspondence Files - Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Destroy when 2 years old. Routine Procurement Files - Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12). a. Procurement or purchase organization copy, and related papers. (1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold"). (a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000. Destroy 6 years and 3 months after final payment. (b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000. Destroy 3 years after final payment. (2) Transactions dated earlier than July 3, 1995. (a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000. Destroy 6 years and 3 months after final payment. (b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000. Destroy 3 years after final payment. [NOTE: Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the subitems to apply to a particular series of records.] b. Obligation copy. Destroy when funds are obligated. c. Other copies of records described above used by component elements of a procurement office for

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administrative purposes. Destroy upon termination or completion. d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS. Destroy or delete when 5 years old. [NOTE: Unique procurement files are not covered by this schedule. With the standardization of the Government-wide procurement process under the FAR, such files are unlikely to exist. However, if an agency believes that a procurement file that has long-term research value, the records officer should submit an SF 115.] Solicited and Unsolicited Bids and Proposals Files - a. Successful bids and proposals. Destroy with related contract case files (see item 3 of this schedule b. Solicited and unsolicited unsuccessful bids and proposals. (1) Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13. Destroy 1 year after date of award or final payment, whichever is later. (2) Relating to transactions above the small purchase limitations in 48 CFR Part 13. (a) When filed separately from contract case files. Destroy when related contract is completed. (b) When filed with contract case files. Destroy with related contract case file (see item 3 of this schedule c. Canceled solicitations files. (1) Formal solicitations or offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation of any Government action up to the time of cancellation, and evidence of the cancellation. Destroy 5 years after date of cancellation. (2) Unopened bids. Return to bidder - d. Lists or card files of acceptable bidders. Destroy when superseded or obsolete. Telephone Records - Telephone statements and toll slips. Destroy 3 years after period covered by related account. Small and Disadvantaged Business Utilization Files - Correspondence, reports, studies, goal statements, and other records relating to the small

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and disadvantaged business utilization program, as required by Pub.L. 95-507. Destroy when 3 years old.

Additional Information

GAO Approval Not Required

Supplies

Disposition Authority Number DAA-0220-2014-0008-0012

Material on requests, storage and provisions of office and other supplies

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic form (other than e-mail and word processing)? No

Disposition Instructions

Cutoff Instruction Cutoff files at end of fiscal year.

Retention Period Delete/destroy upon termination of the commission. *In the event the commission becomes permanent and/or supersedes the sunset date, the following disposition authority applies: GRS 3, Item(s) 1-18
Real Property Files - Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921, and Records relating to property acquired after December 31, 1920, other than abstract or certificate of title. Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. b. Abstract or certificate of title. Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens. [NOTE: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of a Standard Form (SF) 115 to NARA.]
General Correspondence Files - Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule. Destroy when

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2 years old. Routine Procurement Files - Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12). a. Procurement or purchase organization copy, and related papers. (1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold"). (a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000. Destroy 6 years and 3 months after final payment. (b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000. Destroy 3 years after final payment. (2) Transactions dated earlier than July 3, 1995. (a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000. Destroy 6 years and 3 months after final payment. (b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000. Destroy 3 years after final payment. [NOTE: Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub-items to apply to a particular series of records.] b. Obligation copy. Destroy when funds are obligated. c. Other copies of records described above used by component elements of a procurement office for administrative purposes. Destroy upon termination or completion. d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.301 or transfer to the FPDS. Destroy or delete when 5 years old. [NOTE: Unique procurement files are not covered by this schedule. With the standardization of the Government-wide procurement process under the FAR, such files are unlikely to exist. However, if an agency believes that a procurement file that has long-term research value, the records officer should submit an SF 115.] Supply Management Files - Files of reports on supply requirements and procurement

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matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481). a. Copies received from other units for internal purposes or for transmission to staff agencies. Destroy when 2 years old. b. Copies in other reporting units and related working documents. Destroy when 1 year old. Solicited and Unsolicited Bids and Proposals Files - a. Successful bids and proposals. Destroy with related contract case files (see item 3 of this schedule). b. Solicited and unsolicited unsuccessful bids and proposals. (1) Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13. Destroy 1 year after date of award or final payment, whichever is later. (2) Relating to transactions above the small purchase limitations in 48 CFR Part 13. (a) When filed separately from contract case files. Destroy when related contract is completed. (b) When filed with contract case files. Destroy with related contract case file (see item 3 of this schedule). c. Canceled solicitations files. (1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include pre-solicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation. Destroy 5 years after date of cancellation. (2) Unopened bids. Return to bidder. d. Lists or card files of acceptable bidders. Destroy when superseded or obsolete. Public Printer Files - Records relating to requisitions on the Printer, and all supporting papers. a. Printing procurement unit copy of requisition, invoice, specifications, and related papers. Destroy 3 years after completion or cancellation of requisition. b. Accounting copy of requisition. Destroy 3 years after period covered by related account. Non-personnel Requisition File - Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services

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(excluding records associated with accountable officers' accounts (Schedule 6)). Destroy when 1 year old. 8. Inventory Requisition File. Requisitions for supplies and equipment for current inventory. a. Stockroom copy. Destroy 2 years after completion or cancellation of requisition. b. All other copies. Destroy when 6 months old. 9. Inventory Files. a. Inventory lists. Destroy 2 years from date of list. b. Inventory cards. Destroy 2 years after discontinuance of item, 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control. c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS. Destroy 2 years after date of survey action or date of posting medium. Telephone Records - Telephone statements and toll slips. Destroy 3 years after period covered by related account. Contractors' Payroll Files - Contractors' payrolls (construction contracts) submitted in accordance with Department of Labor regulations, with related certifications, antikickback affidavits, and other related papers. Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date. Tax Exemption Files - Tax exemption certificates and related papers. Destroy 3 years after period covered by related account. Unsuccessful Grant Application Files - Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications. Destroy 3 years after rejection or withdrawal. Grant Administrative Files - Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program. Destroy when 2 years old. [NOTE: Grant case files, which include accepted applications among many other documents, substantive correspondence and subject files relating to grant programs, and final product files, cannot be scheduled in the GRS. The types and significance of grant programs and the contents of the files vary, so no single disposition can be applied to the files on a Government-wide basis. To schedule these records, agencies must submit an SF 115 to NARA.] Contract Appeals Case Files - Contract appeals case files arising under the Contracts Dispute Act, consisting

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of notices of appeal and acknowledgments thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers. a. Records created prior to October 1, 1979. Destroy 6 years, 3 months after final action on decision. b. Records created after September 30, 1979. Destroy 1 year after final action on decision. Contractor's Statement of Contingent or Other Fees - SF 119, Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes. Destroy when superseded or obsolete. Small and Disadvantaged Business Utilization Files - Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by Pub.L. 95-507. Destroy when 3 years old. Federal Activities Inventory Reform (FAIR) Act Records (created under OMB Circular A-76, Performance of Commercial Activities) - Records documenting implementation of OMB Circular No. A-76, Performance of Commercial Activities. These records are created and maintained in paper and electronic formats and include but are not limited to inventories, reviews, consultations, summary reports, commercial activity codes, challenges, appeals, decisions, planning documents, public announcements, Federal Register notices, standard and streamlined competition documents, accountability statements, cost calculations, and performance measures. [NOTE: Procurement files related to Circular No. A-76 solicitations are scheduled under GRS 3, Item 3a, Routine Procurement Files.] a. Circular No. A-76 case files/studies maintained by office having primary responsibility. Cut off when action is completed, hold 3 years, and retire to records center. Destroy 6 - 10 years after cut off. [NOTE: To implement this authority, each agency must select one fixed retention period, between 6 and 10 years, for the entire series of Circular No. A-76 case files or studies. Agencies are not authorized to use different retention periods for individual case files or studies. The agency should publish the chosen

retention period in the agency's disposition manual, by directive, or any other issuance dealing with the disposition of these records.] b. Circular No. A-76 records maintained by other offices, including information copies and background material. Cut off upon completion of study. Destroy 2 years after cut off.

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Additional Information

GAO Approval Not Required

Printing and Binding

Disposition Authority Number DAA-0220-2014-0008-0013

Material on requesting and providing printing and binding services

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff file at end of fiscal year.

Retention Period Destroy immediately after termination of commission.

Additional Information

GAO Approval Not Required

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
03/27/2014	Certify	Veda Woods	CISO Deputy CIO	Recovery Accountability and Transparency Board - Information Assurance Office
11/13/2014	Return Without Action	Lauren Crisler	Appraiser	National Archives and Records Administration - Records Management Services

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