

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-231-05-1</i>	DATE RECEIVED <i>8-29-2005</i>
1 FROM (Agency or establishment) ARMED FORCES RETIREMENT HOME		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U S C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Chief Operating Officer			
3 MINOR SUBDIVISION		DATE <i>11/30/06</i>	ARCHIVIST OF THE UNITED STATES <i>Alb Wenzel</i>
4 NAME OF PERSON WITH WHOM TO CONFER JUDY W MAYFIELD	5. TELEPHONE 202-730-3469		

**6. 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 on the attached 47 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>Aug 25, 2005</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Judy W. Mayfield</i>	TITLE <i>Management Analyst</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The attached comprehensive schedule is for records of the Armed Forces Retirement Home, including records of the former U S Naval Home and the U S Soldiers' Home (renamed the U S Soldiers' and Airmen's Home) The records pertain to the following categories</p> <p>Mission and Organization, General Administration, Legislative and Congressional Affairs, Public Affairs, Resident Services, Health Care Programs, Personnel, Audits and Investigations, Property and Procurement, Budget, Accounting and Financial Management, Facilities, Travel and Transportation, and Information Technology</p> <p>There are <sup>116</sup><del>122</del> temporary items and 5 permanent items This schedule is media neutral</p> <p><i>qr</i> <i>for 9/28/05 conversation</i></p>		

*8A 1/30/06 copies sent to Agency, NWMD, NWMF, NWMWA, NWCS, NWCTB  
NR*

## ARMED FORCES RETIREMENT HOME COMPREHENSIVE SCHEDULE

**NOTE:** This schedule is media neutral. Transfer of records is to be in accordance with published NARA guidance for media and format at the time of the transfer. *Inactive files are files no longer needed for agency business unless more specific instructions are given in this schedule. Per email 9/28/05*

### I. MISSION AND ORGANIZATION

These records relate to the overall mission, policies, procedures, organization, and planning activities of the Armed Forces Retirement Home (AFRH). Included are records that relate to policies and procedures, program direction (including that of the AFRH Boards), committees, external reports, agency histories, customer service, and other activities.

[Refer to General Records Schedule (GRS) 16 and 20 for the disposition of related records.]

### POLICIES AND PROCEDURES

#### 1. Organizational Files.

Organizational charts and reorganizational studies. Records and graphics that provide a detailed description and illustration of the arrangement, administrative structure, and geographic boundaries of the functional units of AFRH. Reorganization studies may include final recommendations, proposals, and staff evaluations.

**NOTE** Records dating up to and including 1945, transfer to NARA after NARA review.

##### a. Official file maintained by originating office.

*Disposition:* PERMANENT. Cut off annually. ~~Transfer to NARA in 5-year blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~ *JWM*

##### b. Related background studies.

Includes studies, such as Congressionally mandated studies; charts; coordination papers; recommendations; and related documents.

*Disposition:* PERMANENT. Cut off annually. ~~Transfer to NARA in 5-year blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~ *JWM*

##### / c. Working files maintained by originating office.

*Disposition:* TEMPORARY. Destroy when no longer needed for reference.

##### 2 d. Records maintained by other offices.

*Disposition:* TEMPORARY. Destroy when superseded or obsolete.

**2. AFRH Directives Case Files.**

Case files containing a copy of proposed or final directives and related records and internal AFRH and other agency comments.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

**a. Official file, arranged by directive.**

*Disposition:* PERMANENT. Cut off inactive files annually, ~~when final rule is published.~~ <sup>Qum</sup>  
Transfer to NARA in 5-year-blocks ~~when the newest record is 20 years old.~~ (NARA  
~~Authority is N1-231-04-1, Item 3.)~~

**3 b. Directive review case files that do not result in a new or revised directive.**

*Disposition:* TEMPORARY. Cut off inactive files annually, upon completion of review.  
Destroy 1 year after cut off.

**4 c. Unofficial case files maintained by other offices.**

*Disposition:* TEMPORARY. Cut off inactive files annually, upon completion of review.  
Destroy when superseded, obsolete, or no longer needed for reference.

**3. AFRH Action Memo or Notice File.**

Included are AFRH level action memos or notices, addressed to more than one office, all employees and/or residents, or a select group of employees or residents that provide information of interest, give reminders of policies and procedures, announce appointments of AFRH officials, and/or request comments on policy or nominations for training and memberships on committees.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

**a. Originating office record copy, including related background material and signed record copies maintained by policy-making office.**

*Disposition:* PERMANENT. Cut off annually. ~~Transfer to NARA in 5-year-blocks when newest record is 20 years old.~~ (NARA Authority is N1-231-04-1, Item 3.)

**5 b. Other copies.**

*Disposition.* TEMPORARY. Cut off annually. Destroy 1 year after cut off or when no longer needed, whichever is sooner.

**4. Numbered Memos at the Office, Staff, or Field Unit Level.**

Numbered memos signed by office heads, staff directors, or heads of field units and addressed to staff within their respective units that convey administrative and program information.

**NOTE. Records dating up to and including 1945, transfer to NARA after NARA review.**

a. **Originating office record copy and background materials.**

*Disposition:* PERMANENT. Cut off annually. ~~Transfer to NARA in 5-year blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~ *gwm*

6 b. **Other copies** (including signed record copies on letterhead).

*Disposition:* TEMPORARY. Destroy when no longer needed for reference.

**PROGRAM DIRECTION**

5. **Agency Head and Director(s) Program and Policy Records.**

Program and policy records of current and past agency heads and leadership, including the such positions as Chief Operation Officer (COO), Chief Financial Officer (CFO), Governor, Director(s), and Deputy Directors. Includes correspondence, reports, speeches, and other records accumulated by the Agency Head, Financial Officer, Director(s), and Deputy Director(s) that pertain to the administration and operation of AFRH programs and document policy-making decisions, significant program management functions, procedures, initiatives, long-term planning, and other mission, program, and policy-related issues.

*Disposition.* PERMANENT. Cut off annually. ~~Transfer to NARA in 5-year blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~ *gwm*

6. **Program Subject Files.**

Correspondence, reports, forms, and other records accumulated by AFRH officials in managing and carrying out assigned functions that document policy-making decisions, significant program management functions, procedures, initiatives, long-term planning, and other mission, program and policy-related issues.

**NOTE. Records dating up to and including 1945, transfer to NARA after NARA review.**

a. **Records accumulated by the office head, staff director, or equivalent, EXCLUDING** unique program-related files described elsewhere in this schedule.

*Disposition:* PERMANENT. Cut off annually. ~~Transfer to NARA in 5-year blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~ *gwm*

7 b. **Other records.**

*Disposition.* TEMPORARY Cut off annually. Destroy 7 years after cut off.

7. **AFRH Planning and Reporting Files.**

Plans, reports, correspondence, comments, notes, specifications for measuring performance objectives and records relating to preparing and issuing AFRH's Strategic Plans, Annual Performance Plans, Business Plans, and Annual Performance and Accountability Reports in compliance with Government Performance and Results Act (GPRA).

a. **Official record copies of final versions of AFRH Strategic Plans, Annual Performance Plans, Business Plans, Annual Performance and Accountability Reports, and other required reports.**

*Disposition:* PERMANENT. Cut off annually or after last annual report has been issued. <sup>qum</sup>  
~~Transfer to NARA in 5-year-blocks when newest record is 20 years old. (NARA Authority is NI-231-04-1, Item 3.)~~

b. **AFRH Strategic Plan Developmental Files of originating, policy-making office and/or maintained by other offices.** Relates to preparing and disseminating the Strategic Plan, including substantive drafts, correspondence, comments, notes, reports, and other related records.

*Disposition:* PERMANENT. Cut off upon issuance of new Strategic Plan. ~~Transfer to NARA with the record copy of the related Strategic Plan in 5-year-blocks when newest record is 20 years old. (NARA Authority is NI-231-04-1, Item 3.)~~ <sup>qum</sup>

8 c. **Developmental Files of AFRH the Annual Performance Plan, Annual Performance and Accountability Report, Business Plan, and other required reports maintained by originating, policy-making office and/or other offices.** Includes substantive drafts and revised final plan or operating plan, correspondence, comments, notes, specifications for measuring performance objectives, reports on plan implementation; copies of notices, strategic budget initiatives, project plans, quarterly and periodic performance reports by the Agency Head, Financial Officer, Directors, and/or Deputies; and preceding annual performance plans and performance reports and other related records.

*Disposition:* TEMPORARY. Cut off inactive files annually, upon issuance of the reports/plans. Destroy 3 years after cut off.

8. **Annual Reports to Congress.**

Documents accumulated in compiling AFRH's Annual Report to Congress. Included are copies of the report, feeder reports of AFRH activities and achievements, and related records.

**NOTE:** Records dating up to and including 1945, transfer to NARA after NARA review.

**a. Official record copy of report.**

*Disposition:* PERMANENT. Transfer 1 copy of each publication to NARA in 5-year <sup>QJM</sup> blocks when newest record is 5 years old. (NARA Authority is N1-231-04-1, Item 4.)

**9 b. Background records (all offices).**

*Disposition:* TEMPORARY. Cut off annually. Destroy 2 years after cut off.

**9. Federal Activities Inventory Reform (FAIR) Act Files.**

Records documenting the development and submission of the annual Commercial Activities Inventory and other requirements of the FAIR Act.

- 10 a. Correspondence and other records** such as inventories and background papers, records relating to the COO/Director's review of the inventory, OMB's review, and challenges and appeals.

*Disposition:* TEMPORARY. Cut off annually. Destroy 5 years after cut off.

- 11 b. Records relating to management reviews conducted pursuant to the FAIR Act.**

*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy 10 years after cut off.

**10. Management Control Policies, Procedures, and Evaluation Files.**

Correspondence and other records relating to internal management control policies and procedures and internal operating procedures (IOPs) and correspondence, reports, corrective action plans, and similar records relating to studies or formal evaluations of management controls and financial system reviews.

- 12 a. Policy office and office initiating the policy and conducting the review.**

*Disposition:* TEMPORARY. Cut off annually. Destroy 5 years after cut off.

- 13 b. Other offices.**

*Disposition:* TEMPORARY. Destroy when superseded, obsolete, or no longer needed for reference.

**11. Program Activity Performance Reports.**

Periodic performance and feeder reports of program activities sent to the Agency Head by office heads, staff directors, and others.

a. **Signed record copies sent to the Agency Head.**

*Disposition:* PERMANENT. Cut off annually. ~~Transfer to NARA in 5-year-~~ <sup>QJM</sup>  
~~blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~

14 b. **Other copies and background reports.**

*Disposition:* TEMPORARY. Cut off annually. Destroy 3 years after cut off.

12. **Program Review Files.**

Copies of program review documents used to formally brief senior officials, including the AFRH Board of Directors, on major program activities.

**NOTE. Records dating up to and including 1945, transfer to NARA after NARA review.**

a. **Record set of program reviews** to brief the Agency Head, Director(s), Deputy Directors, and/or AFRH Boards.

*Disposition:* PERMANENT. Cut off annually. ~~Transfer to NARA in 5-year- blocks~~ <sup>QJM</sup>  
~~when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~

15 b. **Other copies.**

*Disposition:* TEMPORARY. Cut off annually. Destroy 3 years after cut off or when no longer needed for reference, whichever is sooner.

**AFRH BOARDS**

These records relate to AFRH Boards, including the Board of Commissioners, AFRH National Board, and Local Board of Trustees, and their meetings, bylaws, and administration of activities in support of various AFRH programs.

13. **Bylaws, Rules, and Regulations File.**

Documents created by the AFRH Board to record amendments, repeals, revisions, and deletions to the bylaws. Included are approved copies of the bylaws, amendments, background papers, legislation, and related records.

*Disposition.* PERMANENT. Cut off inactive files annually, when superseded or no longer <sup>QJM</sup>  
needed. ~~Transfer to NARA in 5-year-blocks when newest record is 20 years old. Earlier~~  
~~transfer is authorized for the records of defunct boards and/or committees. (NARA~~  
**Authority is N1-231-04-1, Item 3.)**

14. **AFRH Board Files.**

Documents created and accumulated by the AFRH in recording Board meetings, proceedings, and decisions. Included are charter, agendas, meeting handouts, notes, minutes, resolutions, correspondence, memorandums, reports, final reports, studies, background materials, copies of representational budgets, working files, and related records.

*Disposition:* PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when newest record is 20 years old. Earlier transfer is authorized for the records of defunct boards and/or committees. (NARA Authority is N1-231-04-1, Item 3.) JWM

#### 15. Annual Report and Other Reports and Studies.

Documents accumulated in compiling the AFRH's annual report. Included are copies of the report, summary data on AFRH expenditures, and related records.

**NOTE.** Records dating up to and including 1945, transfer to NARA after NARA review.

##### a. Record copy of reports.

*Disposition:* PERMANENT. Transfer 1 copy of each publication to NARA in 5-year blocks when newest record is 5 years old. (NARA Authority is N1-231-04-1, Item 4.) JWM

##### 16 b. Background materials for the reports and studies presented to the Board, EXCLUDING records of the AFRH Board of Commissioners.

*Disposition:* TEMPORARY. Cut off annually. Destroy 3 years after cut off.

#### 16. Board Financial Files.

Included are correspondence, copies of the representational budget, publications, plans of programs, and related records.

*Disposition:* PERMANENT. Cut off annually. Transfer to NARA in 10-year blocks when newest record is 20 years old. Earlier transfer is authorized for the records of defunct boards and/or committees. (NARA Authority is N1-231-04-1, Item 7.) JWM

### COMMITTEES

#### 17. Committee, Task Force, and Working Group Files.

Includes committees of AFRH Boards.

**NOTE:** Records dating up to and including 1945, transfer to NARA after NARA review.

##### a. Official committee records of AFRH-sponsored committees on substantive policy/programmatic issues and may cause AFRH to revise policy.

Includes charter, agendas, minutes, studies, reports, final reports, and related records, usually maintained by the chair or designated recordkeeper.

*Disposition:* PERMANENT. Cut off annually. Transfer to NARA in 5-year blocks when newest record is 20 years old. Earlier transfer is authorized for the records of defunct boards and/or committees. (NARA Authority is N1-231-04-1, Item 3.) JWM

- 17 **b. Official committee records of AFRH-sponsored committees on internal administrative/facilitative matters.** Includes charter, agendas, minutes, studies, reports, and related records of the chair or designated recordkeeper.

*Disposition:* TEMPORARY. Cut off annually. Destroy 3 years after cut off or when no longer needed, whichever is sooner.

### **AGENCY HISTORIES**

**18. AFRH Histories.**

AFRH histories and related background materials. Includes narrative agency histories, oral history projects prepared by agency personnel, volunteers, or private historians under contract to AFRH, transcribed interviews with past and present personnel or significant others, copies of tapes and transcripts, and deeds of gifts.

**NOTE:** Records dating up to and including 1945, transfer to NARA after NARA review.

*Disposition:* PERMANENT. Cut off annually. a.) Textual Records—Transfer to NARA in 5-year-blocks when newest record is 20 years old. b.) Audiovisual Records—Transfer the original or earliest generation recording, 1 copy for reference, and related documentation when records are 5 years old. Transfer is to be in accordance with published NARA guidance for media and format, according to 36 CFR 1228.266. **(NARA Authority is N1-231-04-1, Item 3 and Item 6.)**

### **PERSONNEL RESOURCES MANAGEMENT**

18 **19. Agency-Authorized Staffing Plan.**

Electronic and paper records maintained as a means of managing current information about authorized positions and vacancies.

*Disposition:* TEMPORARY. Overwrite electronic file when appropriate. If applicable, file paper copies in appropriate program file. Otherwise, destroy when no longer needed for administrative or reference purposes.

19 **20. Vacancy Allocation Files.**

Paper and electronic records maintained as a means of managing AFRH's vacancy allocation process. Includes Vacancy Allocation Forms (VAF), correspondence, copies of position descriptions, staffing lists generated by program offices, reports, and tracking reports.

*Disposition:* TEMPORARY. Cut off annually. Destroy 2 years after cutoff or when no longer needed for administrative purposes, whichever is later, **EXCLUDING** the copy to be filed in the Official Personnel Folder (OPF).

## *CUSTOMER SERVICE*

### 21. **AFRH Customer Service Program Files.**

Records pertaining to developing, implementing, and reporting on the AFRH Customer Service Program. Includes plans, reports, case files, and other records.

#### a. **Record copies of AFRH Customer Service Plans and Customer Service Reports.**

*Disposition:* PERMANENT. Cut off inactive files annually, after Customer Service Reports for related Customer Service Plan are issued. Transfer to NARA in 5-year blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.) Jum

#### 20 b. **Other copies.**

*Disposition:* TEMPORARY. Destroy when superseded or obsolete.

### 22. **AFRH Customer Service Plan Developmental Files.**

Case files relating to preparing and publishing paper and electronic versions of AFRH Customer Service Plans for dissemination to the general public, AFRH staff, and other interested constituencies.

#### a. **Case files maintained by AFRH's policy-making office.**

Included are substantive drafts and final version of the Customer Service Plans, correspondence (email and memoranda), comments, and other records that document justifications for specific customer service standards.

*Disposition:* PERMANENT. Cut off inactive files annually, upon publication of the AFRH Customer Service Plan. Transfer to NARA with record copy of related plan in 5-year blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.) Jum

#### 21 b. **Background records used to prepare and facilitate publication of the AFRH Customer Service Plans.**

*Disposition.* TEMPORARY. Cut off upon publication of AFRH Customer Service Plan. Destroy when successive Customer Service Plan is published.

#### 22 c. **Developmental files maintained by other offices.**

*Disposition.* TEMPORARY. Cut off upon publication of AFRH Customer Service Plan. Destroy when successive Customer Service Plan is published.

### 23. **AFRH Customer Service Report Developmental Files.**

Included are substantive drafts and final version of the Report, correspondence and

comments, worksheets, copies of AFRH notices, reports to the Director, feeder reports, narrative interactions with customers, forms, letters from customers, preceding customer service reports, and other related records.

**23 a. Developmental case files maintained by AFRH's policy-making office.**

*Disposition:* TEMPORARY. Cut off upon publication of AFRH Customer Service Report. Destroy when no longer needed for reference.

**24 b. Developmental case files maintained by other offices.**

*Disposition:* TEMPORARY. Cut off upon publication of AFRH Customer Service Report. Destroy when no longer needed for reference.

**24. Customer Feedback Files.**

Records related to acquiring customers' feedback through survey instruments, comment forms, correspondence, and non-written communication.

**25 a. Case files maintained by AFRH's policy-making office and the office responsible for administering and evaluating the feedback.**

*Disposition:* TEMPORARY. Cut off inactive files annually, upon completion of administration of the survey questionnaire, focus group, or interviews. Destroy 6 years after cut off.

**b. Records relating to working with an outside organization or contractor to develop and/or administer the process.**

**(1.) Memorandums of agreement or understanding, statements of work, and record copy of the final report.**

*Disposition* PERMANENT. Cutoff inactive files annually. ~~Transfer to NARA in 5-year-blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~ *QJM*

**26 (2.) Report Developmental Files maintained created by the contractor and maintained by the office responsible for conducting the survey, etc., including drafts of the report, correspondence, comments, and related background documentation.**

*Disposition:* TEMPORARY. Cut off upon completion of administration of the survey questionnaire, focus group, or interviews. Destroy 6 years after cut off.

**c. Comment and Complaint Files.**

Documents created or accumulated addressing customer comments, compliments, suggestions, and complaints about AFRH services and products. Includes original

incoming correspondence, comment forms, records of non-written communications, copies of replies, and related records.

21 *Disposition:* TEMPORARY. Cut off annually. Destroy 3 years after cut off.

### ***SPECIAL STUDIES AND PROJECT RECORDS***

#### **25. Special Studies and Project Records, such as those relating to the National Trust Project.**

Records accumulated as a result of a special study or project conducted by an individual office must be scheduled separately, **EXCEPT** records dating up to and including 1945.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* Submit an SF 115, Request for Records Disposition Authority, to schedule these records.

### ***PROGRAM EVALUATION***

#### **26. Program Evaluation Files.**

Program documents, schedules, correspondence, and related records relating to the general planning and supervision of the programs.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* PERMANENT. Cut off inactive files annually. ~~Transfer to NARA in 5-year-~~<sup>QJM</sup>  
~~blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~

#### **27. Program Evaluation Technical Report Files.**

Technical reports or unpublished manuscripts of reports prepared in connection with a project, final narrative reports, statistical and graphic compilations, summarizations, and analyses.

**NOTE. Records dating up to and including 1945, transfer to NARA after NARA review.**

##### **a. Record copy maintained by office conducting the evaluation.**

*Disposition:* PERMANENT. Cut off inactive files annually, at ~~completion of the~~<sup>QJM</sup>  
~~project. Transfer to NARA in 5-year-blocks when newest record is 20 years old.~~  
~~(NARA Authority is N1-231-04-1, Item 3.)~~

##### 28 **b. Other copies.**

*Disposition:* TEMPORARY. Destroy when no longer needed for reference.

## II. GENERAL ADMINISTRATION

These records relate to the general administrative activities of AFRH not covered by the General Records Schedule (GRS). Included are records relating to office administration, training, program control, information management, emergency planning, records management, information security, and other administrative activities.

[Refer to GRS 1, 12, 16, 18, 20, and 23 for the disposition of related records.]

### OFFICE ADMINISTRATION

#### 1. File Plans.

- 29 a. **Record copy of file plans** for AFRH offices maintained by the office responsible for the records.

*Disposition:* TEMPORARY. Cut off annually. Destroy 3 years after cut off or when no longer needed for reference or administrative use, whichever is sooner.

- 30 b. **Copies** maintained by AFRH Records Officer and others.

*Disposition:* TEMPORARY. Cut off annually. Destroy on receipt of a revised plan or discontinuance of the plan.

#### 2. Reading Files.

**NOTE. Records dating up to and including 1945, transfer to NARA after NARA review.**

- a. **Agency Head and Director(s) reading files.**  
Includes current and former leadership and director(s).

*Disposition.* PERMANENT. Cut off annually. ~~Transfer to NARA in 5-year-blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~ <sup>gwm</sup>

- 31 b. **Reading files maintained by office heads, staff directors, or equivalent.**

*Disposition:* TEMPORARY. Cut off annually. Destroy 3 years after cut off.

- 32 c. **Other reading files.**

*Disposition.* TEMPORARY. Cut off annually. Destroy 1 year after cut off.

#### 3. Schedules of Daily Activities.

Includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of AFRH employees, **EXCLUDING** materials determined to be personal.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

- 33 a. **Records containing substantive information relating to the official activities of the Agency Head, Financial Officer, Director(s), office heads, staff directors, and special assistants, the substance of which has been incorporated into reports, correspondence, or other records included in the official files.**

*Disposition.* TEMPORARY. Cut off annually. Destroy 15 years after cut off or when no longer needed for reference, whichever is later.

- NOTE: For unique, substantive records relating to activities of high level officials, submit a separate SF115 to NARA. Per email 9/28/05 [Signature]
4. **Office Administration Files.**  
Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. Includes records relating to office staffing, procedures, and communications; office budget and expenditures; and use of office space and facilities.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off annually. Destroy 2 years after cut off. (GRS 23, Item 1)

**5. Administrative Tracking and Control Files.**

Logs, registers, and other records used to control or document the status of correspondence, reports, or other correspondence.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition.* TEMPORARY. Cut off annually. Destroy 2 years after cut off. (GRS 23, Item 8)

**6. Designated Authority Files.**

Correspondence and forms designating certain employees the authority to sign time and attendance cards, property passes, and printing requisitions; certify invoices; control personal property; and undertake other duties and responsibilities as assigned.

34 **NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy 1 year after cut off.

## **TRAINING**

### **7. Office Training Files.**

35 Documents maintained by individual offices relating to training of employees.

*Disposition:* TEMPORARY. Cut off annually. Destroy 2 years after cut off.

## **PROGRAM CONTROL**

### **8. Risk Assessment Files.**

36 Correspondence, risk assessment forms, and other records relating to assessing the susceptibility of AFRH and its programs to loss or unauthorized use of resources, errors in reports and information, illegal or unethical acts, and/or adverse or unfavorable public opinion.

*Disposition.* TEMPORARY. Cut off inactive files annually, after assessment report. Destroy 5 years after cut off or upon completion of subsequent assessment report, whichever is sooner.

*Apply GRS 16/14c*

*Per email, 9/28/05*

## **INFORMATION MANAGEMENT**

### **9. External Questionnaires and Surveys.**

Copies of questionnaires, surveys, and other records, relating to AFRH-wide policies, procedures, functions, organization, and activities, received and answered by AFRH for external organizations and Federal entities.

#### 37 **a. Records maintained by functional office.**

*Disposition:* TEMPORARY. Cut off annually. Destroy 4 years after cut off.

#### 38 **b. Records maintained by other offices.**

*Disposition.* TEMPORARY. Cut off annually. Destroy 1 year after cut off.

### **10. Reports Control.**

Documents accumulated in controlling internal and external reports.

#### **a. Interagency and Congressional Reports maintained by functional office.**

39 Included are AFRH generated reports and case files maintained for tracking reporting requirements, including correspondence; copies of transmittal letters and reports sent to recipient agencies and/or Congress; copies of authorizing directives and regulations and pertinent forms or format descriptions; preparation instructions; other documents relating to continuation, revision, or discontinuance of reporting requirement, and working papers, **EXCLUDING** publications described in Public Affairs—*Publications*.

*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy when superseded or when reporting requirement is discontinued.

**b. Computer-generated registers and similar reports used to track reports.**

40

*Disposition:* TEMPORARY. Destroy when superseded or obsolete.

***EMERGENCY PLANNING***

**11. Emergency Planning Reports.**

AFRH reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans.

*Disposition:* PERMANENT. Cut off inactive files annually, when related ~~plan or directive~~ <sup>QJM</sup> becomes obsolete or is superseded. ~~Transfer to NARA in 5-year-blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~

***RECORDS MANAGEMENT***

Records created and maintained while planning, managing, evaluating, administering, and operating the AFRH records management function.

**12. Program Administration.**

Records created in planning, managing, and evaluating the records management program.

*Disposition.* TEMPORARY. Cut off inactive files annually. Destroy inactive files 5 years after cut off. **(GRS 16)**

**13. Records Management Policy Plan and Vital Records Program.**

Includes correspondence, inventories, and other records relating to the records management program and the vital records program.

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*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy when superseded.

### III. LEGISLATIVE AND CONGRESSIONAL AFFAIRS

These records relate to developing and presenting AFRH's legislative program to Congress, screening and researching bills of interest to AFRH, and oral and written communications with Members of Congress and congressional committees.

#### LEGISLATION

##### 1. Annual Legislation Program Files.

Documents created in submitting to the Office of Management and Budget, AFRH's proposed legislative program.

*Disposition:* PERMANENT. Cut off annually. Transfer to NARA in 5-year-blocks when ~~newest record is 20 years old.~~ (NARA Authority is N1-231-04-1, Item 3.) *gum*

##### 2. Legislation Case Files.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

##### 42 a. Case files of legislation that significantly affects the mission, structure, organization, or policies of AFRH.

*Disposition:* PERMANENT. Cut off every 2 years (at the end of each Congress). Transfer to NARA in 4-year-blocks when newest record is 15 years old.

##### 43 b. Case files of legislation that does not significantly affect AFRH.

*Disposition.* TEMPORARY. Cut off every 2 years (at the end of each Congress). Destroy 6 years after cut off.

##### 3. Legislation Tracking Files.

Tracking sheets, reports, and ledgers on the content and status of proposed legislation.

##### 44 **NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off every 2 years (at the end of each Congress). Destroy *X2* year after cut off. *Per email, 9/28/05 je*

##### 4. Office Legislation Files.

Files accumulated by individual offices in drafting or commenting on proposed legislation.

##### 45 **NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off every 2 years (at end of each Congress). Destroy 2 years after cut off.

### **CONGRESSIONAL COMMUNICATIONS**

#### 5. **Testimonies.**

46

Chronological file of testimonies before congressional committees relating to oversight activities, investigations, and confirmation hearings. Included are testimonies, transcripts, and papers on the selection of witnesses to testify before congressional committees and AV recordings of the proceedings.

*Disposition.* PERMANENT. Cut off every 2 years (at the end of each Congress). Transfer to NARA in 4-year-blocks when newest record is 4 years old. Transfer of audiovisual recordings is to be in accordance with published NARA guidance for media format, according to 36 CFR 1228.266.

#### 6. **Congressional Correspondence.**

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

- a. **Record copies of incoming and outgoing congressional correspondence of a substantive nature relating to policy and program functions.** Included are background materials maintained by the office responsible for preparing and coordinating the response. Inquiries are originated by Members of Congress and pertain to substantive policy issues and program functions (i.e., plans, objectives, or responsibilities).

*Disposition:* PERMANENT. Cut off annually. ~~Transfer to NARA in 5-year-blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~ JWM

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- b. **Copies of incoming and outgoing congressional correspondence of a routine nature.** Included are background materials maintained by the office responsible for preparing and coordinating the response. Inquiries are originated by congressmen or constituents concerning requests for services, general information, etc. Files are maintained by functional office.

*Disposition.* TEMPORARY. Cut off annually. Destroy 2 years after cut off.

48

- c. **Correspondence relating to AFRH residents.** Included are inquiries originated by, on behalf of, or concerning AFRH residents. Files are maintained as case files.

*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy 2 years after cut off. **NOTE:** For case files of significant persons, submit a separate SF115 to NARA. Per email, 9/28/05 JS

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#### 7. **Congressional Contact Files.**

Reports and memoranda documenting routine communication with Members of Congress and their staff.

**NOTE. Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off annually. Destroy 3 years after cut off.

#### IV. PUBLIC AFFAIRS

These records relate to developing, coordinating, and disseminating information to the media, the public, and residents of the Armed Forces Retirement Home about AFRH programs, policies, and activities. Included are publications and audiovisual records.

[Refer to GRS 14 and 21 for disposition of related records.]

#### *PUBLIC RELATIONS*

##### 1. Speech Files.

Speeches, addresses, and comments Remarks made at formal ceremonies and during interviews by the Agency Head, Financial Officer, Director(s), Assistant Director(s), or persons officially designated to represent them, concerning AFRH programs and services. The format selected may be paper, audio or videotape, or motion picture film.

**NOTE:** Records dating up to and including 1945, transfer to NARA after NARA review.

##### a. Official record copy maintained by the Agency Head, Financial Officer, Director(s) of AFRH and/or the Director(s) of Public Affairs.

*Disposition:* PERMANENT. Cut off annually. a.) Transfer textual records to NARA in 5-year- blocks when newest record is 20 years old. b.) Transfer the original or earliest generation recording of audio visual records, 1 copy for reference, and related documentation when records are 5 years old. Transfer is to be in accordance with published NARA guidance for media and format, according to 36 CFR 1228.266. [See Public Affairs—*Audiovisuals*.] (NARA Authority is N1-231-04-1, Items 3 and 6.)

##### b. Other copies.

*Disposition:* TEMPORARY. Cut off annually. Destroy when no longer needed for reference.

##### 2. News Releases.

Records created by the releasing offices coordinating with and disseminating information to any public communications media and or AFRH residents.

**NOTE:** Records dating up to and including 1945, transfer to NARA after NARA review.

##### a. Record copies of news releases, radio spots, and other releases.

*Disposition:* PERMANENT. Cut off annually. Transfer the original or earliest generation recording, 1 copy for reference, and related documentation when records are 5 years old. Transfer is to be in accordance with published NARA guidance for media and format, according to 36 CFR 1228.266. (NARA Authority is N1-231-04-1, Item 6.)

51 b. **Other copies of news releases.**

*Disposition:* TEMPORARY. Destroy when no longer needed for reference.

52 c. **Administrative records relating to the releasing of public information.**

*Disposition.* TEMPORARY. Cut off annually. Destroy 3 years after cut off.

3. **Press Clippings.**

Press clippings from magazines and newspapers pertaining to the AFRH as well as AFRH residents. Included are copies and originals of press clippings and related records. gum

~~*Disposition:* PERMANENT. Cut off annually. Transfer to NARA in 5-year-blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 3.)~~

4. **Biographies.**

Biographical sketches, photographs, and related documents concerning leading AFRH personalities (i.e., Agency Head, Financial Officer, Directors, and others) and non-AFRH personalities (i.e., residents and others) of significance to AFRH.

**NOTE. Records dating up to and including 1945, transfer to NARA after NARA review.**

a. **Record set.**

~~*Disposition:* PERMANENT. Cut off annually. a.) Transfer textual records to NARA in 5-year-blocks when newest record is 20 years old. b.) Transfer still photographic records to NARA in 5-year-blocks when newest record is 5 years old. Transfer is to be in accordance with published NARA guidance for media and format. (NARA Authority is N1-231-04-1, Item 3 and Item 5.)~~ gum

53 b. **Other copies.**

*Disposition:* TEMPORARY. Destroy when no longer needed for reference.

**PUBLICATIONS**5. **Publications.**

Records accumulated in editing, printing, and publishing AFRH publications, including posters created by AFRH for internal, Government-wide, or public distribution.

a. **Record copy of each publication.**

~~*Disposition.* PERMANENT. Transfer 1 copy of each publication to NARA immediately in 5-year-blocks when newest record is 5 years old. Transfer all copies of publications prior to 1946. Transfer 2 copies of poster upon publication. Transfer is to be in accordance with published NARA guidance for media and format, according to 36 CFR 1228.266. (NARA Authority is N1-231-04-1, Item 4.)~~

- 54 b. **Printers' galleys, graphics, working papers, copies of publications, and related records.**

*Disposition.* TEMPORARY. Cut off inactive file annually. Destroy 2 years after cut off.

- 55 c. **Photographs, negatives, and prints used in publications, EXCLUDING original photography.**

*Disposition.* TEMPORARY. Destroy when superseded or obsolete.

6. **Newsletters and/or weekly publications.**

Documents accumulated in editing, publishing, and distributing AFRH resident and employee newsletters. Included are record copies of each publication, notes, editorial materials, and related records.

**NOTE** Records dating up to and including 1945, transfer to NARA after NARA review.

- a. **Record copies of each newsletter.**

*Disposition:* PERMANENT. Transfer 1 copy of each publication to NARA in 5-year-block when newest record is 5 years old. (NARA Authority is N1-231-04-1, Item 4.)

- 56 b. **Background materials.**

*Disposition:* TEMPORARY. Cut off after publication of each newsletter. Destroy 1 year after cutoff.

7. **AFRH's Reports and Other Required Reports and Studies.**

Included are recurring reports and one-time information requirements, including annual reports to Congress and reports and studies to the AFRH Boards.

*Disposition:* PERMANENT. Transfer 1 copy of each publication to NARA in 5-year-blocks when newest record is 5 years old. (NARA Authority is N1-231-04-1, Item 4.)

### AUDIOVISUALS

8. **Still Photography.**

Records include each type of photographic print, negative, and slide as described in 36 CFR 1228.266 and accompanying indices.

**NOTE:** Records dating up to and including 1945, transfer to NARA after NARA review.

a. **Official Files.**

Photographs which depict significant events, personalities, activities of the residents, and other subjects relating to the mission and activities of the AFRH in particular and American history in general. Included are photographs of dedication ceremonies and official events, visits from officials and significant citizens, and major events and activities relating to the AFRH.

*Disposition* PERMANENT. Cut off annually. Transfer to NARA in 5-year-blocks <sup>QJM</sup> when newest record is 5 years old. ~~Transfer is to be in accordance with published NARA guidance for media and format. (NARA Authority is N1-231-04-1, Item 5.)~~

51 b. **Photographs of routine award ceremonies, social events (e.g., retirement parties), and activities not related to the mission of AFRH.**

*Disposition* TEMPORARY. Cut off annually. Destroy when no longer needed for reference.

c. **Official portraits of the Agency Head, Financial Officer, Directors, Board members, and other senior AFRH officials.**

*Disposition* PERMANENT. Cut off annually. Transfer to NARA in 5-year-blocks <sup>QJM</sup> when newest record is 5 years old. ~~Transfer is to be in accordance with published NARA guidance for media and format. (NARA Authority is N1-231-04-1, Item 5.)~~

10. **Motion Pictures, Sound Recordings, Videotapes, and other Audiovisual Records.**

Motion picture films, sound recordings, videotapes, and equivalent or related records created or produced by AFRH or acquired from outside sources and as described in 36 CFR 1228.266.

**NOTE** Records dating up to and including 1945, transfer to NARA after NARA review.

a. **Official record set with documentation.**

Including the master sound or video recording, or the original film negative and one print of motion picture film that documents AFRH's mission, programs, and activities. Included are AFRH sponsored productions, recordings of public meetings or speeches or events; guest speakers; testimonies before Congress and at other hearings; interviews with AFRH officials and staff; and other productions created to disseminate information to the residents or public regarding AFRH operations and programs. Also included are finding aids and production documentation such as data sheets, shot lists, continuities, review sheets, catalogs, indexes, list of captions, production contracts, scripts, transcripts, or other records that may be helpful or necessary for proper identification or retrieval and/or for authentication or production.

*Disposition* PERMANENT. Cut off annually. Transfer the original or earliest <sup>QJM</sup> ~~generation recording, 1 copy for reference,~~ and related documentation when records are 5

years old. Transfer is to be in accordance with ~~published~~ NARA guidance for media and ~~format~~, according to 36 CFR 1228.266. (NARA Authority is N1-231-04-1, Item 6.) *gwm*

**58 b. Other copies.**

*Disposition* TEMPORARY. Cut off annually. Destroy when no longer needed for current agency business.

## V. AFRH RESIDENT SERVICES

These records relate to AFRH programs that predominately provide services to AFRH residents (**EXCLUDING** health care) and the reporting of those services. Records relate to the implementation and/or promotion of services and the documentation of the residence of individual veterans at the AFRH. Included are the recreational, ceremonial, volunteer, tour, education, and/or museum services and events enjoyed by the residents and their guests, associates of the AFRH, and the general public.

### **RESIDENT PROGRAMS**

These records document the planning, implementation, promotion, and management of AFRH programs for residents and their guests, associates of the AFRH, and the general public.

#### 1. Administrative Files.

59

Documents associated with the logistics of planning, scheduling, and managing the AFRH resident programs, including the admission, accountability, and assistance provided each resident or potential resident; recreational services such as those relating to arts and crafts and fitness; ceremonial events and associated receptions; and volunteer and tour arrangements. Records may include correspondence, forms, notes, mailing lists, invoices, receipts, schedules, and other records relating to the administration of AFRH programs.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition.* TEMPORARY. Cut off annually. Destroy <sup>6</sup> years after cutoff or when no longer needed for administrative or reference purposes, whichever is later.

Per email  
9/28/05  
JM

#### 2. Program Proceedings Files.

Documents include published and unpublished records pertaining to program proceedings and implementation, including related records that significantly enhance knowledge and understanding of the proceedings. Records relate to resident programs, including official ceremonies and visitor, volunteer, and tour programs. Records may include programs; invitations; lists of VIP guests and speakers; speeches; biographies of speakers; presentations; handouts; accompanying transcripts, videotapes, or audio recordings; copyright releases and authorizations; and materials relating to press coverage. Also included are development papers, brochures, advertisements, plans for program promotion, and membership activities (i.e., volunteers, visitors, and tours).

*Disposition* PERMANENT. Cut off inactive files annually. a.) Transfer textual records to NARA in 5- year-blocks when newest record is 20 years old. b.) For audio visual records, transfer the original or earliest generation recording, 1 copy for reference, and related documentation when records are 5 years old. Transfer is to be in accordance with published NARA guidance for media and format, according to 36 CFR 1228.266. (NARA Authority is NI-231-04-1, Item 3 and Item 6.)

JM

#### 3. Program Promotion Files.

60

Documents accumulated relating to broad marketing plans, specific marketing campaigns, mail lists, record of sources, analytical reports, and related records. **EXCLUDED** are publications covered elsewhere in this schedule.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy 4 years after cut off.

### **RECORDS OF RESIDENTS**

These records document the application and/or residence of individual veterans at the AFRH.

#### **4. Resident Files.**

Documents relate to application, registration, admissions, re-admissions, dismissal, discharge, death, employment, housing, suspension, transfer, and other activities of residents. ~~Included~~ <sup>gum</sup> are daily and monthly registers, reports, lists, returns, statements of service, indices, and related records. **EXCLUDED** are individual resident case files.

~~*Disposition.* PERMANENT. Cut off inactive files annually. Transfer to NARA in 5-year-blocks when newest record is 15 years old. (NARA Authority is N1-231-04-01, Item 1.)~~

#### **5. Resident Case Files.**

Case files on individual residents that document application, registration, admissions, re-admissions, dismissal, discharge, death, employment, housing, suspension, transfer, and other activities. ~~Included~~ <sup>gum</sup> are indices and related records.

~~*Disposition.* PERMANENT. Cut off inactive files annually. Transfer to NARA in 5-year-blocks when newest record is 15 years old. (NARA Authority is N1-231-04-1, Item 1.)~~

#### **6. Financial Transactions Files.**

Memorandum copies of documents accumulated to record data on the collection of payments, recognition of revenue and liabilities, and the administration of the AFRH Resident Program, especially as it relates to services provided. Included are summary records (used as source documents for entry into the accounting system of record); records used to record the payment or refund of monies to residents; and detail records including cash receipt journals, transaction registers, insurance coverage and review, and related records. <sup>gum</sup>

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

~~*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy 7 years after cut off. (NARA Authority is N1-231-04-1, Item 2.)~~

### **CEREMONIES AND EVENTS**

These records are generally accumulated while planning and managing ceremonies, events, and receptions sponsored or co-sponsored by the AFRH or affiliated organizations.

**7. Ceremonies, Events, and Receptions that are historically significant.**

Included are unique activities that may occur annually, periodically, or frequently and are considered to be historically significant. Included may be milestone and gala ceremonies and VIP events and/or tours.

*Disposition:* PERMANENT. Cut off inactive files annually. a.) Transfer still photographs to NARA in 5-year-blocks when newest record is 5 years old. Transfer is to be in accordance with published NARA guidance for media and format. b.) Transfer the original or earliest audio visual generation recording, 1 copy for reference, and related documentation when records are 5 years old. Transfer is to be in accordance with published NARA guidance for media and format, according to 36 CFR 1228.266.

~~(NARA Authority is N1-231-04-1, Item 5 and Item 6.)~~

- 61 **8. Ceremonies, events, and receptions that occur routinely and are NOT historically significant.** Included are routine activities that may occur annually, periodically, or frequently such as staff retirement parties, resident birthday parties, and other routine non-historical events.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off annually. Destroy <sup>6</sup>8 years after cut off or when no longer needed for administrative or reference purposes, which ever is sooner.

Per email  
9/28/05 JS

***VOLUNTEERS AND TOURS***

These records relate to the arrangement of volunteer and tour programs and activities for the AFRH and its guests and associates.

62 **9. Volunteer and Tour Files.**

Documents accumulated in arranging tours for interested groups and professional organizations, including foreign visitors, **EXCLUDING** VIP tours covered elsewhere in this schedule.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off annually. Destroy <sup>6</sup>8 years after cut off or when no longer needed for administrative or reference purposes, which ever is sooner.

Per email  
9/28/05 JS

63 **10. Individual Volunteer Service Files.**

Includes application, record of hours worked, and other records pertaining to the volunteer's service. **EXCLUDED** are records created by the work of the volunteer covered elsewhere in this schedule.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off inactive files annually, when the volunteer departs the program. Destroy 4 years after cut off.

### **MUSEUM, EDUCATION, AND EXHIBITS**

These records relate to museum programs, including education materials and exhibits planned or prepared by the AFRH or its associates.

#### **11. Exhibit Case Files.**

Included are lists of exhibited items, captions for exhibit cases, photographs, background materials, correspondence relating to items, loan agreements for incoming documents, contracts, news clippings, and related records.

64 a. **Documents relating to the planning and preparation of exhibits, including photographs, correspondence, and lists of exhibit items.**

*Disposition:* PERMANENT. Cut off inactive files annually. Transfer to NARA in 5-year-blocks when newest record is 10 years old.

65 b. **Records of an administrative nature, such as COPIES of contracts and agreements, and records covered elsewhere in this schedule.**

*Disposition:* TEMPORARY. Cut off annually. Destroy 10 years after cutoff or when no longer needed for administrative purposes, whichever is later.

#### **12. Exhibit Lending Files.**

Documents accumulated in the administration of loans to the AFRH.

66 a. **Approved or denied loans.**

Documents relate to the preparation and administration of loans (approved or denied), including correspondence, lists of lenders, items loaned, loan agreements, insurance policies, condition reports, news clippings, and related records. **EXCLUDED** are withdrawn loan requests.

*Disposition:* PERMANENT. Cut off inactive files annually. Transfer to NARA in 5-year blocks when the newest record is 10 years old.

67 b. **Withdrawn loan requests.**

Documents relating to withdrawn loan requests.

*Disposition:* TEMPORARY. Cut off annually. Destroy 10 years after cutoff.

#### **13. Exhibit-related Graphics.**

68 Documents accumulated in the production of exhibits and in preparation of graphics for AFRH programs and events. Included are blueprints, typeset proof sheets of text; specifications for fabrication; samples of exhibits as installed; production boards for publications; type and specifications for signs; photographic security copies of the original; and **non-record** copies of materials such as graphics, posters, etc, and educational or promotional program posters and brochures. **EXCLUDED** are record copies of graphics, posters, brochures, promotional and educational materials covered elsewhere in this schedule.

*Disposition*: TEMPORARY. Cut off after project is complete. Destroy 10 years after cutoff.

**14. Exhibit-related Educational Materials.**

Record copies of educational materials developed to accompany exhibits.

69 *Disposition*: PERMANENT. Cut off after project is complete. Transfer to NARA in 5-year-blocks when newest record is 10 years old.

## VI. HEALTH CARE PROGRAM

These records relate to the overall health care of residents, including the AFRH Health Care Program implementation and management and the medical care of individual residents.

[Refer to General Records Schedule (GRS) 1 for the disposition for related records.]

### HEALTH CARE PROGRAM

#### 1. Administrative Files.

10

Documents associated with the logistics of planning, scheduling, and managing the AFRH Health Care program. Records may include correspondence, forms, notes, mailing lists, invoices, receipts, schedules, and records relating to the administration of the program.

*NOTE:* Records dating up to and including 1945, transfer to NARA after NARA review.

*Disposition.* TEMPORARY. Cut off annually. Destroy <sup>6</sup> years after cutoff or when no longer needed for administrative or reference purposes, which ever is later.

Per email  
9/28/05  
JS

### RESIDENT MEDICAL RECORDS

#### 2. Resident's Individual Health Care Records.

Forms, reports, and other records relating to the medical, dental, and optical treatment of individual residents. Included are x-rays and laboratory findings.

##### a. Records Relating to Deceased Residents.

*Disposition:* TEMPORARY. Cut off ~~inactive files~~ at end of FY when death occurs. Destroy ~~10 years after cutoff.~~ (NARA Authority is N1-231-00-1, Item 1.)

gwm

##### b. Records Relating to Discharged Residents.

*Disposition:* TEMPORARY. Cut off ~~inactive files~~ at end of FY when discharge occurs. Destroy ~~10 years after cutoff.~~ (NARA Authority is N1-231-00-1, Item 2.)

gwm

## VII. PERSONNEL

These records relate to the supervision and management of AFRH employees. Included are files pertaining to the overall AFRH personnel management as well as personnel records common to all offices. **EXCLUDED** are files pertaining to employee training programs.

[Refer to General Records Schedule (GRS) 1 and 18 for the disposition of related records.]

### **PERSONNEL ADMINISTRATION**

*NOTE:* Under various reimbursable agreements, the Bureau of Public Debt provides personnel services to AFRH. All AFRH personnel records accumulated by the Bureau of Public Debt as a result of these agreements are maintained and disposed of in accordance with the AFRH schedule.

#### 1. Personnel Office Subject Files.

11 Official files maintained by the Human Resources Office on various human resources issues and programs that are not provided for elsewhere. Included are correspondence, special reports, AFRH notices, interim guidance directives, and background materials such as regulations, reports, surveys, and forms.

*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy <sup>6</sup>~~5~~ years after cutoff or when no longer needed for legal or administrative purposes, whichever is later.

Per email  
9/28/05  
JA

#### 2. Pay Administration Files.

12 Documents created to provide assistance in interpreting and implementing pay administration programs. Included are pay plans, pay fixing rules, authorizations, reconsiderations, and related records.

*NOTE:* Records dating up to and including 1945, transfer to NARA after NARA review.

*Disposition.* TEMPORARY. Cut off annually. Destroy ~~5~~ years after cutoff. Apply GRS 16/1a  
Per email, 9/28/05  
JA

#### 3. Family and Medical Leave Act (FMLA) Files.

13 Records relating to approving and monitoring employees' request for 3 days or more of leave under the provisions of the FMLA. Files may include applications, medical documentation, requests for leave or approved absence, and copies of forms.

*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy <sup>3</sup>~~1~~ years after cutoff.

Per email  
9/28/05  
JA

### **EMPLOYEE AND LABOR RELATIONS**

#### 4. Agency-Level Employee Awards Files.

14 Documents created in granting cash and non-cash awards for distinguished, meritorious, and exceptional service and for equal employment opportunity impact. Included are suggestions,

recommendations, acknowledgments, evaluations, notices of adoption or rejection, letters of refusal or return of awards, and related records.

*Disposition:* TEMPORARY. Cut off <sup>inactive files</sup> annually. Destroy 3 years after cutoff.

Per email,  
9/28/05 JG

15 **5. Merit System Protection Board (MSPB) Appeal Case Files.**

Records relating to appeals submitted to MSPB by current and former AFRH employees. These case files may include statements of witnesses, reports of interviews and hearings, court findings and recommendations, copies of original and final decisions, related correspondence and exhibits, and forms.

*Disposition.* TEMPORARY. Cut off inactive files annually. Destroy 7 years after cutoff.

76 **6. Savings Bond Campaign Files.**

Copies of posters, flyers, and related records created in developing and disseminating material and otherwise promoting and reporting on participation in the U.S. Savings Bond Program. **EXCLUDED** are AFRH directives relating to the program.

*Disposition:* TEMPORARY. Cut off annually. Destroy 1 year after cut off.

77 **7. Charitable Contribution Campaigns Files.**

Documents accumulated in managing and coordinating contribution drives, such as the Combined Federal Campaign and others. Included are copies of notices of campaigns, communications concerning the campaigns, and related records.

*Disposition:* TEMPORARY. Cut off annually. Destroy 2 years after cut off.

### **EMPLOYEE HEALTH**

**8. Personal Injury Files.**

Forms, reports, correspondence, and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, **EXCLUDING** copies files in the Employee Medical Folder (EMF).

*Disposition:* TEMPORARY. Cut off inactive files annually, on termination of compensation or when deadline for filing a claim has passed. Destroy 5 years after cut off. **(NARA Authority is GRS 1, Item 31.)**

## VIII. AUDITS AND INVESTIGATIONS

These records relate to audits of AFRH programs and contractors, progress reports of actions taken to resolve audit findings, and investigations of possible unlawful activities.

[Refer to General Records Schedule (GRS) 23 for disposition of related records.]

### AUDIT ADMINISTRATION

#### 1. Audit Administration Subject Files.

78

Documents relating to the routine operation and administration of the audit function, but not routine program administrative files. Included are pertinent laws, copies of contracts or other authoritative documents relating to specific audit functional areas, organizational charts and functional statements, surveys of procedures and controls, statistical tabulations, contractors' financial statements, analysis of cost trends, and significant findings of prior audits in each functional area.

*Disposition:* TEMPORARY. Destroy when superseded or obsolete.

#### 2. Audit Guidance.

79

Documents created in preparing, clearing, and issuing special instructions and guidance for use by auditors in AFRH internal and contract audits. Included are record copies of audit guides and instructions, clearance actions, and related records.

*Disposition:* TEMPORARY. Destroy when superseded, canceled, or discontinued.

#### 3. Audit Schedules.

80

Schedules of audits and background materials accumulated in the process of identifying areas of audit.

*Disposition:* TEMPORARY. Cut off annually. Destroy <sup>8</sup> years after cutoff.

Per email, 9/28/05.  
JA

#### 4. Audit Report Chronological Files.

81

Records accumulated for reference and referral to contract audits, internal audits, and related information. Included are copies of final contract and internal audit reports.

*Disposition:* TEMPORARY. Cut off annually. Destroy <sup>8</sup> years after cutoff.

Per email, 9/28/05  
JA

#### 5. Audit Summaries.

82

Periodic audit digest and summaries, reports of actions taken as a result of the summaries, and related records created in preparing and circulating summarized information on the status of audit activities, selected audit findings and recommendations, and other audit matters.

*Disposition:* TEMPORARY. Cut off annually. Destroy <sup>8</sup> years after cutoff.

Per email, 9/28/05  
JA

## *AUDITS AND INVESTIGATIONS*

### 6. **Audit Case Files.**

83 Case files of internal audits on AFRH programs, operations, and procedures, and audits conducted on contractors. Records consist of audit reports, correspondence, and supporting working papers. Files are maintained by the Office of the Inspector General (OIG).

*Disposition:* TEMPORARY. Cut off inactive files annually, after completion of final report. Destroy 8 years after cutoff.

### 7. **Audit Resolution Case Files.**

Included are notices of intent to audit, copies of documents furnished to auditors, copies of tentative findings and recommendations, advance notice recommendations, advance notice of major findings, reports of major findings, copies of draft and final reports, follow-up progress reports, comments, and related documents.

#### 84 a. **Audit case files maintained by the Audit Resolution Official.**

*Disposition:* TEMPORARY Cut off inactive case files annually. Destroy 8 years after cutoff.

#### 85 b. **Audit case files maintained by designated central point of contact for a major office and the audit unit.**

*Disposition:* TEMPORARY. Cut off inactive case files annually. Destroy <sup>8</sup>/~~8~~ years after cutoff.

Per email  
9/28/05  
JS

### 8. **Investigative Case Files.**

Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations. Cases relate to agency personnel, programs, and operations administered or financed by the agency. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.

#### 86 a. **Case files containing information or allegations which are of an investigative nature but do not relate to a specific investigation.** Included are anonymous or vague allegations not warranting an investigation; matters referred to constituents or other agencies for handling; and support files providing general information.

*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy 15 years after cutoff.

#### 87 b. **Case files EXCEPT those that are unusually significant for documenting major violations.**

*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy 15 years after cutoff.

**c. Significant case files that result in national media attention, congressional investigation, and/or substantive changes in agency policy or procedure.**

*Disposition:* Cut off inactive files annually. Submit SF 115 to NARA 5 years after cutoff.

**9. Semiannual Report to Congress Files.**

Reports prepared by the OIG and submitted to Congress, and working papers.

*Note:* **Records dating up to and including 1945, transfer to NARA after NARA review.**

**a. Record copy.**

*Disposition:* PERMANENT. Cut off annually. Transfer 1 copy to NARA in 5-year-blocks when newest record is 5 years old. Transfer all copies of publications prior to 1946. (NARA Authority is N1-231-04-1, Item 4.)

gwm

88 **b. Other copies.**

*Disposition:* TEMPORARY. Cut off annually. Destroy <sup>8</sup> years after cut off,

Per email,  
9/28/05 JS

89 **c. Working papers.**

*Disposition:* TEMPORARY. Cut off annually. Destroy <sup>8</sup> years after cut off.

Per email,  
9/28/05  
JS

## IX. PROPERTY AND PROCUREMENT

These records relate to programs engaged in the acquisition of real property, personal property, non-personal services, and supply matters that are a part of daily procurement operations. Included are contract files and related papers.

*NOTE*: All records accumulated as a result of awarded contracts are maintained and disposed of in accordance with the AFRH schedule. Records are scheduled with the related functional files.

[Refer to General Records Schedule (GRS) 3 and 4 for the disposition of related records ]

### ***REAL PROPERTY***

Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise) prior to January 1, 1921.

#### **1. Property Acquisition Files.**

Documents relating to property acquisition, including deeds, contracts, survey maps and related records.

*Disposition*: PERMANENT. Cut off annually. ~~Transfer to NARA in 10-year-blocks when the newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 7.)~~ *QJM*

#### **2. Property Case Files.**

Case files relate to acquiring property and/or disposal of surplus real and related personal property.

*Disposition*: PERMANENT. Cut off annually. ~~Transfer to NARA in 10-year-blocks when the newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 7.)~~ *QJM*

### ***PERSONAL PROPERTY***

#### **3. Annual Plan Files.**

90 Forms, summary annual plans for equipment, and related records accumulated in developing, controlling, and approving annual and supplemental plans for administrative equipment.

*NOTE*: Records dating up to and including 1945, transfer to NARA after NARA review.

*Disposition*: TEMPORARY. Cut off annually. Destroy 3 years after cut off.

#### **4. Property Management Officer/Accountable Officers' (PMO/AO) History Files.**

91 Files maintained by PMOs and AOs which reflect additions to, changes in, and status of personal property accounts. Included are copies of source documents, physical inventory reports, property transfer reports and forms, property survey reports, transfer and report of excess property, property listings, and similar records.

*NOTE*. Records dating up to and including 1945, transfer to NARA after NARA review.

*Disposition:* TEMPORARY. Cut off inactive files annually. Destroy <sup>6</sup> years after cut off.  
Per email, 9/28/05  
[Signature]

### PROCUREMENT

- 92 5. **Property Policy Information Files.**  
Correspondence and related information on all aspects of procurement activity within AFRH, including information on the development of specific procurement actions or functions, instructions providing guidance and direction for all aspects of the procurement activity, information on the development of specific procurement actions or functions, and information relating to release of decennial census.

**NOTE. Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition.* TEMPORARY. Cut off annually. Destroy when subsequent decennial census is released or when superseded, obsolete, or no longer needed for reference, whichever is sooner.

- 93 6. **Procurement Preference Program Files.**  
Correspondence, reports, and other documents relating to goals developed under the Procurement Preference Program

*Disposition.* TEMPORARY. Cut off annually. Destroy 3 years after cut off

- 94 7. **Competition in Contracting Act Program Files.**  
Correspondence, reports, annual reports, and other files of the designated AFRH Competition Advocate for procurement matters challenging barriers to and promoting full and open competition in the acquisition of supplies and services.

*Disposition:* TEMPORARY. Cut off <sup>inactive files</sup> annually. Destroy <sup>6</sup> years after cutoff. Per email, 9/28/05  
[Signature]

- 95 8. **Contracting Officer and Contracting Officer's Technical Representative (COTR) Files.**  
Included are COTR representative files relating to services provided, regulations, reports, and COTR management files documenting contracts received, invitations to bid, and similar documents. Included are registers, logs, and similar control records.

*Disposition* TEMPORARY. Cut off inactive files annually. Destroy <sup>6</sup> years after cut off. Per email, 9/28/05  
[Signature]

## X. BUDGET, ACCOUNTING, AND FINANCIAL MANAGEMENT

These records relate to financial and fiscal functions of AFRH. Included are records relating to the formulation and execution of the AFRH budget, administration of financial policies and procedures, agency-wide and local office accounting, and administrative claims by or against the United States.

[Refer to General Records Schedule (GRS) 2, 5, 6, and 7 for the disposition of related records.]

### *BUDGET FORMULATION*

#### 1. Budget and Finance Policy Files.

Records include correspondence and subject files that document agency policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for agency programs.

*Disposition:* PERMANENT. ~~Cut off annually. Transfer to NARA in 10-year-blocks when newest record is 20 years old. (NARA Authority is N1-231-04-1, Item 7.)~~ gwm

#### 2. Budget Estimates and Operating Plans.

Records relate to budget estimates and justifications prepared or consolidated by AFRH, financing authority and appropriations, and the operating budget plans. Included are appropriation language sheets, narrative statements, transcripts of hearings, backup justifications for hearings, congressional resolutions, Treasury warrants, and related records. Also included are documents created or accumulated in issuing calls for operating budget plans which provide the basis for allocation of resources, including office requests for operating budgets, staffing patterns, analysis of funding requests, allowance and operating budget documents, and other backup materials.

*NOTE:* ~~Records dating up to and including 1945, transfer to NARA after NARA review.~~ gwm

*Disposition:* ~~TEMPORARY. Cut off annually. Destroy 5 years after cut off. (NARA Authority is N1-231-04-1, Item 8.)~~

### *OPERATING BUDGET*

#### 3. Financing Authorizations/Appropriations.

gwb Documents which provide appropriations or which provide interim financing authority when appropriations have not been made by the beginning of the new fiscal year. Included are copies of congressional hearings, congressional resolutions, Treasury warrants, and related records.

*NOTE:* ~~Records dating up to and including 1945, transfer to NARA after NARA review.~~

*Disposition:* ~~TEMPORARY. Cut off annually. Destroy 2 years after cut off~~

Apply GRS 5/4  
Per email, 9/28/05  
gwb

#### 4. Allowances and Operating Budget Plans.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

- 97 a. **Documents created or accumulated** in issuing calls for operating budget plans which provide the basis for allocation of resources, including office requests for operating budgets, staffing patterns, and other backup materials; analysis of funding requests; and allowance and operating budget documents

*Disposition.* TEMPORARY. Cut off annually. Destroy ~~2~~ years after cut off.

Apply GRS 5/2  
Per email, 9/28/05 JH

- 98 b. **AFRH Individual Offices** preparing and submitting planning, programming, staffing, budgeting, and program review and analysis data in support of their program activities.

*Disposition* TEMPORARY. Cut off annually. Destroy ~~2~~ years after cut off.

Apply NI-231-04-1, Item 8, Budget Estimates + Operating Plans.  
Per email, 9/28/05 JH

#### ACCOUNTING

**NOTE:** Under various reimbursable agreements, the Bureau of Public Debt provides accounting and financial services to AFRH. All AFRH financial and accounting records accumulated by the Bureau of Public Debt as a result of these agreements are maintained and disposed of in accordance with the AFRH schedule.

#### 5. Centrally Managed/Budget Items.

- 99 Correspondence related to operation and maintenance costs of AFRH buildings and recurring reimbursable services. Includes common distributable items, such as worker's and unemployment compensation.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off annually. Destroy ~~7~~ years after cut off.

Per email, 9/28/05 JH

#### 6. Reimbursable Agreements.

- 100 Copies of agreements with other agencies or within AFRH, reports of billings of other agencies, and correspondence to transfer obligations. Also included are procedural memos for field activities, reimbursable workload data, and information on billing other agencies.

*Disposition:* TEMPORARY. Cut off inactive files annually, on termination of the agreement. Destroy ~~7~~ years after cut off.

Per email, 9/28/05 JH

#### 7. Cash Management.

- 101 a. **Guidance** from OMB, General Accounting Office (GAO), and Department of Treasury on effective cash management, including the Financial Managers Financial Integrity Act (FMFIA) as implemented in OMB Circular A-127.

*Disposition* TEMPORARY. Destroy when superseded or obsolete.

- 102 b. **Cash management reports** on late payment charges and interest paid out, unpaid invoices and problems, and reviews of financial management systems.

*Disposition:* TEMPORARY. Cut off annually. Destroy 7 years after cutoff.

8. **Accounting System Guidance Files.**

103 Correspondence with GSA concerning the accounting system, accounting code manuals, the electronic recordkeeping system payroll block numbers, and information on other agency accounting systems and payroll systems.

*Disposition* TEMPORARY. Cut off annually. Destroy <sup>7</sup>/~~8~~ years after cut off. Per email, 9/28/05 [Signature]

9. **Obligation Files.**

Copies of documents sent to GSA Finance for obligation and payment.

- 104 **NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition.* TEMPORARY. Cut off annually. Destroy <sup>7</sup>/~~8~~ years after cut off. Per email, 9/28/05 [Signature]

10. **Office Accounting Files.**

105 Documents accumulated by individual offices in monitoring and accounting for appropriated and revolving funds used to finance program operations. Included are cost reports and statements, tabulations, and related records. **EXCLUDED** are files accumulated by offices responsible for budget and financial programs.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition.* TEMPORARY. Cut off annually. Destroy <sup>7</sup>/~~8~~ years after cut off. Per email, 9/28/05 [Signature]

11. **Office Financial Files.**

106 Documents accumulated by individual offices concerning the expenditure of funds incidental to the performance of program functions of the office. Included are travel cost estimates, notifications of availability of funds, receipts, other documents regarding the distribution of checks and savings bonds, and related records.

*Disposition:* TEMPORARY Cut off annually. Destroy <sup>7</sup>/~~1~~ year<sup>s</sup> after cutoff. Per email, 9/28/05 [Signature]

## XI. FACILITIES

These records relate to the programs to provide AFRH with needed facilities and space, and to conduct facilities support functions such as building maintenance, mechanical operation and maintenance, communications, and physical security.

[Refer to General Records Schedule (GRS) 11, 12, 17, and 18 for disposition of related records.]

### *FACILITIES MANAGEMENT*

#### 1. Health Unit Files.

107 Documents related to the establishment and operation of health units. Included are occupant requests for establishments, interagency agreements, justifications, communications regarding operation, and related records.

**NOTE: Records dating up to and including 1945, transfer to NARA after NARA review.**

*Disposition:* TEMPORARY. Cut off inactive files annually, when superseded or obsolete. Destroy <sup>6</sup>2 years after cutoff. *per email, 9/23/05 JPM*

### *BUILDING DESIGN AND CONSTRUCTION*

#### 2. Federal Structures Design Files.

Included are preliminary and presentation drawings and models of Federal structures and engineering projects.

a. **Drawings files** selected for architectural, historical, and technological significance. *JPM*

*Disposition:* PERMANENT. Cut off inactive files annually, ~~after completion of the project.~~ Transfer to NARA in 5-year-blocks ~~when newest record is 20 years old.~~ (NARA ~~Authority is N1-231-04-1, Item 3.~~)

#### b. Models.

Submit an SF 115, Request for Records Disposition Authority via the NARA Records Officer.

#### c. All other files.

Submit an SF 115, Request for Records Disposition Authority via the NARA Records Officer.

#### 3. Federal Structures Construction Files.

Includes intermediate and pre-final, final working, as-built, shop, repair and alteration, contract, and standard drawings; project specifications, with documents relating to their preparation; and engineering projects.

Submit an SF 115, Request for Records Disposition Authority via the NARA Records Officer.

## ***MECHANICAL OPERATION AND MAINTENANCE***

### **4. Building Equipment History Files.**

108 Includes guaranty and warranty files, including reports relating to them, obtained with materials and equipment and mechanical equipment data forms that provide identification data on a building's mechanical equipment.

*Disposition.* TEMPORARY. Destroy upon expiration of the guaranty or warranty or when superseded or obsolete.

### **5. Plant Operation Files.**

109 Documents used to record equipment operation and condition, action taken, and occurrences during the shift.

*Disposition* TEMPORARY. Cut off annually. Destroy 5 years after cutoff.

### **6. Water Treatment Files.**

110 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 forms, testing instructions, test results, and related records.

*Disposition* TEMPORARY. Cut off annually. Destroy 5 years after cutoff, except testing instructions which may be destroyed when superseded or obsolete.

### **7. Vertical Transportation Files.**

111 Documents related to the operation of elevators, escalators, and dumbwaiters. Included are authorizations to operate elevators; traffic survey data, schedules for the operation of elevators; inspection and maintenance files, including schedules, reports, acknowledgments of inspection, and other records.

*Disposition* TEMPORARY. Cut off annually Destroy 2 years after cutoff.

### **8. Utility Consumption Records.**

112 Documents are 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, **EXCLUDING** payment copies of bills.

*Disposition:* TEMPORARY. Cut off annually. Destroy 3 years after cutoff.

## ***SECURITY AND PROTECTIVE SERVICES***

### **9. Emergency Planning Guard Orders and Action Files.**

Documents created in issuing special instructions and guidance governing guard action and building emergency plans. Included are special orders; standing operating procedures; copies of drawings, layouts, and similar documents depicting switches, valves, or points that require attention in case of, emergency planning reports reflecting agency-wide results of tests conducted; and other documents prescribing or controlling action to be taken in, emergencies.

*Disposition:* PERMANENT. Cut off inactive files annually, ~~when superseded or no longer needed. Transfer to NARA in 5-year-blocks when the newest record is 20 years old.~~ JWM  
~~(NARA Authority is N1-231-04-1, Item 3.)~~

## XII. TRAVEL AND TRANSPORTATION

These records relate to employee travel and the movement of good and services under Government orders; management, maintenance and operation of motor vehicles used by AFRH; and the transit subsidy program.

[Refer to GRS 9, 10, and 23 for disposition of related records.]

### TRAVEL

#### 1. General Travel and Transportation Files.

113

Correspondence and related records maintained by the AFRH Budget Office pertaining to agency travel and transportation functions. Includes agency-wide policy and guidance concerning travel, relocation, passports, diners club programs, Government Travel Requests (GTRs), travel plans and travel reports.

*Disposition:* TEMPORARY. Cut off annually. Destroy <sup>6</sup> years after cutoff.

Per email  
9/28/05 [Signature]

### SHIPPING

#### 2. Copies of Freight Files.

114

Copies of records relating to freight consisting of Government or commercial bills of lading, shortage and demurrage reports, transit certificates, demurrage care record books, shipping documents pertinent to freight classification, and all other supporting documents, including copies for which goods were received. **EXCLUDED** are original, recordkeeping copies covered by GRS 9.

*Disposition:* TEMPORARY. Cut off annually. Destroy 2 years after cutoff.

### XIII. INFORMATION TECHNOLOGY

These records relate to the study, selection, operations, management, and security of IT systems and services and the AFRH Web program. Included are electronic files and hard copy printouts created to monitor system usage (i.e. log/audit files) of individual systems. **EXCLUDED** are documentation, source documentations, processing files, and output products (i.e., reports, printouts, microforms, and similar hard copy outputs) for individual IT systems which are scheduled with the related functional files.

[Refer to General Records Schedule (GRS) 3, 20, and 24 for disposition of related records.]

#### GENERAL CORRESPONDENCE

##### 1. IT General Correspondence.

Correspondence and memoranda relating to the routine administration of IT activities

115

*Disposition:* TEMPORARY. Cut off annually. Destroy 2 years after cutoff.

#### SYSTEM PLANNING

##### 2. Planning and System Development Files.

Documents relating to the development of plans, policies, and procedures for agency and office IT systems and programs. Included are strategic information resources management (IRM) plans, feasibility studies, requirement analyses, cost and benefit studies, coordinating documents, approvals, disapprovals, charts, diagrams, and similar documents.

###### a. Files maintained by the IT Division.

*Disposition:* PERMANENT. Cut off annually. Transfer to NARA in 5-year-blocks when the newest record is 20 years old. ~~(NARA Authority is NI-231-04-1, Item 3.)~~

###### b. Records maintained by other offices.

116

*Disposition:* TEMPORARY. Destroy when superseded, canceled, or no longer needed for reference.

#### TRAINING

##### 3. IT Training Files.

Documents created in the coordination and development of training programs in IT subject areas. Included are training texts, training agreements with other Federal agencies, and related records, **EXCLUDING** files relating to the development of films.

117

*Disposition:* Destroy when superseded, canceled, or no longer needed for reference.

Apply GRS/29 per email, 9/28/05

NOTE: Excluded are files relating to the development of films scheduled as permanent according to NI-231-04-1, Item 6, Audiovisual Official Files.

## **WEB PROGRAM**

### **4. Web Site General Management and Services.**

118 Documents relating to Web Site management and services, including development, design, operations, and maintenance of the Web Site.

*Disposition*: TEMPORARY. Cut off annually. Destroy/delete 5 years after cut off.

### **5. Web Based Application System Development Records.**

#### **a. Web based application system development and project control files.**

119 Files, regardless of origin, containing project planning and approval documentation, such as projected data and similar materials accumulated in the preparation of web based application system design, including budget estimates, and cost justifications for appropriation. Project control files include memoranda, reports, and other records documenting assignments and progress and completion projects relating to the development and maintenance of web based application systems. Also included is software requirement information that relates to costs associated in the development of web based system applications, assessments of integration interface submitted by contractors, internal reports, vendor review files, and transition and implementation plans.

*Disposition*: TEMPORARY. Cut off when records are superseded or become obsolete Destroy/delete 5 years after cut off.

#### **b. Web based application system documentation files.**

120 Files, regardless of origin, containing information on software requirements, system specifications, output specifications, codebooks, file structure, user guides, testing results, and reports relating to the development and maintenance of web based application systems. Records also relate to applying system security and documenting periodic audits, review, and recertification of the application. Documents on disaster continuity plans and risk analysis are also included.

*Disposition*: TEMPORARY. Cut off when records are superseded or become obsolete Destroy/delete 5 years after cut off.

### **6. Web Policies, Planning, and Procedures.**

121 Records that document the overall planning of the AFRH Web Site. Included are documents relating to the development, preparation, issuance, and interpretation of directives or regulatory instructions on Web Sites, including interim policy and procedures statements.

Also included are such records as minutes of meetings, project plans, and decision documents that include matters such as organization and staffing; selection, purpose, and utility of static and dynamic information posted, collected, and removed; and security and contingency plans. Included are graphic representations of plans.

*Disposition*: TEMPORARY. Cut off annually. Destroy/delete 5 years after cutoff.

## 7. Implementation Records.

122 Records created during the implementation of the Web Site. Included are such records as system certifications, security plans, copyright clearances, and records discussing specific features and pages, selection of software and migration of data, implementation plans, internal and external inquiries and copies of administration and end user records, meeting minutes/notes, and financial files.

*Disposition:* TEMPORARY. Cut off annually. Destroy/delete 5 years after cut off.

## 8. Recurring Reports and Information Requirements.

123 Recurring reports and one-time information requirements relating to the management and use of the Web Site.

*Disposition:* TEMPORARY. Cut off annually. Destroy/delete 3 years after cut off.

## 9. Web Site Usage Statistics and Server and Search Engine Logs.

124 Information collected for management purposes to evaluate site usage and effectiveness of the Web Site. Includes information allowing identification of most/least requested documents, type of browser software used to access a Web Site, counts of web hits, and systems used by visitors.

*Disposition:* TEMPORARY. Destroy/delete after 3 months

## 10. Web Site Content and Code.

125 Electronic development and proof files, production files, back-up files, and system archive files that contain data, graphic, pictorial, and/or multimedia documents. Also included is electronic code (such as Hypertext Markup Language) that delineates the structure, appearance, and executable features of documents. These components contain the planned versions of Web Site content and the actual Web Site content available to users at any given point in time. Also included are templates that record how information is displayed on a page and to maintain consistency on a site.

**NOTE: This disposition applies to a Web Site that is informational. A change in the purpose of the Web Site to offer business transactions may require re-scheduling. Contact NARA for specific guidance.**

*Disposition:* TEMPORARY. Destroy when superseded or removed.

#### **XIV. ELECTRONIC COPIES OF RECORDS**

The dispositions apply to all electronic copies of records.

##### ***Electronic Mail and Word Processing System Copies***

126 Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

127 1. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

*Disposition:* Destroy/delete within 180 days after the recordkeeping copy has been produced

2. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

*Disposition:* Destroy/delete when dissemination, revision, or updating is completed.