

Rec'd NCD 24 Apr 81

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK
JOB NO NCL-291-81-2
DATE RECEIVED 4-24-81
NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
5-4-81 Date
<i>[Signature]</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)
General Services Administration

2. MAJOR SUBDIVISION
Federal Property Resources Service

3. MINOR SUBDIVISION
Office of Stockpile Disposal

4. NAME OF PERSON WITH WHOM TO CONFER
Ray Hershberger

5. TEL. EXT.
566-0673

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of ~~3013~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

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

C. DATE 4/22/81	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William W Heibert</i>	E. TITLE Assistant Chief, Records Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>Storage Facility Defense Equipment and Material Storage Program Records.</u> Changes to descriptions, deletions, and disposition schedules are contained in the enclosed chapter 32 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN-170-30	

Closed Out: 5-7-81: R.T.J.
Copy to Agency

40 items

CHAPTER 32. STORAGE FACILITY DEFENSE EQUIPMENT AND
MATERIAL STORAGE PROGRAM RECORDS

1. General. This chapter provides documentation, maintenance, and disposition instructions for records created by storage facilities. These instructions are contained in appendix 32-A.
2. Reserved.

This appendix provides documentation, maintenance, and disposition instructions for records documenting operations conducted at storage facilities. These operations deal with unloading, checking, recording, or otherwise receiving; storing; maintaining; protecting; moving; shipping; and accounting for National Defense Stockpile (NDS) materials. The "term national defense stockpile material," as used in this appendix, refers to all of the various material stockpile programs. The records defined herein are for the most part accumulated at depots and comparable storage locations. However, these records may be maintained at regional offices in cases where administrative staffs are not assigned at the storage facility.

32A1. Storage facility entry controls. Documents accumulated in arranging for visits, admitting train crews, installing of double switch locks, issuing decals or entry permits, and otherwise controlling admission to storage facilities. Included are visit logs and registers, visit notifications, decal and permit issue records, similar controls, and related records.

- a. Entry permits and control: Destroy on turn-in or expiration of the decal or permit.
- b. Visit logs and registers: Destroy 1 year after sheet or book is filled.
- c. Other records: Cut off annually, destroy when 1 year old.

32A2 - 32A4. Reserved.

32A5. Unusual occurrence reports. Documents accumulated in reporting information on unusual occurrences (actual or potential) to higher echelons. Included are telegraphic and narrative reports of damages to stocks and facilities resulting from fires or other causes; reports of thefts; reports of hazards adjacent to, but outside the jurisdiction of, the storage facility; reports of unauthorized visits; reports of requests for information from individuals not authorized to receive such information; similar reports; and directly related records.

Cut off annually, destroy when 2 years old.

32A6 - 32A9. Reserved.

32A10. Protection agreements. Documents created in preparing, negotiating, and clearing agreements with local protection and firefighting services to provide mutual or other assistance in case of fire or disaster. Included are agreements, clearance actions, and related records.

Destroy 2 years after cancellation, expiration, or obsolescence of the agreement.

32A11 - 32A14. Reserved.

32A15. Storage facility work schedules. Documents created in scheduling inspections, maintenance, stock servicing, rewarehousing, work schedules, and related records.

Cut off annually, destroy when 1 year old.

32A16 - 32A19. Reserved.

32A20. Depot activity and operation reports. Documents created in reporting depot activities and operations such as workload, accomplishments, receipts, problem areas, and similar matters. Included are reports and related records. |

Cut off annually, destroy when 1 year old. ✓

32A21 - 32A24. Reserved.

32A25. Space and tonnage reports. Documents created in reporting statistical information on the utilization of storage space and the tonnage of receipts, rewarehousing, shipments, and balances on hand. Included are reports and related records. |

Cut off annually, destroy when 4 years old. ✓

32A26. Tonnage registers. Registers used to record information on tonnage of receipts and shipments for preparation of space and tonnage reports.

Destroy when register sheet or book is filled and the latest data therein has been used for the space and tonnage report. ✓

32A27 - 32A29. Reserved.

32A30. Man-hour distribution reports. Documents created in reporting the distribution of storage facility man-hours. Included are reports and related records. |

Cut off annually, destroy when 1 year old. ✓

32A31 - 32A34. Reserved.

32A35. Storage facility inspection files. Inspection reports and related records on the condition and security of facilities, grounds, and warehouse sections, including facilities for the storage of NDS, but not inspection reports on commodities which are included in the NDS inspection files. |

Cut off annually, destroy when 2 years old. ✓

32A36 - 32A39. Reserved.

32A40. Equipment jacket files. Case files created to maintain data on the acquisition, operation, servicing, maintenance, and repair of individual items of storage facility equipment, particularly materials handling equipment. Included are acquisition documents and change of status reports; utilization and cost logs, job repair orders, purchase orders, and invoices; utilization service and repair cost summaries; maintenance checklists;

battery test and change records; inspection records; and related records. |

Transfer with the equipment. Place in inactive file on final disposal of the equipment. Cut off the inactive file annually, destroy when 2 years old. ✓

32A41 - 32A44. Reserved.

32A45. Equipment maintenance logs. Log forms normally attached to equipment, including installed equipment, except motor vehicles, to record operation, inspection, and maintenance. |

Transfer with the equipment. Destroy on disposal, cannibalization, or abandonment of the equipment. ✓

32A46 - 32A49. Reserved.

32A50. Depot contract records. Documents accumulated in administering contracts (normally awarded by higher echelons) for projects dealing with the receipt, storage, rewarehousing, and shipment of materials, supplies, and equipment; rehabilitation or repair of buildings, grounds, and storage containers; or similar things. Included are copies of contracts, related correspondence, copies of contractor invoices and time and attendance reports, and similar records. |

Place in inactive file on completion of the contract by delivery and acceptance of all material, property, or services, or final payment whichever is latter, cut off the inactive file at the end of the year, hold 2 years, and retire to FRC. Destroy when 6 years old. | ✓

32A51 - 32A54. Reserved.

32A55. Storage facility project records. Documents relating to qualitative maintenance projects which are not appropriate for inclusion in the related depot contract file. Included are status of project reports, visit reports, and related records. |

Cut off annually following completion of the project, destroy when 3 years old. ✓

32A56 - 32A59. Reserved.

32A60. Radioactive material licenses. Documents relating to licenses (issued by the Nuclear Regulatory Commission) to obtain and handle sources of ionizing radiation. Included are applications, licenses, amendments, and related records. |

Place in inactive file following cancellation
or final expiration of the license, destroy when
2 years old. ✓

32A61 - 32A64. Reserved.

32A65. Radiation exposure evaluation files. Documents created in forwarding dosimetry film badges for evaluation and return of "readings." Included are transmittal letters, reports of film badge readings, and related records. |

Cut off annually, destroy when 1 year old, provided
"readings" are entered in the radiation exposure record. ✓

32A66 - 32A69. Reserved.

32A70. Radiation exposure records. Documents used to record and maintain a record of the exposures of individual employees to ionizing radiation, the locations of the radiation, and the sources involved. Included are dose records, exposure log books, and related records. |

- a. Log books: Retain until book is filled and all individuals for whom exposures are recorded therein are no longer employed at the storage facility and retire to FRC. Destroy when 30 years old. ✓
- b. Individual records: Withdraw on transfer or separation of the individual concerned and file records in official personnel folders. | ✓

32A71 - 32A74. Reserved.

32A75. Radiation survey and analysis files. Documents created in performing health physics inspections to ensure that protective procedures and practices are followed in handling sources of ionizing radiation. These records include documents created in detecting and recording levels of radiation in materials, objects, and the environment of areas where sources of ionizing radiation are handled or stored. Included are inspection or survey reports, radiological and chemical analysis reports, leak test reports, logs, and related records. |

- a. Logs: Destroy 3 years after date of last entry on sheet or book.
- b. Other records: Cut off annually, destroy when 3 years old.

32A76 - 32A79. Reserved.

32A80. Stock locator files. Documents used to show the location and identity of equipment, supplies, and material in open and closed storage. Included are stock location cards, stock identification cards, change notices, and related records.

Destroy locator document when superseded or obsolete, except that change notices will be destroyed after the change is made on the locator.

32A81 - 32A84. Reserved.

32A85. Storage layout plats and plans. Layout plats, plans, and charts prepared and used to ensure maximum utilization of space and to complement stock locator systems.

Destroy the plat, plan, or chart, when superseded or obsolete.

32A86 - 32A89. Reserved.

32A90. Stock location audits. Reports and related records pertaining to periodic audits made to ensure that locator files are in agreement with stock locations.

Destroy on correction of deficiency in the locator file or after 30 days if no deficiencies are involved.

32A91 - 32A94. Reserved.

32A95. Due-in files. Files, normally consisting of advance copies of shipping instructions, purchase orders, or other documents, which are used by storage facilities for workload and space utilization planning purposes.

Withdraw individual documents and place them in inactive file on receipt of shipment or when the document has served its intended purpose. Cut off the inactive file in 3-month blocks, destroy when 6 months old.

32A96 - 32A99. Reserved.

32A100. Voucher copies. Extra copies of receiving reports, tally sheets, outbound storage reports, and similar documents retained by shipping, receiving, and other sections of the storage facility.

Cut off annually, destroy when 1 year old.

32A101 - 32A104. Reserved.

32A105. Inventory records. Copies of physical or other inventory reports that are filed separately from vouchers or comparable records.

Cut off annually following the next comparable inventory, destroy when 2 years old.

32A106 - 32A109. Reserved.

32A110. Storage facility transportation records. Documents accumulated in issuing Government Bills of Lading (GBL) and arranging transportation for outbound shipments. Included are requests for traffic data; issuing office copies of GBL's, including commercial bills of lading converted to GBL's; transit certificates; documents pertinent to freight classification; and related records.

Cut off annually, destroy when 4 years old.

32A111 - 32A114. Reserved.

32A115. Commercial bills of lading. These records are limited to commercial bills of lading where shipment charges were not paid by the Federal Government and which were not required for filing in the voucher or other records.

Cut off annually, destroy when 1 year old.

Note.--Commercial bills of lading converted to GBL's will be filed with the GBL in the 32A110 Storage facility transportation records.

32A116 - 32A119. Reserved.

32A120. Demurrage records. Documents created in recording arrival, unloading, and departure time of cars, and in certifying carrier demurrage bills. Included are car record forms, copies of carrier bills, and related records.

Cut off annually, destroy when 4 years old.

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32A121 - 32A124. Reserved.

32A125. GBL issuing officer designations. Documents relating to the designation of storage facility employees as GBL issuing officers.

Cut off annually following cancellation, destroy when 4 years old. ✓

32A126 - 32A129. Reserved.

32A130. NDS stock account records. Descriptions of and disposition instructions for these records are as follows: |

a. NDS vouchers. Storage facility copies of records documenting the receipt, storage, and shipment of, and accountability for, NDS materials. Included are shipping instructions and notices; receiving reports; over, short, and/or damage reports; memorandum copies of bills of lading, but not issuing office copies; analysis reports; delivery orders; sales releases; shipment orders; stock adjustment reports; reports of survey, and property write-offs; and related records not described elsewhere in this paragraph. |

(1) Receiving reports and related documentation: Destroy 3 years after all stored material of like kind and grade have been shipped out. ✓

(2) Other records: Destroy 3 years after all stored material of like kind and grade have been shipped out. ✓

b. Commodity inspection records. Notification of stockpile inspection reports, and related records reflecting the condition and security of stored commodities, including the adequacy of the storage facilities. |

Cut off annually, destroy when 3 years old. ✓

c. NDS voucher registers. Registers reflecting the assignment of voucher numbers to documents crediting or debiting the NDS material inventory. |

Destroy 3 years after date of last entry on register. ✓

d. Stock record cards. Inventory record cards reflecting receipt, shipment, and balances of NDS material by program, commodity, grade, type, and country or origin. |

Place in inactive file when balances on cards are reduced to zero. Destroy 2 years after all stored material of like kind and grade has been shipped out. ✓

32A131 - 32A134. Reserved.

32A135. Withdrawn by CHGE .

32A136 - 32A139. Reserved.

32A140. Withdrawn by CHGE .

32A141 - 32A144. Reserved.

32A145. Withdrawn by CHGE .

32A146 - 32A149. Reserved.

32A150. Withdrawn by CHGE .

32A151 - 32A154. Reserved.

32A155. Withdrawn by CHGE .

32A156 - 32A159. Reserved.

32A160. Stock record cards. Stock record cards (for stocks other than NDS material) or comparable basic documents recording by item the receipt, shipment, and disposal of property; balances on hand; dollar values; and other data. |

Withdraw and place in inactive file when record is filled and balances are brought forward to a new record, or when final entry is made on the card. Cut off the inactive file at the end of the year, destroy when 3 years old. ✓

32A161 - 32A164. Reserved.

32A165. Stock record voucher records. Documents accumulated at depots to show and support additions to, or decreases in, stock record accounts for stocks other than NDS materials. Included are receiving reports; tally-in sheets; inspection reports; stock adjustment reports; copies of reports of survey or property write-offs; radiological instrument repair records; reports of physical inventories; stock status reports; loan agreements; copies of bills of lading and over, short, and/or damage reports; requisitions and shipping documents; disposition instructions for unserviceable property; other supporting records; and related correspondence. |

Cut off annually, destroy when 3 years old. ✓

32A166 - 32A169. Reserved.

32A170. Voucher registers. Registers used to record the assignment of numbers to, and other information about, documents (vouchers) crediting or debiting other than NDS materials.

Cut off annually, destroy when 3 years old.

32A171 - 32A174. Reserved.

32A175. Withdrawn by CHGE .

32A176 - 32A179. Reserved.

32A180. Withdrawn by CHGE .

32A181 - 32A184. Reserved.

32A185. Voucher block number assignments. Documents reflecting the assignment of blocks of voucher numbers to storage facilities.

Cut off annually, destroy when 1 year old.

32A186 - 32A189. Reserved.

32A190. Withdrawn by CHGE .

32A191 - 32A194. Reserved.

32A195. Withdrawn by CHGE .

32A196 - 32A199. Reserved.

32A200. Withdrawn by CHGE .

32A201 - 32A204. Reserved.

32A205. Withdrawn by CHGE .

32A206 - 32A209. Reserved.

32A210. Withdrawn by CHGE .

32A211 - 32A214. Reserved.

32A215. Withdrawn by CHGE .

32A216 - 32A219. Reserved.

OAD P 1820.2 CHGE

32A220. Withdrawn by CHGE .

32A221 - 32A224. Reserved.

32A225. Withdrawn by CHGE .

Appendix 32-A