

### Request for Records Disposition Authority

Records Schedule Number      **DAA-0556-2014-0005**  
Schedule Status                 **Approved**

Agency or Establishment        **Presidio Trust**  
Record Group / Scheduling Group **Records of the Presidio Trust**  
Records Schedule applies to    **Agency-wide**  
Schedule Subject                 **Residential and Commercial Services Records**  
Internal agency concurrences will be provided    **No**

Background Information            **Records that document leasing of residential and commercial properties in Area B of the Presidio of San Francisco and management of selected buildings in Area B.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
<b>6</b>	<b>2</b>	<b>4</b>	<b>0</b>

GAO Approval

## Outline of Records Schedule Items for DAA-0556-2014-0005

Sequence Number	
1	Residential and Commercial Services Policy and Procedures Disposition Authority Number: DAA-0556-2014-0005-0001
2	Non-residential Long-Term Lease Agreements Disposition Authority Number: DAA-0556-2014-0005-0002
3	Non-residential leases with a term of 10-40 years Disposition Authority Number: DAA-0556-2014-0005-0003
4	Non-residential leases with a term of less than 10 years Disposition Authority Number: DAA-0556-2014-0005-0004
5	Residential lease agreements Disposition Authority Number: DAA-0556-2014-0005-0005
6	Responses to Commercial Services Solicitations Disposition Authority Number: DAA-0556-2014-0005-0006

Records Schedule Items

Sequence Number

1 **Residential and Commercial Services Policy and Procedures**  
Disposition Authority Number **DAA-0556-2014-0005-0001**  
**These records document commercial and residential leasing policy and procedures, including the Presidio Trust Tenant Sign Guidelines and the Tenant Handbook, which includes a list of acceptable native plants tenants may plant, guidance on types of paint acceptable, i.e. no lead-based paint, as well as leasing process guidance.**  
Final Disposition **Permanent**  
Item Status **Active**  
Is this item media neutral? **Yes**  
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**  
**Disposition Instruction**  
Cutoff Instruction **Cut off when superseded**  
Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after cut off**  
**Additional Information**  
What will be the date span of the initial transfer of records to the National Archives? **From 1998 To 1999**  
How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

	Estimated Current Volume	Annual Accumulation
Electronic/Digital		
Paper		.25 Cubic feet
Microform		

<b>Hardcopy or Analog Special Media</b>		
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**Non-residential Long-Term Lease Agreements**

Disposition Authority Number     **DAA-0556-2014-0005-0002**

**These records consist of lease agreements with a term of 50 years or longer and supporting documents that include provisions for the construction and rehabilitation of long-term structures and facilities.**

Final Disposition                     **Permanent**

Item Status                             **Active**

Is this item media neutral?         **Yes**

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

**Disposition Instruction**

Cutoff Instruction                     **Cut off upon termination of the lease**

Transfer to the National Archives for Accessioning     **Transfer to the National Archives 15 year(s) after cut off**

**Additional Information**

What will be the date span of the initial transfer of records to the National Archives?     **Unknown**  
**It is impossible to determine when and if these long-term leases will be renewed.**

How frequently will your agency transfer these records to the National Archives?     **Unknown**  
**It is impossible to determine when and if these long-term leases will be renewed.**

	Estimated Current Volume	Annual Accumulation
<b>Electronic/Digital</b>		
<b>Paper</b>	<b>.50 Cubic feet</b>	
<b>Microform</b>		

<b>Hardcopy or Analog Special Media</b>		
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**Non-residential leases with a term of 10-40 years**

Disposition Authority Number      **DAA-0556-2014-0005-0003**

**These records consist of copies of leases, plus addendum, certificates of insurance, lease negotiation correspondence and financial papers of tenants.**

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **Yes**

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

**Disposition Instruction**

Cutoff Instruction                      **Cut off at the end of the calendar year after termination of lease**

Retention Period                        **Destroy 25 year(s) after cut off**

**Additional Information**

GAO Approval                            **Not Required**

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**Non-residential leases with a term of less than 10 years**

Disposition Authority Number      **DAA-0556-2014-0005-0004**

**These records consist of copies of leases, plus addendum, certificates of insurance, lease negotiation correspondence and financial papers of tenants.**

Final Disposition                      **Temporary**

Item Status                              **Active**

Is this item media neutral?          **Yes**

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

**Disposition Instruction**

Cutoff Instruction                      **Cut off at the end of the calendar year after termination of lease**

Retention Period                        **Destroy 25 year(s) after cut off**

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Additional Information

GAO Approval Not Required

Residential lease agreements

Disposition Authority Number DAA-0556-2014-0005-0005

These records consist of copies of leases, plus addendum, renewals, termination notices, lease negotiation correspondence, and financial papers of tenants

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Disposition Instruction

Cutoff Instruction cut off at the end of the calendar year after termination of lease

Retention Period Destroy 25 year(s) after cut off

Additional Information

GAO Approval Not Required

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Responses to Commercial Services Solicitations

Disposition Authority Number DAA-0556-2014-0005-0006

These records consist of solicitations issued by the Real Estate Department inviting bids from those who wish to lease buildings, recreational facilities or engage in development activity and include Requests for Concept Proposals, Requests for Qualifications and Requests for Expressions of Interest.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

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

Disposition Instruction

Cutoff Instruction cut off at the end of the calendar year

Retention Period Destroy 15 year(s) after cut off

Additional Information

GAO Approval

Not Required

## Agency Certification

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

## Signatory Information

Date	Action	By	Title	Organization
07/14/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
07/15/2014	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
07/29/2014	Submit For Certification	Barbara Janis	Librarian and Records Manager	External Affairs - Library
07/29/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
07/30/2014	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
07/30/2014	Submit For Certification	Barbara Janis	Librarian and Records Manager	External Affairs - Library
07/30/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
02/03/2015	Submit for Concurrence	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
02/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist