**File Plan**

| **SERIES** | **TITLE/****DESCRIPTION** | **FORMAT** | **FILING/****DISPOSITION** | **LOCATION** | **POINT OF CONTACT** | **ESSENTIALRECORD** | **NOTES** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 300 | Office of the Administrator Files | Paper | Permanent | Room 1000 Cabinet 1 | 202-555-1234 |  |  |
| 302 | Delegations of Authority | Electronic | Replace when superseded | Server; COOP site | 202-555-1234 | Yes | Part of COOP |
| 305 | Publications | Paper and Electronic | Permanent | Server, Room 333 Cabinet A | 202-555-4321 |  |  |
| 404 | Systems Manual | Paper and Electronic | Replace when superseded | Server; Room 333 Cabinet B | 202-555-1235 | Yes |  |
| 404 | Systems Documentation | Paper and Electronic | Replace when superseded | Server; Room 333 Filing Cabinet B | 202-555-1235 | Yes |  |
| 405 | System Back-up | Electronic | Replace when superseded | Server; Off-site at least 20 miles away | 202-555-6666 | Yes |  |
| 416 | Routine Procurement Files | Electronic | Temporary, destroy 6 years, 3 months | Server | 202-555-1313 |  |  |
| 102 | Subject Files | Electronic | Temporary, destroy when no longer needed | Server | 202-555-1232 |  |  |