

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER	N1-506-98-1
1. FROM (Agency or establishment) Defense Commissary Agency		DATE RECEIVED	3-25-98
2. MAJOR SUBDIVISION		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Carole W. Marsh	804-734-8841		

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 49 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3-9-98	<i>Carole W. Marsh</i> CAROLE W. MARSH	Records Manager

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NAR. USE ONLY)
	See Schedule 115 attached Previous Record Group # assigned: N1-506-93-1 (Withdrawn job)		Job With- drawn 7-27- 1998

Withdrawn

JUL 27 1998 *MH*

DECA FILES SYSTEM

3-1. **Definition of a DeCA Record.** A collection of information, regardless of media, made or received by the Defense Commissary Agency under Federal law or in conjunction with the transaction of DeCA's public business which serves as evidence of organization, functions, policies, decisions, procedures, operations, or activities, or protects the legal, financial or other interest of the Government or its people.

3-2. **Purpose.** The DeCA Files System is designed to provide a system for classifying and organizing papers for filing, for reference purposes, and for their eventual disposition in an orderly basis. It is used for unclassified papers and for papers classified through SECRET. TOP SECRET documents and other specially classified documents subject to rigid accounting controls will be filed in the manner best suited for control and accountability; however, authorities contained herein to destroy files do apply to these materials.

3-3. **System Concept.** Under DeCA, a record is filed so its users can easily find it again. This means, under certain situations you will find the document in the function to which it relates and not always according to the subject of the document. Under the DeCA Files System, a copy of a contract is filed according to the particular function it documents in the office keeping the copy. For example a copy maintained by the contracting officer documents the "procurement" function and would be filed as such. A copy maintained by the logistics service office serving as a notice of material due in would be filed as a "due-in" document. In the Operations Center, a copy supporting a payment would be filed as part of the "disbursing accounts". Although the system is basically a functional and not a topic or subject system, individual file numbers can and should be subdivided by topic or subject as necessary for reference needs. Examples: debit vouchers could be subdivided and filed numerically by voucher number; a series relating to organization and functions management performed at HQ DeCA but relating to DeCA subordinate elements might be subdivided and filed alphabetically by the names of the elements.

3-4. **Organization of the System.** The files system is organized into thirteen primary functional areas as follows:

Number	Functional Area
5	Office Activities Files
10	Acquisitions Management
20	Facilities
30	Safety, Security and Administration
35	Information Resources Management
40	Operations
50	Personnel
55	Equal Employment
60	Plans and Analysis
70	Finance
80	Legal Matters
90	Inspection/Investigations/Internal Review
100	Public Affairs

The DeCA Files System concept is simple. File numbers consist of the primary functional area with applicable categories under each. In previous services files, you could find a file number in several different series; however, this is not the case in the DeCA system. For example, all subject matters pertaining to civilian and military personnel can be found

in the 50 series; all subject matters pertaining to budgeting can be found in the 70 series, and so on.

3-5. **Addition/Deletion/Changes of File Numbers.** Additions/deletions or changes to file numbers, descriptions, or dispositions in the DeCA File System are not permitted without prior approval of HQ DeCA/SA. Recommendations for additions/deletions or changes will be submitted on DeCA Form 30-17, Record Number/Disposition Recommendation through the Region IM.

3-6. **Disposition Instructions.** Final disposition instructions are added after the file descriptions. The NARA authority will be included once received. GRS approved files (notated in parenthesis following title of file) are accepted at records holding facilities or can follow disposition requirements. Work with your region records manager for approval and guidance.

3-7. **Selecting File Numbers.** In selecting file numbers, it is important to keep in mind the function performed in the office in which the paper is being filed and the significance of the paper in connection with that function. Paragraph 2-3c requires the use of a files plan to denote the file series numbers utilized in an office.

3-8. **Outline of DeCA Files System**

5 OFFICE ACTIVITIES

- 5-1 Office Reference/Transitory Files
- 5-2 Office Administration
- 5-3 Staff Meetings
- 5-4 Conferences
- 5-5 Presentation Aids

10 ACQUISITION MANAGEMENT

- 10-1 General Acquisition Correspondence Files
- 10-2 Acquisition Instructions
- 10-3 Contracting Officer Designation/Termination Files
- 10-4 Advance Acquisition Planning Files
- 10-5 Acquisition Management Reviews
- 10-6 Solicitation Reviews
- 10-7 Procurement Misconduct Cases
- 10-8 Debarred, Ineligible, or Suspended Contractors
- 10-9 Procurement Action Reports
- 10-10 Determination and Findings/Justification and Approvals
- 10-11 Contract Clause Deviations
- 10-12 Contract Reviews
- 10-13 Contract Termination Reviews
- 10-14 Bid and Award Protest Files
- 10-15 Contract Disputes and Appeals
- 10-16 Buy American Act Files
- 10-17 Procurement Inspections
- 10-18 Procurement Registers
- 10-19 Small Purchases
- 10-20 Formal Contract Actions
- 10-21 Master, Open-end and Call-type Contracts
- 10-22 Canceled Solicitations
- 10-23 Tax Exemption Certificates

- 10-24 Vendor Files
- 10-25 Business Opportunity/Federal Procurement Conferences, and Others
- 10-26 Small Business Administration
- 10-27 Labor Relations
- 10-28 Compliance Reviews on Equal Employment
- 10-29 Procurement Reference Files
- 10-30 Procurement Authority for Federal Information Processing Resources

20 FACILITIES

- 20-1 General Facilities Correspondence Files
- 20-2 Planning and Programming
- 20-3 Design and Construction
- 20-4 Facilities Maintenance
- 20-5 Database Files
- 20-6 Facility Layout Reviews

30 SAFETY, SECURITY AND ADMINISTRATION

- 30-1 General Safety, Security and Administration Correspondence Files
- 30-2 Records Management
- 30-3 Equipment Management
- 30-4 Postal and Mail Services
- 30-5 Publications Services
- 30-6 Management Information Control
- 30-7 Forms Management Program
- 30-8 Freedom of Information and Privacy Act Records Utilization
- 30-9 Periodical Approvals
- 30-10 Military and Civilian Personnel Travel and Services
- 30-11 Communications
- 30-12 Visual Information
- 30-13 Security
- 30-14 Information Security
- 30-15 Personnel Security
- 30-16 Operations Security
- 30-17 Safety

35 INFORMATION RESOURCES MANAGEMENT

- 35-1 General Information Management Correspondence Files
- 35-2 Telecommunications
- 35-3 ADP Facility Security
- 35-4 Automation Program
- 35-5 Program Management
- 35-6 Program Planning, Review, and Analysis
- 35-7 Program Acquisition Files
- 35-8 Program Implementation Files
- 35-9 Computer Room Operations

40 OPERATIONS

- 40-1 General Operations Correspondence
- 40-2 Supply Inventory Management
- 40-3 Requisition and Issue of Supplies and Equipment
- 40-4 Property Accountability
- 40-5 Commissary Operations
- 40-6 Report of Survey Files
- 40-7 Report of Survey Control Register Files
- 40-8 Merchandising/Promotional Material and Buying
- 40-9 Distribution and Vehicle Management Adjustment Files
- 40-10 Quality Assurance

50 PERSONNEL

- 50-1 Personnel
- 50-2 Supervisor/Manager Civilian Employee Records
- 50-3 Locator Files
- 50-4 Delegations/Designations of Authority and Additional Duty Assignments
- 50-5 Career Management Program
- 50-6 Reemployment Rights
- 50-7 Overseas Tour Extension Files
- 50-8 Commissary Career Intern Program
- 50-9 Intern Files
- 50-10 Examining Authority
- 50-11 Handicap Program
- 50-12 Employment Development and Training
- 50-13 Classification and Position Management
- 50-14 Management-Employee Relations (MER) Program
- 50-15 Labor Relations Program
- 50-16 Federal Employee's Compensation Act (FECA)
- 50-17 Labor Negotiations
- 50-18 Program Evaluation
- 50-19 Leave Administration
- 50-20 Tour of Duty
- 50-21 Pay Administration
- 50-22 Performance Management
- 50-23 Employee Benefits
- 50-24 Incentive Awards
- 50-25 Probationary Files
- 50-26 Automated Personnel Program
- 50-27 Relocation Services Program
- 50-28 Reduction-In-Force
- 50-29 Transfer of Function
- 50-30 Reduction and Realignment
- 50-31 DoD Priority Placement Program
- 50-32 Staffing Standards
- 50-33 Personnel Strength
- 50-34 Requirements and Utilization Review

55 EQUAL EMPLOYMENT OPPORTUNITY

- 55-1 EEO General Correspondence Files
- 55-2 EEO Reports
- 55-3 EEO Complaint Cases
- 55-4 EEO Instructions
- 55-5 Affirmative Employment
- 55-6 Employee Selections Procedures
- 55-7 Special EEO Programs

60 PLANS AND ANALYSIS

- 60-1 General Correspondence
- 60-2 Projects/Studies
- 60-3 Planning and Management Documents
- 60-4 Source, Support or Control Data
- 60-5 Strategic Planning
- 60-6 Management Projects
- 60-7 Program Briefings
- 60-8 DeCA Productivity Program
- 60-9 Quality Performance Measures

70 FINANCE

- 70-1 General Finance Correspondence
- 70-2 Budgeting
- 70-3 Funds Accounting
- 70-4 Appropriations
- 70-5 Revolving Funds, Other Than Stock Funds
- 70-6 Stock Funds
- 70-7 Disbursement, Reimbursement, Collections, and Adjustments
- 70-8 Commissary Sales and Receipts
- 70-9 DeCA Interim Business System
- 70-11 Dishonored Check Files
- 70-12 Reimbursement
- 70-13 Adjustments
- 70-14 Cost Accounting
- 70-15 Financial Inventory Accounting
- 70-16 Contract Advisory and Assistance Service (CAAS) Program
- 70-17 Manpower
- 70-18 Management Studies
- 70-19 Organization and Functions Management
- 70-20 Memorandums of Policy
- 70-21 Joint Chief of Staff Notes and Reports
- 70-22 Commercial Activity (CA) Program
- 70-23 Government Charge Card Program
- 70-24 Defense Business Management System (DBMS)

80 LEGAL MATTERS

- 80-1 General Legal Services Correspondence
- 80-2 Legal Representation
- 80-3 Legislation Files
- 80-4 Appearance as Counsel in Civil Court Files
- 80-5 Pecuniary Charge Appeals
- 80-6 Law Enforcement Agency Criminal Type Reports
- 80-7 Law Library Catalogs
- 80-8 Judicial Information Release Files
- 80-9 Country Law Studies
- 80-10 Court-Martial Statistics
- 80-11 Litigation Cases
- 80-12 Foreign Jurisdiction Cases
- 80-13 Witness Appearances
- 80-14 Fraud and Irregularities
- 80-15 Agency Claims
- 80-16 Criminal Incident/Investigations File
- 80-17 Copyright Licenses and Assignments
- 80-18 Intellectual Property Opinions
- 80-19 Standards of Conduct

90 INSPECTIONS/INVESTIGATIONS/INTERNAL REVIEW

- 90-1 General Process Reviews, Assistance, Investigations, Follow-up Correspondence and DOD Inspections
- 90-2 Internal Review

100 PUBLIC AFFAIRS

- 100-1 General Public Affairs Correspondence Files
- 100-2 Biographies
- 100-3 Local News Clippings
- 100-4 Installation Relations
- 100-5 Electronic Communications
- 100-6 Fact Sheets
- 100-7 Hometown News Program
- 100-8 Media Relations
- 100-9 News Conference Records
- 100-10 Newspapers and News Periodicals
- 100-11 Patron Awareness Program
- 100-12 Public Affairs Guidance
- 100-13 Public Affairs Operating Instructions
- 100-14 Public Affairs Releases
- 100-15 Story/Video Submissions
- 100-16 Security and Policy Review Program
- 100-17 Speakers Bureau Files
- 100-18 Special Events Planning

100-19 Visual Media Program
100-20 Historical Program

3-9. File Series Identification and Disposition Standards. **PLEASE BE REMINDED THAT THE FILE SERIES DISPOSITION SCHEDULE HAS NOT BEEN APPROVED BY THE NATIONAL ARCHIVES AS OF THIS PRINTING AND AS SUCH, NO FILES CAN BE DESTROYED UNTIL APPROVAL HAS BEEN GRANTED.**

10 ACQUISITION MANAGEMENT

- 10 *ACQUISITION MANAGEMENT. This series relates to the function of obtaining supplies, equipment, and services through the process of purchasing and contracting and the assurance of the effective performance of contractual requirements. Included are those mission functions performed by purchasing activities and by contract administration activities.*
- 10-2 **ACQUISITION INSTRUCTIONS**
- a. Documents created reflecting policies, procedures, instructions or functional responsibilities. (HQ: Permanent. Cutoff annually or on supersession or obsolescence.)
- b. Documents received reflecting policies, procedures, instructions or functional responsibilities. (HQ, FOA, Region, CDC, commissaries: **DEST** when superseded, obsolete or no longer needed for reference.)
- 10-3 **CONTRACTING OFFICER DESIGNATION/TERMINATION FILES.** Documents reflecting the designation and rescission of contracting officers, ordering officers, credit card holders, and contracting officer representatives, which include the specific procurement authorities delegated. (Designating office: **DEST** 6 years after rescission or termination of appointment. Other offices: **DEST** upon rescission or termination of appointment.)
- 10-4 **ADVANCE ACQUISITION PLANNING FILES.** Documents relating to the development and establishment of long range acquisition estimates, or other advance acquisition planning documents. Included are documents relating to the establishment, creation, consolidation of requirements for supplies, services and equipment which must be reflected through formal contracting action Emphasis is on "for planning purposes only"; does not include establishment/validation of need through logistics or other approval channels prior to submission for out-years. May include future requirements of current fiscal year. Information may be releasable to industry/private/commercial sector for planning purposes. (HQ, FOA, Region: **DEST** after 6 years.)
- 10-5 **ACQUISITION MANAGEMENT REVIEWS.** Documents reflecting operations of the Acquisition Management Review Program. Included are reports of reviews with conclusions, recommendations, and exhibits; semi-annual reports of cumulative results of reviews; actions taken on recommendations; follow-up visits; and related documents. (**Office performing review: DEST** after 12 years. Survey activities: **DEST** on resolution or completion of all recommended actions, or upon completion of next comparable survey, whichever is sooner.)

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- 10-7 **PROCUREMENT MISCONDUCT CASES** Documents which deal with specific incidents relating to misconduct, criminal conduct, or suspected fraud or misconduct in connection with procurement matters. Included are investigations, statements, reports, decisions, similar documents and related papers. These files also provide information for publication of the debarred, ineligible, or suspended bidders list. (HQ: **DEST** 30 years after final determination; FOA, Region: **DEST** 1 year after close of case.)
- 10-8 **DEBARRED, INELIGIBLE, OR SUSPENDED CONTRACTORS.** Documents relating to suspension of bidders that prohibit contractual relationship with the DoD. Included are lists of debarred, ineligible, or suspended bidders; status reports and recommendations relating to bidders appearing on the lists; modifications, deletions, and additions to the lists; and similar information. (Office responsible for final determination as to whether or not a bidder is placed on the list: **DEST** 10 years after final determination; Other offices: **DEST** when no longer needed for current operations.)
- 10-9 **PROCUREMENT ACTION REPORTS.** Documents relating to the reporting system designed to provide statistics about placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and directly related information. (HQ, FOA, Region: **DEST** 2 years after end of FY of preparation.)
- 10-10 **DETERMINATION AND FINDINGS/JUSTIFICATION AND APPROVALS.** Information on determinations and findings (D&F's) or justifications and approvals (J&A's) required prior to solicitation or negotiation of contracts. Included are D&F's and directly related correspondence. (In the case of Class D&F's issued according to Subpart 15.3, FAR and DoD FAR Supplement, a reproduced copy of the D&F will be included in each contract file.) (Office administering the contract: **DEST** along with resulting contract; Other offices: **DEST** after 2 years.)
- 10-11 **CONTRACT CLAUSE DEVIATIONS.** Documents used in authorizing deviations from contract clauses. Included are deviation requests, approvals, disapprovals, and similar documents. (HQ, Region, FOA: **DEST** in current files area after 10 years. Do not retire.)
- 10-12 **CONTRACT REVIEWS.** Documents used by supervisory headquarters reviewing contracts for such aspects as legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Included are copies of contracts, worksheets, related correspondence, and similar data. (HQ, FOA: **DEST** after 6 years, or after completion of review, whichever is applicable.)
- 10-13 **CONTRACT TERMINATION REVIEWS.** Documents related to the review of contract terminations. Included are proposals for termination of contracts, contracting officers statements, review board actions, settlement proposals, approvals, disapprovals, and related papers. A complete record set of contract terminations will be filed in the termination section of the related contract in accordance with instructions in paragraph 4.803, DoD FAR Supplement. (HQ, FOA: **DEST** after 6 years, except the documents filed with the contract will be destroyed wherewith.)
- 10-14 **BID AND AWARD PROTEST FILES.** Documents relating to actions taken with respect to correcting mistakes in bids and in settling protest of awards. Included are copies of bids, contracts, and notices of award; decisions, copies of statutes, and similar information. (Offices authorized to perform final review: **DEST** 6 years after final determination. File and dispose of with related contract files.)

- 10-16 **BUY AMERICAN ACT FILES.** Documents relating to implementation of the Buy American Act. Included are determinations, requests for exceptions with related approvals or disapprovals, lists of excepted items and materials, reports of violation, similar documents, and related correspondence. Files relating to specific contracts will be destroyed therewith. (HQ, FOA: **DEST** after 10 years.)
- 10-17 **PROCUREMENT INSPECTIONS.** Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Defense Contract Audit Agency, GAO, and supervisory offices; documents indicating corrective action taken, and similar information (HQ, FOA, Region: **DEST** after 6 years.)
- 10-18 **PROCUREMENT REGISTERS.** Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis. (HQ, FOA Region: **DEST** after 6 years.)
- 10-21 **MASTER, OPEN-END AND CALL-TYPE CONTRACTS.** Documents relating to master, open-end indefinite delivery, Federal Supply Schedules, call-type, and similar contracts. Included are contracts, service authorizations, delivery orders comparable instruments, and related information. (Offices administering contract: **DEST** 6 years and 3 months after final payment, **except** that records relating to contracts involved in appeals handled by a Board of Contract Appeals will be **DEST** 7 years after date of the Board's decision. Offices procuring under contract: Identify and dispose of records under small purchase or formal contract actions disposition.)
- 10-25 **BUSINESS OPPORTUNITY/FEDERAL PROCUREMENT CONFERENCES, AND OTHERS.** Documents relating to participation in and organization of conferences, seminars, and expositions. (HQ, FOA, Region, CDC, commissaries: **DEST** after 4 years.)
- 10-27 **LABOR RELATIONS.** *Documents relating to the DoD labor relations and equal opportunity programs.*
- 10-27a **LABOR RELATIONS.** Documents relating to general surveillance procedures performed in administering the DoD labor relations and equal opportunity programs. (HQ, FOA, Region: **DEST** after 3 years.)
- 10-27b **LABOR STANDARD EXCEPTIONS.** Documents pertaining to requests to deviate from standards set by the Department of Labor, assessment of the Eight-hour Law penalties, Walsh-Healy Act, and similar requirements. Included are requests for exceptions or deviations, determinations, studies, opinions, approvals, disapprovals, and related documents. (HQ, FOA, Regions: **Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.**) Others: **DEST** after 10 years.)
- 10-27c **LABOR STANDARD VIOLATIONS.** Documents accumulated as a result of actions taken because of violations of labor standards provisions of contracts. Included are reports of violations, investigations, terminations, and findings; recommendations; and related documents. (HQ, FOA, Regions: **Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.**) Others: **DEST** after 10 years.)
- 10-28 **COMPLIANCE REVIEWS ON EQUAL EMPLOYMENT.** Documents accumulated in making compliance reviews to determine the extent to which contractors comply with the nondiscrimination in

employment contract clauses. Included are compliance reports submitted by contractors, reports of routine and special compliance reviews made by DoD compliance officers, follow-up reports, records of recommendations, certificates of merit, and similar or related papers. (HQ, FOA, Region: (Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract. Others: DEST after 10 years.)

- 10-30 **PROCUREMENT AUTHORITY FOR FEDERAL INFORMATION PROCESSING RESOURCES.** These records include Agency Procurement Requests (APRs) to GSA, Delegations of Procurement Authority (DPAs) delegated by GSA, and correspondence associated with these requests and delegations. (HQ: DEST 5 years after life cycle of resources is complete.)

20 FACILITIES

- 20 **FACILITIES.** *This series relates to the acquisition, disposal, utilization, maintenance, management of and construction of real property.*
- 20-2 **PLANNING AND PROGRAMMING.** Those files that relate to establishment of construction/renovation projects using Surcharge. These records include project evaluations, feasibility reports, cost estimates, program projections, and assorted information papers necessary to project the construction program. (HQ: Permanent.)
- 20-3 **DESIGN AND CONSTRUCTION.** Those files that pertain to commissary construction projects from congressional approval through completion of construction. These records include correspondence directly related to a construction project, all construction contract documentation and reports, all documentation relating to design of a construction project, all construction reports, and all information on status of construction projects. (HQ, Regions: DEST in accordance with provisions of the Federal Acquisition Regulations for awarded contracts. DEST after 2 years those projects cancelled or deferred.
- 20-4 **FACILITIES MAINTENANCE.** Those files that pertain to all maintenance of commissaries whether DWC or Surcharge funded. These records include correspondence related directly to a maintenance project, all maintenance contract documentation and reports, and all information on status of maintenance projects. (HQ, Regions: Documentation of more than \$25,000 and all construction contracts exceeding \$2,000, DEST 6 years and 3 months after final payment. Documentation of less than \$25,000 and all construction contracts under \$2,000, DEST 3 years after final payment. All other information, DEST after 5 years.) **NOTE: Any contracts which encompass asbestos abatement, refer to OSHA regulation for retention requirements.**
- 20-5 **DATABASE FILES.** Those files that pertain to all historical and current data for each commissary. These records, either in hard copy or computerized format, include records of commissary sales, records of the physical plant layout, records of space utilization, records of maintenance, and other records necessary to be maintained in database format to support planning, programming, construction, and maintenance of the commissary. (HQ: These records will be placed on hard copy annually on the first day of the fiscal year. DEST hard copy when no longer useful. Database files are to be updated as required and maintained permanently.) (Regions: DEST when no longer needed.)
- 20-6 **FACILITY LAYOUT REVIEWS.** Documents relating to the functional review of layout plans for the construction of, significant modifications to, or deviation from standard plans for commissary facilities,

office space and associated equipment. Included are preliminary drawings, plans, and equipment layout sketches, site plans, and recommendations resulting from the reviews. (HQ: Permanent; Region, CDC, commissaries: DEST when no longer needed for current operations.)

30 SAFETY, SECURITY AND ADMINISTRATION

30-3 **EQUIPMENT MANAGEMENT.** *Relates to information pertaining to administrative equipment management.*

30-3a **OFFICE EQUIPMENT.** Documents relating to appraisals, procedures, and management of office copying, micrographic, facsimile and other equipment. These documents accumulate in offices which review and/or approve requests for this office equipment. Included are feasibility and application studies, proposals and requests, approvals and disapprovals, reports, inventories, information on repairs, copies of maintenance contracts and similar information. (HQ, Region, CDC, commissaries: Request and approval documents: DEST on disposal of equipment; other documents: DEST when no longer needed; disapproved equipment: DEST after 1 year.)

30-4 **POSTAL AND MAIL SERVICES.** *Relates to the administration of postal and other mail services.*

30-4c **POSTAL PERSONNEL DESIGNATIONS.** Documents designating military postal clerks, custodians of postal effects, unit mail clerks, and official mail control officers. Included are copies of designating and relieving special orders, oath of office and appointment affidavits, and related information. (HQ, Regions, CDC: commissaries: DEST 2 years after termination of designation.)

30-5 **PUBLICATIONS SERVICES.** *This series is intended for use by offices responsible for providing these services and for those requesting or receiving these services.*

30-5b **PUBLISHED MATERIAL DISTRIBUTION RECORDS.** Documents accumulated from the automatic distribution of publications, blank forms, and posters based on initial requirements or resupply requisitioning. (HQ, Region, CDC, commissaries: DEST requisition form such as DeCAF 30-21, 3 months after ordered receipt.)

30-5c **PUBLICATION RECORD SETS.** These will consist of one copy of each directive or change issued. Directives within this set will be filed numerically. Each folder or binder of the record set will be distinctly marked "Record Set". Documents described will not be charged out or posted. Each record set will be complete and will be retired to the appropriate records center. (HQ, Region: Permanent. Cut off annually and retire with the next regular transfer or retirement.)

30-5d **PUBLICATION REFERENCE SETS.** Offices responsible for issuing directives will maintain one set for reference purposes when needed or required. This set will include a copy of those publications included in the "Record Set" and copies of other publications issued by DeCA for which a "Record Set" is not required. (for example, DD Form 1610, TDY Travel of DOD Personnel, endorsements to orders, daily bulletins, and similar documents). Each folder or binder in this set will be distinctly marked "Reference Set" and will be kept currently posted. (HQ, Region: DEST when superseded, obsolete, or no longer needed for reference.)

30-5e **REFERENCE PUBLICATIONS.** Extra copies of publications issued by elements of DoD, other Government Agencies, and publications of non-Government organizations maintained in organized

collections for reference purposes. These publications include but are not limited to directives, handbooks, instructional and informational material, catalogs, and similar materials in published form. This file **EXCLUDES** sets of publications maintained by the headquarters and region issuing authority which are maintained under file numbers 30-5c and 30-5d. (HQ, Region, FOA, CDC, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference purposes, except that accountable publications will be returned to the source of supply.)

30-5g **INTERNAL DISTRIBUTION SCHEMES.** Scheme for distribution of publications/directives, blank forms, and similar information. Included are narrative plans or instructions, local forms and similar information. (HQ, Region, FOA, CDC, commissaries: **DEST** when superseded by a new scheme.)

30-6 **MANAGEMENT INFORMATION CONTROL.** *These records concern policies and procedures for control of management information including control over establishment of reporting requirements of both manually prepared and automated reports.*

30-6a **GENERAL MANAGEMENT INFORMATION CONTROL CORRESPONDENCE.** Documents relating to management information control that cannot be filed with the reports. (HQ, Region, FOA, CDC, commissaries: **DEST** after 2 years.)

30-6b **MANAGEMENT INFORMATION CONTROL SYSTEM.** Information showing action taken in evaluating the requirement to approve and control specific reports. These files also relate to initial evaluation and periodic reevaluation of proposed and actual ADPS, outputs to determine feasibility and desirability of using ADPS, essentiality of input and output, and conformance of the output with reporting standards and policy. Included are applications for approval of reports; copies of pertinent forms or descriptions of formats; copies of the prescribing directive; preparation instructions; documents on continuing, revising, or otherwise changing the report or output; memoranda with results of periodic and special evaluations; information identifying the relationship of the output to any controlled report to be prepared in whole or in part from the output; and similar information. (HQ, Region, FOA, CDC, commissaries: **DEST** 2 years after discontinuance of the report.)

30-6c **MANAGEMENT INFORMATION CONTROL SYSTEM AND OUTPUT REGISTERS.** Documents used to control assignment of reports control symbols and ADPS outputs. Included are registers, ledgers, and comparable control documents. (HQ, Region: **DEST** when no longer needed for current operations.)

30-7 **FORMS MANAGEMENT PROGRAM.** *These records concern policies and procedures for control of the forms management program to include reporting requirements.*

30-7a **FORMS MANAGEMENT REPORTS.** Documents relating to reports on progress in forms management. Included are reports, worksheets and correspondence directly related to the reports. (HQ, Region Forms Management Officer: **DEST** after 5 years. Region,FOA, CDC, commissaries: **DEST** after 2 years.)

30-7c **POSTERS RECORDS SET.** This file will consist of one copy of each poster created for DeCA wide use filed numerically. Each folder of the record set will be distinctly marked "Record Set". These posters will be retired to the appropriate records center. (HQ: Permanent. Posters will be cut off upon supersession, or obsolescence and retired with the next regular transfer or retirement of records.)

30-7d NUMERICAL FORMS FILE. Documents accumulated regarding forms used within the jurisdictional area of the forms management office but approved by other agencies or offices. (HQ, Region: **DEST** 2 years after obsolescence or discontinuance of the form.)

30-7e FORMS REGISTER. A register (either manual or automated) used to record and control the assignment of form numbers. (HQ, Region: **DEST** individual registers or pages when all forms listed thereon have been superseded or discontinued, or when no longer needed for reference purposes.)

30-8 *FREEDOM OF INFORMATION AND PRIVACY ACT RECORDS UTILIZATION. Documents relating to the review, approval, and/or disapproval of requests for release of information from DeCA records under the Freedom of Information Act (FOIA) and documents relating to implementing the Privacy Act of 1974 and providing or refusing access to or amendment of records in response to requests from individuals to whom the records pertain.*

30-9 PERIODICAL APPROVALS. Documents related to approving the initiation of new periodicals or subscriptions for periodicals, changes to existing periodicals, or to limitation in previous approvals, and renewal after expiration of the previous approval. Included are requests for approval, notifications of approval, and related papers. (HQ, Region, CDC, commissaries: **DEST** on expiration or supersession or on discontinuance of the periodical, as appropriate.)

30-10 *MILITARY AND CIVILIAN PERSONNEL TRAVEL AND SERVICES. Relates to the process of authorization, arrangements, and filling of specific requirements for transportation of persons and related items.*

30-10a TRAVEL POLICY AND PROGRAM DOCUMENTS. Documents related to formulation, management, administration and execution of the travel program such as directives, guidance, studies and analysis, reports and similar information. (HQ, Region, FOA, CDC, commissaries: **DEST** when superseded or obsolete.)

30-11 *COMMUNICATIONS. These records relate to the administrative operation of postal and mail systems; procurement, use and control of telecommunication facilities and systems and communication operations and security.*

30-11c ADDRESS INDICATING GROUP (AIG) GROUP CASE FILES. Messages/memorandums of promulgation, copies of each modification or recap, and related correspondence. (HQ, Region, CDC: **DEST** after 1 year or when superseded or obsolete.)

30-12 *VISUAL INFORMATION (VI). These records concern policies, procedures, and responsibilities for direction, planning, programming, and implementing visual information system requirements and relates to technical and logistical aspects of programs and functions involving visual information productions, graphic presentations, graphic publications, exhibits, training aids, and audiovisual support.*

30-12b VISUAL INFORMATION MANAGEMENT REPORTS. Reports containing management data on visual information activities. (HQ: **DEST** after 3 years.)

30-12c VISUAL INFORMATION PRODUCT CONTROLS. Documents related to requirements, justifications, and approvals for the development, production and procurement of visual information devices, equipment and products. (HQ: **DEST** after 3 years.)

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30-12d VISUAL INFORMATION WORKORDER REQUESTS. Requisitions and other requests for the production of, the use, or information relative to various items of VI presentations and services. (HQ: Region, commissaries: **DEST** after 3 years.)

30-12i POSTERS DISTRIBUTED AGENCY-WIDE OR TO THE PUBLIC. Record set is the original and one reference set. (HQ: Permanent.)

30-12j PRODUCTION DISKS. Computer disks used for VI productions. (HQ: Reuse disk when current information is no longer needed.)

30-12l AGENCY PRODUCTIONS PERTAINING TO MISSION. Video recordings. (HQ: Earliest record permanent.)

30-12n EXHIBIT MATERIAL. Documents reflecting planned exhibit construction, policies, support, methods, and approaches, fact sheets and similar material. (HQ: **DEST** after 3 years.)

30-12o STILL PHOTOGRAPHY FILES. Includes official portraits of senior agency officials; Agency publications; exhibits, or other media productions; documentary photographs, or other photographs, slides, or film that depicts the program or mission. (HQ: Original Record Set Permanent; Regions, commissaries: **DEST** when no longer needed.)

30-13 *SECURITY. Relates to the safety of military information to prevent its falling into potential enemy information channels and personnel security investigations. Physical security functions are excluded.*

30-13a GENERAL SECURITY. Documents relating to security. (HQ, CDC, Regions, FOA, commissaries: **DEST** after 2 years.)

30-13b DESIGNATION OF SECURITY OFFICIALS. Documents relating to the designation or assignment of individuals as security control officers, documents control officers, and custodians of classified documents. (HQ, Regions, CDC: **DEST** when superseded or obsolete.)

30-13d ALARM SYSTEMS TESTING. Monthly tests conducted on all intrusion detection equipment and duress alarms such as DeCAF 40-43. (Commissaries: **DEST** 30 days after last entry.)

30-14 *INFORMATION SECURITY. Relates to the general administration of the security classification system and the measures required to safeguard military information as contained in documents.*

30-14h COMMUNICATIONS SECURITY (COMSEC) ARRANGEMENTS. Documents relating to arrangements to provide DeCA activities with communication security facilities and services. (HQ, Regions, CDC, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference.)

30-15 *PERSONNEL SECURITY. Relates to the administration of the personnel security program involving the clearance of military and civilian personnel of DeCA.*

30-15c SECURITY BRIEFINGS AND DEBRIEFINGS. Documents on security briefing/debriefing of personnel authorized access to classified material. Included are briefing statements; debriefing statements and certificates; related papers. (HQ, Region: **DEST** 2 years after transfer or separation of person.)

30-15d SECURITY AWARENESS. Documents accumulated in connection with systems designed to obtain compliance with security directives by all personnel, such as a system requiring that each individual periodically read applicable security directives and sign a statement indicating that he/she understands them. (HQ, Regions, FOA, CDC, commissaries: DEST after the next periodic application of the system.)

30-16 OPERATIONS SECURITY (OPSEC). *Relates to DeCA actions to implement the Joint Chiefs of Staff OPSEC Program.*

30-16a OPSEC TRAINING FILES. Documents relating to the preparation, conduct and follow-up analysis of formal and informal training and awareness instruction designed to acquaint individuals with the objectives, principals and methods of OPSEC programs and to maintain a sense of OPSEC awareness among military and civilian personnel assigned to DeCA. (HQ, FOA, Regions, CDC, commissaries: DEST after 3 years.)

30-17 SAFETY. *Relates to the program to reduce frequency and severity of accidental injuries to civilian and military personnel, contractor employees, and other personnel on the premises of DeCA or performing assignments incident to DeCA operations. Also relates to accidental damage to vehicles, equipment, and property.*

30-17a GENERAL SAFETY CORRESPONDENCE.

(1) General correspondence relating to safety that cannot logically be filed with the detailed records. (HQ, Region, FOA, CDC, commissaries: DEST after 2 years.)

(2) Documents relating to safety that are received for information only, on which no action is required: (HQ, Region, FOA, CDC, commissaries: DEST when no longer needed for current operations.)

30-17b SAFETY LIAISON FILES. Information reflecting coordination and exchange of information with private and public safety agencies and representation of the DOD on safety councils and committees. Included are replies to inquiries, requests for information, and similar information. (HQ, Region, CDC, commissaries: DEST after 2 years.)

30-17c SAFETY HAZARDS.

(1) Scientific/technical analysis or study on safety and occupational health hazards applicable agency or region wide. (HQ, Region: DEST after 5 years or when no longer needed for reference, whichever is sooner.)

(2) Information on technical review and advice on safety hazards; and identifying, eliminating or controlling safety hazards. (HQ, FOA, Region, CDC, commissaries: DEST after 5 years.)

30-17d SAFETY AWARENESS/TRAINING FILES. Information on developing or selecting safety materials to make personnel aware of safety issues and to conduct safety training. Included are pamphlets, flyers, posters, placard, cartoons, newspaper items, photographs, letters, and similar material (alphabetical files). (HQ, Region, FOA, CDC, commissaries: DEST when superseded or obsolete.)

30-17e ACCIDENT AND INCIDENT CASES. Information relating to individual accidents and incidents. Included are records of injury or illness (DeCAF 30-64), accident reports(DeCAF 30-69) and logs of injuries

and illnesses (DeCAF 30-65), and investigations thereof, involving DeCA and motor vehicles, fires, and damage to DeCA property; occupational injuries, illnesses, or death of DeCA military and civilian employees, or contractor personnel; injury or illness to non-DeCA personnel or damage to non-DeCA property and vehicles as a result of DeCA operations; accidents; and similar information. (HQ, FOA, Region, CDC, commissaries: **DEST** 5 years after case closing.)

30-17f **SAFETY SURVEYS/VISITS.** Information relating to surveys/visits made by HQ DeCA, Region DeCA, Installation-Level, Dept of Labor OSHA personnel or in-house store safety representatives to evaluate the effectiveness of safety programs, safety standards and procedures; to conduct training; review accident experience; etc. Included are program evaluations, site survey/visit reports, spot inspection logs, safety inspection reports, notice of unsafe or unhealthful working conditions (DeCAF 30-68), record of changes made as a result of the survey findings, personal protective equipment workplace hazard assessment surveys and similar information. (HQ, FOA, Region, CDC, commissaries: **DEST** after 5 years.)

30-17g **ACCIDENT EXPERIENCES.** Information related to statistical reporting of accidents that summarize and analyze DeCA accident experience and trends involving motor vehicles, fires, damage to property and recordable accidents resulting from occupational injury and illness. Included are exposure reports, listings, and similar information. (**This definition does not include information relating to the investigation of specific accident claim files, nor the control documents accumulated by ADP activities for preparation of statistical reports.**) (HQ: Permanent; FOA, Region, CDC, commissaries: **DEST** after 5 years.)

30-17h **MATERIAL SAFETY DATA SHEETS.** Data sheets for hazardous chemicals currently used within the work area. (HQ, Regions, CDC, commissaries: **DEST** when chemicals are no longer in use).

30-17i **HAZARDOUS CHEMICAL INVENTORY:** Specific work area inventory of hazardous chemicals, identified for example by either its chemical, common or trade name, as defined by 29 CFR 1910.1200, which provides the information of when and where the chemical or agent was used. Inventory will be formally updated annually on the first day of March.. Retention period is 30 years. (HQ, Regions, CDC, and Commissaries: Maintain on file for 2 years then forward to Region for consolidation and transfer to HQ for retention. HQ: Maintain reports received on file 1 year and transfer to applicable records center for remainder of retention period.)

30-17j **HAZARD COMMUNICATION PROGRAM.** Facility's written program and associated documentation which describes implementing procedures of the Hazard Communication Program. Also includes memorandums and purchase orders requesting Material Safety Data Sheets (MSDS). (HQ, Region, CDC, commissaries: **DEST** after 2 years.)

30-17k **ERGONOMICS.**

(1) Information and documentation relating to the implementation and evaluation of the facility's ergonomic program. Includes information on local ergonomic policy; workplace surveillance activities to identify ergonomic hazard areas and to identify, evaluate and manage ergonomic risk factors; ergonomic hazard prevention and control strategies; medical management protocol; and training and education materials/initiatives. (HQ, FOA, Region, CDC, commissaries: **DEST** after 5 years or when no longer needed for reference, whichever is longer.)

(2) Information and documentation relating to collection, analysis, and interpretation of active surveillance tasks on both general/specific work areas and specific job tasks to identify potential or actual ergonomic risk areas and/or to measure the effectiveness of intervention strategies. Active surveillance tasks may include

analysis of manual material handling tasks using the NIOSH lifting equation; employee discomfort surveys; actual measurements of body postures, repetitive movements, exertions; personnel surveys (age, gender, anthropometric data, work schedules, etc.) and facility surveys (machinery/equipment, hand tools, work flow, raw materials and finish products, etc). Retention period is 40 years. (HQ, Regions, CDC commissaries): Regions, CDC, and commissaries: Maintain on file for 5 years then forward to Region for consolidation and transfer to HQ for transfer to applicable records center for remainder of retention period.

30-17i CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT). Information relating to the implementation and evaluation of the facility's Lockout/Tagout program. Included are the facility's written program, procedures to lockout/tagout applicable machines or equipment, certifications of periodic evaluations of these procedures, and a roster of "authorized" and "affected" employees. (HQ, Region, CDC, commissaries: **DEST** when superseded or obsolete.)

30-17m PERMIT-REQUIRED CONFINED SPACE. Information relating to the implementation and evaluation of the facility's permit-required confined space program. Included are work area surveys to determine if any spaces are permit-required confined spaces, written permit space program, certification documents to verify that a space is safe for entry and/or hazards have been removed to reclassify as a non-permit space, and the entry permit. (HQ, Region, CDC, commissaries: **DEST** when superseded or obsolete.)

30-17n SAFETY AND FIRE PREVENTION MEETINGS. Information and documentation associated with periodic internal safety related facility council and department meetings. Included are fire prevention meetings, department level safety meetings and facility council meetings. (HQ, FOA, Region, CDC, commissaries: **DEST** after 2 years.)

30-17o INDUSTRIAL HYGIENE/OCCUPATIONAL HEALTH SURVEILLANCE RECORDS. Records related to the presence or absence, nature and degree of occupational health hazards. These records generally contain noise measurements, heat stress information, ventilation data, floor diagrams of the work area, detailed inventory of workplace toxic substances, and a register of personnel occupationally exposed to chemical substances or other hazardous physical or biological stresses. Retention period for industrial hygiene workplace monitoring and surveys is 40 years. (HQ, Regions, CDC commissaries): Regions, CDC, and commissaries: Maintain on file for 5 years then forward to Region for consolidation and transfer to HQ for transfer to applicable records center for remainder of retention period.)

30-17p HAZARD REPORT. Completed forms (DeCAF 30-66) used by DeCA's employees to document hazards(s). Includes any information and documentation associated with the report's investigation and corresponding result. Also includes any appeal action associated with a hazard report and the facility's hazard report log. (HQ, FOA, Region, CDC, commissaries: **DEST** 5 years after correction of deficiency.)

30-17q HAZARD ABATEMENT PLAN. Completed forms (DeCAF 30-67) used to establish corrective action for safety hazards which require longer than 30 days to implement. Includes any information and documentation associated with the plan accomplishment, funding, prioritizing, etc. (HQ, FOA, Region, CDC, commissaries: **DEST** 5 years after correction of deficiency).

35 INFORMATION RESOURCES MANAGEMENT

35-1 GENERAL INFORMATION RESOURCES MANAGEMENT CORRESPONDENCE FILES

- a. General correspondence relating to information management that cannot logically be filed with

the detailed records. (HQ, Region, CDC, commissaries: **DEST** after 2 years.)

b. Documents relating to information management that are received for information only, on which no action is required. (HQ, Region, CDC, commissaries: **DEST** when no longer needed for current operations.)

35-2 **TELECOMMUNICATIONS.** *Relates to documents accumulated in the planning, designing, implementation, and maintenance of telecommunications services in support of DeCA worldwide. These records include telecommunications service requests, orders, and associated correspondence; requests for service; messages; plans; costs estimates; schedules; waiver requests and approvals; charts and diagrams; etc.*

35-2d **TELECOMMUNICATIONS STATUS FILES.** These records include correspondence and electronic media handled within the office that show telecommunications status and conditions. Accumulated documents may include letters, diskettes, charts, briefings, books, tapes, notes, etc. (HQ, Region, CDC, commissaries: **DEST** when superseded, obsolete, or no longer required for reference, **except** that accountable documents will be returned to the source of supply.)

35-2e **TELECOMMUNICATIONS PLANT IN PLACE DRAWINGS.** These records include official documents that describe the physical and logical placement of telecommunications resources in support of DeCA. Records include charts and graphs, tables, ledgers, electronic files, log books, full scale drawings, etc. (HQ, Region, CDC, commissaries: **DEST** 10 years after program is superseded or no longer in service.)

35-2f **TELECOMMUNICATIONS STATUS REPORTS.** These records include all documents and files that indicate the status over time of DeCA telecommunications, such as update briefings, point papers, etc. (HQ, Region: **DEST** when superseded, obsolete, or no longer needed for reference.)

35-2g **TELECOMMUNICATIONS MILESTONES.** These records include all data accumulated in tracking the planned, projected, missed, and achieved milestone dates over the life of DeCA telecommunications. (HQ, Region: **DEST** when superseded, obsolete, or no longer needed for reference.)

35-2h **TELECOMMUNICATIONS ACTIVITY REPORTS.** These records include all data accumulated in tracking the progress and actions regarding telecommunications reported outside the office. (HQ, Region: **DEST** when superseded, obsolete, or no longer needed for reference.)

35-3 **ADP FACILITY SECURITY.**

35-3a **ADP FACILITY SECURITY.** Documents dealing with physical security measures applied to centralized computer facilities, remote facilities, remote terminals and media libraries. (HQ, Regions, CDC: COFF end of fiscal year and **DEST** after 3 years.)

35-3b **HARDWARE SECURITY.** Documents dealing with security measures applied to computer equipments and/or software normally resident in computer hardware (i.e., operating systems). (HQ, Regions, CDC, FOA: **DEST** after 3 years.)

35-3c **AUTOMATED SYSTEMS SECURITY MANAGEMENT.** Documents which are not of a routine nature or specifically covered elsewhere. These files include management documents on automated systems security such as: procedural security pertaining to the DPA workflow processing; long range planning,

programming and budgeting; preparation, dissemination and maintenance of plans; management reviews; and systems failures. (HQ: Permanent. Regions, Districts, CDC, commissaries: **DEST** when no longer needed for current operations.)

35-3d INVENTORIES OF AUTOMATED SYSTEMS SECURITY HARDWARE AND SOFTWARE: Documents pertaining to inventory of automated security systems handling sensitive defense information. Documents include information on hardware (computer security features or devices used in ADP systems); software (general purpose and application programs which protect data/information handled by an ADP system and its resources); mini- computers; microprocessors; and automated administrative systems. (HQ, Region, CDC: **DEST** when superseded by revised inventory.)

35-3e ACCREDITATION OF AUTOMATED SYSTEMS SECURITY. Documents pertaining to the authorization and approval of an ADP system or network to process sensitive defense information and related supporting documents. (HQ, Region, CDC, commissaries: Approvals: **DEST** upon termination of discontinuance of the related system or network. Disapprovals: **DEST** after 2 years.)

35-3f ADP SYSTEMS SECURITY ENHANCEMENT PROGRAM. Documents pertaining to site visits to installations to advise, assist and evaluate the aspects of automated systems security. These documents also include systems security surveys, immediate security service, and systems engineering security service. (HQ, Region, CDC: **DEST** after next comparable survey.)

35-3g PASSWORD USER IDENTIFICATION AND EQUIPMENT IDENTIFICATION. Includes program for generation of passwords, password receipts, user identification and equipment identification records. (HQ, Regions, CDC, commissaries: **DEST** upon supersession.)

35-4 ***AUTOMATION PROGRAM.** These records pertain to development and implementation of plans, policies, and guidance pertaining to design, procurement, operation, and management of data processing systems.*

35-4a DATA SYSTEMS PLANNING RECORDS. Records defining the system and its objectives, requests to establish the automated data system or automated data processing system, authorizing directives, studies comparing present and proposed systems, cost analyses, automated data processing equipment requirements, tangible benefits, expected savings, schedules, design plans, and equipment resources, complete necessary documentation and instructions for operation of automatic data processing systems, programs, and jobs. Included are user requests; reports; user guides and manuals; coding instructions; test plans; reference to or copies of applicable software and reference materials; job instructions; and other related records. (HQ OPR: Permanent. Retire when system is discontinued.)

35-4b PROGRAM MANAGEMENT RECORDS. Records consisting of development of plans, policy and procedures governing the management and operation of the Automatic Data Processing program (HQ OPR: Permanent. Retire when system is discontinued.)

35-4d AUTOMATED SYSTEMS. Functional descriptions, specifications, testing and deployment, training and modifications of ADP systems for operation of commissaries, troop issue, distribution points, regions, and districts. (HQ, Region, CDC, commissaries: **DEST** when system no longer exists.)

35-4e HARDWARE SELECTION. Agency requirements, specifications for hardware, software and support capabilities of vendors of complete installations or of major peripheral equipment

which are selection criteria for procurement in the establishment or modification of an automated data processing installation. (HQ and regions: **DEST** 5 years after specific configuration of equipment is discontinued.)

35-4f **ADPE PURCHASE REQUESTS.** Copies of purchase requests submitted to obtain hardware, software, services and related ADP. Included are purchase approvals/disapprovals, copies of contracts and supporting data. (HQ and Regions: **DEST** after 2 years.)

35-4g **REUTILIZATION AND DISPOSITION OF EXCESS ADPE.** Records that pertain to the redistribution, reutilization and disposition of ADPE that is excess to DeCA. (HQ, Region, CDC: **DEST** after 3 years.)

35-4h **ADPE ACCOUNTABILITY.** Equipment inventory and reports, equipment delivery orders and related records concerning the management of ADPE. (HQ, Region, CDC: **DEST** when no longer needed.)

35-5 **PROGRAM MANAGEMENT.** *Relates to files accumulated in individual offices pertaining to large scale programs, particularly automation programs, that determine the way DeCA will do business. These records include: program origination documents (mission needs statements, requirements, etc.); charters; cost estimation files; budgets; schedules; policy guidance; procedures, etc.*

35-5a **PROJECT CASE FILES.** Relates to files accumulated by individual action officers that detail the inception, progress, and status of separate projects that may or may not relate to a whole program. These records include: copies of correspondence requesting cooperation, assistance, and describing policy, etc.; schedules; problems; issues; meeting notes; notes of conversations, telephone calls, etc., messages and associated documents. (HQ, Regions: **DEST** when superseded, obsolete, or no longer needed for reference purposes, **except** that accountable documents will be returned to the source of supply.)

35-5b **REQUIREMENT DOCUMENTS.** These records include mission needs statements, letters requesting support, and statements of desired capabilities. (HQ, Region, CDC, and commissary: Original documents: Permanent; supporting documents: **DEST** 10 years after program is discontinued or no longer in service.)

35-5c **PROGRAM CHARTERS.** These records include all documents and correspondence that describe the methods and procedures to be used in the design, development, and implementation of the program. Includes authority to establish and support a program and the kinds of resources to be provided in the execution of the program. (HQ, Regions: **DEST** 10 years after program is superseded or no longer in service.)

35-5d **MEMORANDUMS OF AGREEMENT.** These records include all documents and correspondence that describe arrangements for support via other agencies, departments, or entities, inside or outside DeCA. (HQ, Region: **DEST** 5 years after support is no longer provided or needed.)

35-5e **OPERATIONAL CONCEPTS.** These records include all documents and correspondence that describe the way DeCA will do business in the subject program. (HQ, Region: **DEST** 10 years after program is superseded or no longer in service.)

35-5f **FUNCTIONAL DESCRIPTIONS.** These records include all documents and correspondence that describe the business functions DeCA will use in the subject program. (HQ, Region: **DEST** 10 years after

program is superseded or no longer in service.)

35-5g PROGRAM POLICY AND DIRECTION. These records include all documents and correspondence that prescribe program directions and policy, be they higher headquarters inputs or agency, departmental, federal or congressional inputs. (HQ, Region: Original documents: Permanent; supporting documents: DEST 10 years after program is discontinued or no longer in service.)

35-5h PLANNING DOCUMENTS: These records include all planning and preparation documents such as budget estimates/inputs, cost reports, schedules, manning proposals, etc. (HQ, Region: DEST 5 years after support is no longer provided or needed.)

35-5i PROGRAM HIGHLIGHTS. Relates to files accumulated in individual offices that highlight the key phases and interest items pertaining to large scale programs, particularly automation programs, that determine the way DeCA will do business. These records include: program status reports, charts, and papers; weekly activity reports; program milestones; and status briefings/updates, etc. (HQ, Region: DEST when superseded, obsolete, or no longer needed.)

35-5j PROGRAM STATUS REPORTS. These records include all documents and files that indicate the status over time of the program such as update briefings, point papers, etc. (HQ, Region: DEST when superseded, obsolete, or no longer needed for reference.)

35-5k PROGRAM MILESTONES. These records include all data accumulated in tracking the planned, projected, missed, and achieved milestone dates over the life of the program. (HQ, Region: DEST when superseded, obsolete, or no longer needed for reference.)

35-5l PROGRAM ACTIVITY REPORTS. These records include all data accumulated in tracking the progress and actions regarding the subject program that is reported outside the program office. (HQ, Region: DEST when superseded, obsolete, or no longer needed for reference.)

35-6 *PROGRAM PLANNING, REVIEW, AND ANALYSIS. Relates to files accumulated by the program office that detail the planning and analysis of the program.*

35-6a PROGRAM PLANNING, REVIEW, AND ANALYSIS. These records include: correspondence related to preliminary and final program plans and analyses; notes of conversations, telephone calls, etc., that review the program; messages and progress and performance reports. (HQ, Region: DEST when superseded, obsolete, or no longer needed for reference purposes, except that accountable documents will be returned to the source of supply.)

35-7 *PROGRAM ACQUISITION FILES. Relates to files accumulated by the program office that pertain to acquisition or procurement actions and functions pertinent to the subject program.*

35-7a PROGRAM ACQUISITION FILES. These records include: program specifications; requests for proposals; program evaluations; contract status reports; etc. (HQ, Region: DEST when superseded, obsolete, or no longer needed except that accountable documents will be returned to the source of supply.)

35-8 *PROGRAM IMPLEMENTATION FILES. Relates to documents accumulated by the program office pertaining to all phases of program implementation and deployment.*

35-8a PROGRAM IMPLEMENTATION FILES. These records include: copies of implementation plans, deployment schedules; facility drawings, plans, and charts; support plans and correspondence; user manuals and procedures; work papers; coordination papers, etc. (HQ, Region: **DEST** when superseded, obsolete, or no longer needed for reference purposes, except that accountable documents will be returned to the source of supply.)

35-9 *COMPUTER ROOM OPERATIONS. These records concern guidance pertaining to design, and operation of data processing systems for DeCA.*

35-9c DATA PROCESSING REGISTERS AND SCHEDULES. Documents used to record approved jobs and reflecting job numbers, requesting office, job description, date received, and date due. Also, documents reflecting machine and personnel time, job requirements, priorities, and time-phasing information on individual approved jobs. Included are registers, schedules, and directly related documents. (OC: **DEST** 1 year after completion of related job.)

35-9d MACHINE LISTINGS. Hard copy listings used in the computer room for verification purposes, or otherwise needed to provide services to other elements. (OC, Regions: **DEST** on completion of next comparable report, tabulation, brief, or similar document, or when intended purpose has been served.)

35-9e SCRATCH TAPES (or other magnetic media). Magnetic media used to facilitate general computer runs, such as sort and merge runs. (OC: Blank after system is in operation and approved or after determination is made that the system will not be put in operation.)

35-9f TEST TAPES (or other magnetic media). Magnetic media used in testing a proposed system. (OC: Blank after system is in operation and approved, or after determination is made that the system will not be put in operation.)

35-9g WORKING TAPES. Working tapes containing output data from one run to subsequent run which manipulates, sorts, or moves data through the system. Includes such edit steps as pre-edit, correction, stripping, rejection, receding, unmatched data elimination error listing, and weighing. (OC: Blank when no longer necessary for current operations.)

35-9h SECURITY BACK-UP TAPES. Security back-up tapes containing identical data to master data tapes and retained as security in case master tape is damaged or inadvertently erased. (OC: Blank in accordance with related master file.)

40 OPERATIONS

40 *OPERATIONS. Records concern the policy and procedures on functional aspects of operation of commissary/CDC activities involving public health and quality assurance; occupational safety and security and other procedures addressing the functional operations of each department of the commissary/CDC system. Correspondence addressing program testing; equipment controls; merchandising of subsistence stocks and their receipt, control and disposition. This includes reports of survey on commissary equipment and facilities. (NOTE: Report of survey for subsistence will be filed IAW financial requirements.) Also included is correspondence pertaining to mobilization use of commissary assets.*

40-2 *SUPPLY INVENTORY MANAGEMENT. Concerns control of items of supply and equipment within the DeCA supply system area of responsibility; maintaining inventory data on quantity and condition, location, due-in, on-hand and due-out and to facilitate distribution and management of material.*

40-2a **PROPERTY OFFICER DESIGNATIONS.** Documents/correspondence reflecting designation of property officers, hand receipt holders and their responsibilities. Included are letters, memorandums, and other media reflecting appointments, revocations and disposition of account discrepancies. (HQ, Region, CDC, commissary: **DEST** 2 years after termination of appointment and disposition of any type of corrective/ adjustment actions.)

40-2b **PROPERTY BOOK AND SUPPORTING DOCUMENTS.** Documents/correspondence reflecting description, receipt, inventory and turn-in of accountable property for which the PBO is accountable and/or other designated individuals are responsible. Included are property books, receipts, turn-in slips, lateral transfers, inventory adjustment reports, and other documents supporting entries to the property book. (HQ, Region, FOA, CDC, commissary: **DEST** after 2 years **except** that open document numbers in the supporting document file will be transferred to the current fiscal/calendar year document file.)

40-2c **PROPERTY RECORD INSPECTION AND INVENTORY REPORTING FILES.** Information on inspections and inventories (including annual, special, change of PBO, cyclic) of property and property records. Included are reports, replies, inquiries, and related information. (HQ, Region, FOA: **DEST** after 3 years; CDC, commissaries; **DEST** after 1 year unless needed as supporting document for determination of possible adverse personnel action.)

40-2d **DOCUMENT REGISTER FILES.** Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are registers for nonexpendable and expendable/durable equipment or supplies and similar information. (HQ, Region, FOA, CDC, commissaries: **DEST** after 2 years, **except** that open document numbers will be extracted into current fiscal/calendar year document register (first entries of new register) in original document number sequence. **NOTE: At the end of the year, the register becomes inactive and a new register is started. The old register is held in the current files area for 2 years. During that 2 years, any open transactions which are completed are closed out (posted) on the old inactive register. At the end of the 2 year retention period, the open numbers (if any still exist) are transferred to the new document register, and the old inactive register is then destroyed.**)

40-2e **HAND RECEIPT FILES.** Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipt and listings. (HQ, Region, FOA, CDC, commissaries: **DEST** on turn-in or other completed accounting for the property, or when superseded by a new receipt or listing. Individuals may, at their discretion, request and receive the cancelled hand receipt for their own retention; in such cases, the cancelled hand receipt becomes the individual's personal property and ceases to be an official record.)

40-3 ***REQUISITION AND ISSUE OF SUPPLIES AND EQUIPMENT.*** *Policy and procedures pertaining to requisitioning and issue of items of supply and equipment.*

40-3b **RECEIPTING AUTHORITY FILES.** Notice of Delegation of Authority-Receipt for Supplies or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Center (SSSC), a Quick Supply Store (QQS), or similar activity. (HQ, Region, FOA, CDC, commissaries: **DEST** on preparation of new authorizations.)

40-3c **EQUIPMENT MAINTENANCE.** Documents submitted to contracting officials to obtain maintenance on equipment. Included in this file are copies of contracts awarded for this service. (HQ, FOA,

Regions: COFF end of the fiscal year, hold 1 year and DEST.)

40-4 **PROPERTY ACCOUNTABILITY.** *Relates to authority, policies, and procedures governing accounting for DeCA property in terms of both monetary value and quantity.*

40-4a **SUBSISTENCE ACCOUNTABILITY APPOINTMENT/TRANSFER FILES.** Documents pertaining to the appointment/transfer to subsistence property accountability from one accountable/responsible officer to another. Included are certification of appointment/transfer, inventory lists, and related documents. (HQ, Region, FOA, CDC, commissaries: **DEST** 2 years after termination of designation and after appointment of new accountable or responsible officer if no investigative action is pending.)

40-4b **PROPERTY RECORD ACCOUNTS.** Documents covering DeCA owned and MOU/ISSA/contract property usage and disposition. Includes requests, purchasing documents, shipping, receipt, evaluations and turn-in receipts and records. Includes unserviceable property documentation and disposition guidance. These records are maintained by an accountable or responsible officer. (HQ, Region, FOA, CDC, commissaries: **DEST** after 2 years. **NOTE: No records will be destroyed before final approval is authenticated on appropriate adjustment documents and correspondence, such as equipment inventory adjustment reports and equipment reports of survey. Documents relating to equipment being tested within DeCA activities pertaining to CDC/commissary level usage will be destroyed 2 years after disposition of equipment being tested.**)

40-5 **COMMISSARY OPERATIONS.** *Correspondence concerning the policy and procedures on the functional aspects of operations of the commissaries and central distribution centers. Areas covered are day-to-day operating procedures for the grocery, meat, produce and troop support departments covered in DeCA 40 series directives.*

40-5a **COMMISSARY ACTIVITIES STATISTICAL DATA.** Documents that pertain to all historical and current data for each commissary/CDC. These records, either in hard copy or computerized format, include data on commissary services provided to authorized customers. Data is used to evaluate and report on commissary/CDC operations and make management decisions. **NOTE: Includes, but is not limited to each department/subdepartment operations, account status, hours of service, location, name and grade of commissary personnel and management indicators, etc., and may include financial data used to prepare reports under the financial management requirements that is necessary to evaluate daily operations. Data is normally used to provide all levels of commissary management with current and historical operating data.** (OC OPR Commissary baseline data: Permanent; Region, CDC, commissary: **DEST** after 3 years.)

40-5b **COMMISSARY OPERATIONAL AND FUNCTIONAL REPORTS.** Documents and correspondence supporting reporting requirements of HQ, region and that is used to review and evaluate commissary/CDC operations such as facility usage and condition, stock levels, item availability and installation commander comments, etc. **NOTE: This will include reports from personnel providing on-site functional guidance and evaluation of commissary/CDC operations and replies thereto.** (OC, Region, CDC, commissary: **DEST** 1 year after all actions have been completed.)

40-5c **DAILY COMMISSARY/CDC OPERATIONS.** Documents relating to the day-to-day operation of the commissary facilities such as grocery, meat, produce, deli, bakery, customer assistance, etc. **NOTE: Will include documents on work assignments, work schedule and local directions on operation of each department/subdepartment or CDC as required by DeCA directives and policy letters. Documents**

that establish policy and procedures are not included. Copies of records kept for information only. (OC, Region, CDC, commissary: **DEST** after 2 years.)

40-5d COMMISSARY LOCATION STORES. Documentation and reports pertaining to the operation of commissary type support as part of the Navy Exchange System. Included are required reporting data IAW DeCA directives and MOU/ISSA. (HQ: **DEST** when superseded by new MOU/ISSA.)

40-5e BEST COMMISSARY AWARDS. Required reports and evaluation correspondence on commissary operations recommended and awarded recognition for best commissary operation. (HQ, Region, FOA, commissaries: **DEST** after 1 year.)

40-5f OPERATIONAL GUIDANCE. Includes documents pertaining to the proposals, replies and methods of operation for the Frequent Delivery System; Troop Support; Transportation/airlift Program; Management of Vehicles; Grocery, Meat and Produce Departments and Subdepartments and Central Distribution Centers and other aspects of commissary operations. (HQ, Region, FOA, CDC, commissary: **DEST** after 2 years.)

40-6 REPORT OF SURVEY FILES. Reports that describe the circumstances, and recommend action, concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents. (OC, Region: **DEST** files involving pecuniary liability 5 years after completion of final action. **DEST** other files after 3 years; CDC, commissaries: **DEST** copies after 2 years.)

40-7 REPORT OF SURVEY CONTROL REGISTER FILES. Registers and related documents maintained to control reports of survey (manual or automated). (OC, Region: **DEST** after 5 years).

40-8 MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING

40-8a MERCHANDISING/PROMOTIONAL AND BUYING PROGRAMS. Documents maintained for planning and control of item stockage to include information on item presentations and proposed/planned promotions for special sales in the commissary. Also includes information on item presentation, such forms as DeCA Form 40-33, item movement data and analysis and similar information. (OC, Region, CDC, commissaries: **DEST** after 2 years).

40-8b PROMOTIONAL MATERIAL. Documents relating to promotional activity for merchandise buying by regions and commissaries to include correspondence from HQ DeCA. (HQ, Region, FOA, CDC, commissaries: **DEST** after 2 years).

40-8c PRICE QUOTES. Prices of items provided by manufacturer representatives (vendors) for sale in commissaries. Included are monthly vendor price quotes and similar information. (OC, Region, commissaries: **DEST** after 6 years and 3 months. Supplemental changes: **DEST** after 1 year).

40-9 TRANSPORTATION, DISTRIBUTION AND VEHICLE MANAGEMENT.

40-9a DISTRIBUTION. Documents maintained for planning and administering all distribution centers (CDC) to include warehousing, ordering and transportation procedures. Includes storage/product layout plans, operating plans and space requirements, freight routes, and transportation cost analysis information. (OC, Region, CDC, commissaries: **DEST** after 2 years).

40-9c **TRANSPORTATION.** Documents maintained in support of transportation movement of commissary goods overseas. Included are copies of transportation control and movement documents (TCMD), copies of DIBS orders from overseas. (OC, Region, CDC: **DEST** after 1 year unless needed for litigation then transfer the records to file number 80-11, Litigation Case Files).

40-10 **QUALITY ASSURANCE**

40-10a **PREVENTIVE MEDICINE INQUIRIES.** Documents related to furnishing routine technical information on preventive medicine matters to individuals and activities. Included is correspondence on such matters as handling, storage, and disposition of hazardous materials, safe levels of microwave radiation; toxicity of chemical substances and materials in military use; control of insects and rodents; waste disposal; and other preventive medicine matters. (HQ, Region, CDC, commissaries: **DEST** after 5 years).

40-10b **QUALITY ASSURANCE RECORDS.** Documents reflecting the contractor's ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, and the actual performance over a period of time. Includes reports of non-conformance and corrective actions to be taken and/or taken; sampling inspections and records of tests that were conducted. (HQ, Region, CDC, commissary: **DEST** after 2 years).

40-10c **MILITARY FOOD ESTABLISHMENT REPORTS.** Documents relating to the sanitary inspections of military and commercial facilities engaged in processing, handling, storage, and sale of subsistence items. Included are sanitary inspection reports, correspondence with facility managers, and supervisors or commanders, relating to inspection reports and similar documents. (HQ, Region, CDC, commissaries: **DEST** after 1 year).

40-10d **ALFOODACTS AND RELATED CORRESPONDENCE.** Inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, ALFOODACT messages and similar or related documents. (HQ, Region, CDC, commissaries: **DEST** after 1 year).

40-10e **REGULATORY AND FOOD SAFETY STANDARDS.** FDA, USDA, USDC, and Military Standards pertaining to food safety and quality assurance. (HQ, Region, CDC, commissaries: **DEST** when no longer needed).

40-10f **ENVIRONMENTAL POLICY ISSUES.** Development of DeCA environmental policy and coordination with DoD initiatives at the installation level. (HQ, FOA, Region: **DEST** after 2 years; commissaries. **DEST** when no longer needed).

40-10g **PEST MANAGEMENT.** Monitoring, evaluation and coordination of pest related inspections conducted in the commissary by all agencies concerned with pest control. (HQ, FOA, Region, CDC, commissaries: **DEST** after 2 years).

40-10h **HAZARDOUS ANALYSIS.** Critical Control Point Program (HACCP). An operator driven program having favorable impact on the sanitary conditions at commissaries which is a major interest of FDA. (HQ, Region: **DEST** after 2 years).

50 PERSONNEL

- 50 *PERSONNEL. This series relates to the procurement, utilization, and to the administration of civilian and military personnel; and to matters and programs designed primarily to benefit the morale, health, and welfare of personnel.*
- 50-4 **DELEGATIONS/DESIGNATIONS OF AUTHORITY AND ADDITIONAL DUTY ASSIGNMENTS.** Correspondence, forms, orders and related records appointing personnel additional functions. (HQ, Region, CDC, FOA, commissaries: **DEST** when rescinded, superseded or obsolete).
- 50-5 **CAREER MANAGEMENT PROGRAM.** Correspondence implementing the DeCA Commissary Management Career Program, to include program development, forms, instructions, and policy. (HQ: Permanent; FOA, Region, commissaries: **DEST** when superseded or obsolete).
- 50-6 **REEMPLOYMENT RIGHTS.** Correspondence issuing policy and guidance on employee reemployment rights. (HQ, FOA, Region: **DEST** when no longer needed).
- 50-7 **OVERSEAS TOUR EXTENSION FILES.** Correspondence tracking overseas tour extension. (HQ, Region: **DEST** 2 years after return to CONUS).
- 50-8 **COMMISSARY CAREER INTERN PROGRAM.** Correspondence implementing the DeCA Intern Program to include program establishment, policy, procedures, forms, and similar information. (HQ: Permanent. OC, Region: **DEST** when no longer needed).
- 50-9 **INTERN FILES.** Correspondence showing intern requirements, intern training plans and other personal data necessary for program compliance. (HQ: **DEST** after 5 years; Region: PIF after supersession and **DEST** after 2 years).
- 50-10 **EXAMINING AUTHORITY.** Correspondence from OPM delegating the examining authority to DeCA. (HQ, Region: **DEST** when superseded, obsolete, or no longer needed).
- 50-10a **CERTIFICATE OF ELIGIBLE FILES.** Records on implementing the DeCA certificate program to include program development, policy and procedures. (HQ: Permanent; Regions **DEST** when no longer needed).
- 50-10c **ACTIVE APPLICATION FILES.** Applications (SF 171) of current eligible candidates registered in the delegated examining program. (HQ, Regions: PIF upon expiration of eligibility).
- 50-11 **HANDICAP PROGRAM.** Correspondence containing information on different types of programs handicapped individuals may be involved in such as handicapped of the year award, affirmative action program, etc. (HQ, FOA, Region, CDC, commissaries: **DEST** when no needed).
- 50-12 **EMPLOYEE DEVELOPMENT AND TRAINING.** Training correspondence/memoranda including policy and procedures, training materials, etc., and executive/managerial training records. (HQ: Permanent; Region, commissaries: **DEST** when superseded, obsolete or no longer needed).
- 50-12c **COURSE PUBLICATIONS.** Documents related to establishing, revising, and discontinuing

courses of instruction for commissary employees. Included are programs of instruction, courses of instruction, lesson plans, coordinating actions, approvals for establishment, revision or discontinuance of the course, and related documents. (HQ: Permanent. PIF on revision or discontinuance of course).

50-12d ACCREDITATION FILES. Student records pertaining to individuals attending training in courses accredited and conducted by DeCA training division. Records consist of original data cards, copies of forms such as DD1556, transcripts, notes of counseling and similar materials. (HQ: Permanent. Cutoff end of fiscal year, hold in CFA for 5 years then transfer).

50-13 CLASSIFICATION AND POSITION MANAGEMENT. DeCA Position and Pay Management Program (P&PM) including policy letters, directives, letters of instruction, classification decisions, classification appeal decisions. (HQ: Permanent; Region, CDC, FOA, commissaries: **DEST** when superseded or obsolete).

50-13a SPECIAL PAY RATES. Consists of environmental/hazardous duty special pay rates affecting employees. (HQ: Permanent. Region, CDC, FOA, commissaries: **DEST** when superseded or obsolete).

50-14 MANAGEMENT-EMPLOYEE RELATIONS (MER) PROGRAM.

50-14a MER PROGRAM. Correspondence implementing the DeCA MER Program including policy letters, memorandums, and directives. (HQ OPR: Permanent. Other HQ Offices, Region, CDC, FOA, commissaries: **DEST** when superseded or obsolete).

50-14b MER CASE FILES. Correspondence regarding employee grievance and appeal cases, discipline and adverse actions, indepthness, drug, alcohol, and HIV (AIDS) issues. (HQ, Region, CDC, commissaries: **DEST** 4 years after final action on the case).

50-18 PROGRAM EVALUATION. Correspondence concerning effective personnel management program administration, studies, reports, inspections, etc. (HQ, Region, CDC, commissaries: **DEST** policy issues when rescinded; **DEST** studies, inspections, and audits 5 years after decision rendered).

50-19 LEAVE ADMINISTRATION PROGRAM

50-19a LEAVE ADMINISTRATION. Correspondence pertaining to guidance and related issues concerning employee leave. (HQ, Region, CDC, FOA, commissaries: **DEST** when superseded or obsolete).

50-20 TOUR OF DUTY. Correspondence pertaining to guidance and related issues concerning employee duty schedules. (HQ, Region, CDC, FOA, commissaries: **DEST** when superseded or obsolete).

50-21 PAY ADMINISTRATION. Correspondence pertaining to guidance and related issues concerning employee pay. (HQ Region, CDC, FOA, commissaries: **DEST** when superseded or obsolete).

50-22 PERFORMANCE MANAGEMENT.

50-22a PERFORMANCE MANAGEMENT SYSTEM. Correspondence, policy letters, and directives implementing employee performance appraisal/standard guidance for the Performance Management System and the Performance Management Recognition System (Merit Pay) employees. (HQ, Region,

CDC, FOA, commissaries: **DEST** when superseded or obsolete).

- 50-23 **EMPLOYEE BENEFITS.** Correspondence pertaining to guidance concerning retirement, health, injury, life insurance, overseas allowances, etc. (HQ, Region, CDC, FOA, commissaries: **DEST** when superseded or obsolete, however individual case files are **DEST** 3 years after final action).
- 50-24 **INCENTIVE AWARDS.** *Relates to recognition program for employees.*
- 50-24a **INCENTIVE AWARDS.** Correspondence and guidance implementing the program. (HQ, Region, CDC, FOA, commissaries: **DEST** when superseded or as directed).
- 50-25 **PROBATIONARY FILES.** Correspondence, policy letter, directives concerning employee probationary periods and actions. (HQ, Region, CDC, FOA, commissaries: **DEST** when superseded or obsolete).
- 50-26 **AUTOMATED PERSONNEL PROGRAM.**
- 50-26a **CIVILIAN PERSONNEL DATA BASE.** Correspondence establishing the DeCA Civilian Personnel Data Base and providing guidance on its use. (HQ, Region: **DEST** after 3 years).
- 50-26b **PERSONNEL/PAYROLL AUTOMATED SYSTEM INTERFACE.** Correspondence establishing procedures, guidance, etc. (HQ: Permanent; Region, CDC, FOA, commissaries: **DEST** after 2 years).
- 50-27 **RELOCATION SERVICES PROGRAM.** Correspondence implementing the DeCA Relocation Services Program. (HQ: Permanent; Region, CDC, FOA, commissaries: **DEST** when superseded, obsolete, or no longer needed).
- 50-27a **RELOCATION SERVICES DOCUMENTS.** Forms and background documents to enter applicants into the relocation services program. (HQ, Region: **DEST** 1 year after expiration of eligibility).
- 50-28a **COMPETITIVE AREAS.** Listing of areas in which employees compete for retention under RIF procedures. (HQ, FOA, Region: **DEST** when superseded or obsolete).
- 50-28b **VOLUNTARY EARLY RETIREMENT (VERA)/VOLUNTARY SEPARATION INCENTIVE PROGRAM (VSIP).** Requests to OPM to implement the authority; approvals; statistics and similar documents. (HQ, FOA, Regions: **DEST** after 10 years).
- 50-29 **TRANSFER OF FUNCTION.** Documents relating to the methods and procedures utilized for accomplishing transfer of functions. Included are preliminary announcements and plans regarding such transfers, copies of personnel authorization documents reflecting assessment of transfer of function to operating elements, identification of positions to be transferred and similar matters. (HQ, FOA, Regions: **DEST** after 10 years. Retain in CFA 5 years before transfer).
- 50-30 **REDUCTION AND REALIGNMENT.** Information accumulated in fulfilling the requirements of statutes, directives, and policies governing action involving reduction of personnel and manpower spaces and installation and activity realignments. Included are realignment summaries, analyses and

assessments, case studies and justifications, environmental information, congressional notification documents, public announcements, implementation plans, and related documents. (HQ: **DEST** 10 years after completion or cancellation of related reduction or realignment; Region, CDC, FOA, commissaries: **DEST** after 5 years).

50-31 DoD PRIORITY PLACEMENT PROGRAM. Guidance pertaining to the DoD Priority Placement Program and its applicability to DeCA civilian personnel and positions. (HQ, FOA, Regions, commissaries: **DEST** when superseded or obsolete).

50-31a PRIORITY PLACEMENT PROGRAM ISSUES/MISCELLANEOUS CORRESPONDENCE. Correspondence and notes pertaining to priority placement program issues that are referred to DeCA for interpretation and/or response. DeCA comments forwarded to OASD on proposed changes to program directives. (HQ, FOA, Regions, commissaries: **DEST** after 2 years).

50-32 STAFFING STANDARDS

50-31a STAFFING STANDARDS POLICY. Documents pertaining to policy and procedures for statistical and engineered time standards, staffing guides, work sheets on individual DeCA work center standards. (HQ, Region, CDC, commissaries: **DEST** when superseded, obsolete, or no longer needed.)

50-31b STAFFING STANDARDS APPLICATION. Documents used in connection with development and implementation of manpower staffing standards, including work measurement sheets, personnel yardsticks, and personnel workload reports. (HQ, Region: **DEST** when superseded, obsolete, or no longer needed).

50-33 PERSONNEL STRENGTH. Reports regarding authorized and actual strengths of civilian and military personnel in DeCA and in elements thereof, personnel allotments for specific types of activities, strength by occupational speciality, reports of civilian personnel strength and similar data. (HQ, RM: Permanent. Other HQ offices, FOA, Region, CDC, commissaries: **DEST** upon receipt of new listing).

50-34 REQUIREMENTS AND UTILIZATION REVIEW. Documents establishing current and projected manpower requirements, statements of requirements for budgeting purposes, including budget estimates, and apportionment reviews, and for special committees, including Congressional committees. (HQ, RM: Permanent. Other HQ offices, Region, CDC, FOA, commissaries: **DEST** after 3 years).

55 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

55-4 EEO INSTRUCTIONS.

a. Documents created reflecting policies, procedures, instructions or functional responsibilities. (HQ: Permanent; cutoff on supersession or obsolescence).

b. Documents received reflecting policies, procedures, instructions or functional responsibilities. (**DEST** when superseded or no longer needed for reference).

55-6 EMPLOYEE SELECTIONS PROCEDURES. EEO analysis work sheets and statistical data. (HQ, Regions: **DEST** after 5 years).

55-7 **SPECIAL EEO PROGRAMS.** Material/exhibits related to Woman's Equality, Black History Month, Hispanic, People with Disabilities/Handicaps, Asians, American Indian, Federal Women's Month and other scheduled events. (HQ, Regions: **DEST** when no longer needed).

60 PLANS AND ANALYSIS

60-2 **PROJECTS/STUDIES.** Background and working materials, such as routine requests for reports or data, routine correspondence concerning administration of the project/study, extra copies of records or reference materials, data analyses and summaries, drafts and other preliminary papers leading to final results or findings needed to document the project/study. (HQ, FOA, Region, CDC, commissaries: **DEST** 3 years after completion of project/study).

60-3 **PLANNING AND MANAGEMENT DOCUMENTS.** Documents related to the formulation, management, administration and execution of individual planning and management programs such as program plans, studies and analyses, reports, letter guidance and direction, and related documents. (HQ, FOA, Region, CDC, commissaries: **DEST** 3 years after termination of program effort).

60-4 **SOURCE, SUPPORT OR CONTROL DATA.** Working papers, drafts, stenographic notes, tapes and disks that have been transcribed; charts; diagrams, or other graphic material used for briefings, or similar data that are summarized in final or other form which are used to facilitate or control work in progress and are not needed for record purposes. (HQ, FOA, Region, CDC, commissaries: **DEST** after 2 years or when no longer needed, whichever is sooner).

60-5 **STRATEGIC PLANNING.** Relates to long-range planning information which is intended to provide the direction for taking the Agency through the next 25 years in providing logistics and other support. HQ OPR: Permanent. Offer to NARA in 5 year blocks when 20 years old. (FOA, other HQ offices, Region, CDC, commissaries: **DEST** when superseded or when no longer needed for reference).

60-6 **MANAGEMENT PROJECTS.** Documents relating to specific proposals or projects to improve or simplify the manner or method of planning, directing, controlling or doing work and action taken on proposals. (HQ, FOA, Region, CDC, commissaries: **DEST** after 5 years or when no longer needed, whichever is sooner).

60-7 **PROGRAM BRIEFINGS.** Documents related to periodic presentations of proposed programs, forecasts, trends, and results of the execution of programs. Included are presentation materials such as charts, vugraphs, and other aids; memorandum of actions directed; record of questions and answers, and related documents. (HQ, FOA, Region, CDC, commissaries: **DEST** when no longer needed).

60-8 DeCA PRODUCTIVITY PROGRAM

60-8a **DeCA PRODUCTIVITY PROGRAM.** Documents relating to the establishment and administration of the DeCA Productivity Program. Included are productivity reports, award recommendations, correspondence, and related papers. (HQ, Region, CDC, FOA, commissaries: **DEST** when no longer needed for current operations).

60-8d **IDEAS CONTROL AND PROCESSING FILE.** Information used as suspense control of employee IDEAS on which action is not completed, and subjective index to completed ideas. Included are copies

of IDEAS forms such as DeCAF Form 70-1 and similar information. (HQ OPR: TRF from control file to appropriate IDEAS file upon final action; **DEST** 2 years after final action).

60-9 *DECA QUALITY. Materials used in the planning and execution of efforts in strategic planning, the administration of the DeCA Quality Council (DQC), DeCA Quality Management Boards (QMB) and Process Action Teams (PAT).*

60-9a DQC MEETINGS. Agendas, briefings, papers, minutes and working documents supporting the DeCA Quality Council operations. (Council Recording Secretary: **DEST** after 3 years; Other HQ Offices, Region, CDC, FOA, commissaries: **DEST** when superseded, obsolete, or no longer needed).

60-9b QMB MEETINGS. Agendas, briefings, papers, minutes and working documents supporting the DeCA Quality Management Board operations. Included also are Process Action Team administration working reports, working documents, papers and briefings. (Board Recording Secretary: **DEST** after 3 years; Other HQ, Offices, Region, CDC, FOA, commissaries: **DEST** when superseded, obsolete, or no longer needed. **NOTE: PAT documents are to be retained by the Chair of the QMB).**

60-9c QUALITY PERFORMANCE MEASURES. Includes materials, briefings and periodic reports of measurements of performance, especially those reports used to inform DeCA Director or region commander/director on quality indicators in strategic or operational plans. (HQ: **DEST** after 3 years; Region, CDC, FOA, commissaries: **DEST** when superseded, obsolete, or no longer needed).

70 FINANCE

70 FINANCE. These records relate to the overall financial management plans, budgeting, accounting, disbursement, and collection of appropriated and nonappropriated funds.

70-1c FINANCE. Documents relating to overall financial matters. (HQ, Regions: **DEST** after 10 years; commissaries **DEST** after 1 year).

70-1d APPROPRIATIONS - FINANCIAL MANAGEMENT. Documents relating to overall financial management of appropriations. (HQ, Regions: **DEST** after 10 years).

70-1e STOCK FUND - FINANCIAL MANAGEMENT. Documents relating to overall financial management of stock funds. (HQ, Regions: **DEST** after 10 years).

70-1f REVOLVING FUNDS - Documents relating to the accounting for funds of a revolving nature. (HQ, FOA, Regions: **DEST** after 10 years)

70-1g SUPPORT AGREEMENTS. Documents relating to the budgeting financial and support responsibilities provided for in agreements between DeCA and activities supporting DeCA. (HQ, RM office executing agreements: **DEST** 3 years after supersession, cancellation or termination of the agreement. Other HQ offices, Regions, CDC, FOA, commissaries: **DEST** when superseded, obsolete, or no longer required).

70-2 **BUDGETING.** *Relates to the budget program, such as the financial plan, annual budget, directives and guidance, budgetary practices and procedures, and budget estimates and justifications.*

70-2d **BUDGET REVIEW.** Documents relating to the review of the budget, including budget hearings, markups, and reclaims. (HQ, RM: Permanent. Regions: **DEST** after 10 years).

70-2e **BUDGET EXECUTION.** Resource Management documents reflecting the apportionment and allocation of budget items, including financial plans and operating budgets. (HQ, Regions: **DEST** after 15 years).

70-3 **FUNDS ACCOUNTING.** Documents relating to the overall administration of funds accounting matters and systems. (HQ, Regions, CDC: **DEST** after 10 years).

70-4a **ALLOTMENTS.** Files relating to transactions making specific funds allocated to a fiscal operating agency available for obligation to field installations, either through allotment or suballotment accumulated by fiscal administrative elements. (HQ, FOA, Region, CDC, commissaries: **DEST** 6 years and 3 months after the case of the fiscal year).

70-4b **JOURNALS.** Books of original entry maintained to record all financial transactions and to summarize accounting for monthly posting to the general ledger, consisting of the general journal, and special journals such as fund receipt, fund disbursement, and obligation journals. (HQ, FOA, Region, CDC, commissaries: **DEST** after 2 years).

70-4e **TRIAL BALANCES.** Trial balances for meat and produce departments and any subdepartments prepared from general ledger accounts. (HQ, Region, CDC, commissaries: **DEST** after 1 year).

70-4f **FINANCIAL REPORTS.** Copies of reports forwarded to higher echelon, such as: status of allotments; advance report of cumulative obligations; special open allotments; net expenditures, reimbursements, and related cash transactions; transactions for others, special data, schedule of foreign payments and foreign receipts; preparation of sales or salvage of military property; military deposits and repayments; daily report of checks drawn, status of advance payments to contractors; acquisition, rehabilitation, repair; report of appropriation reimbursements; status of reimbursements; miscellaneous net disbursements and net collections; objects classification summary; comparable reports; and related documents. (HQ, Region, CDC, commissaries: Status of allotments reports and acquisition, rehabilitation, repair **DEST** 1 year after all transactions relating to the accounts have been closed. Other report files **DEST** after 1 year).

70-5 **REVOLVING FUNDS, OTHER THAN STOCK FUNDS.**

70-5a **REVOLVING FUNDS.** Documents relating to the accounting for funds of a revolving nature. (HQ, Region, CDC, commissaries: **DEST** after 6 years and 3 months).

70-6 **STOCK FUNDS.** *Related to the accounting of stock funds.*

70-6a **STOCK FUND ACCOUNTING.** Documents which relate to the general administration of the stock fund accounting system. (HQ, Region, CDC: **DEST** after 6 years and 3 months).

70-6b **STOCK FUND JOURNALS.** Books of original entry consisting of journals of stock fund inventory transactions, journals of installation accounting information, cash receipt journals, cash disbursement

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journals, and general journals. (HQ, Region, CDC, commissaries: **DEST** 2 years after closing of the journals and posting of required data to ledger accounts).

70-6c **STOCK FUND POSTING MEDIA.** Periodic reports of stock fund inventory transactions and supporting documents posted to the journal accounts. (HQ, Region, CDC, commissaries: **DEST** 1 year after posting to journal accounts).

70-6d **STOCK FUND LEDGERS.** General and subsidiary ledgers, containing accounting data posted from the journal accounts. (HQ, Region, CDC, commissaries: Cut off ledger sheets that are filled or closed at end of fiscal year and **DEST** after 6 years and 3 months).

70-6e **STOCK FUND FILES.** Accounts receivable consisting of issue documents; and amounts payable consisting of receipt (vendor credit memos) documents and transportation payable files -all supporting the general ledger control files. (HQ, Region, CDC, commissaries: **DEST** after 6 years and 3 months).

70-6f **STOCK FUND FINANCIAL STATEMENTS AND SCHEDULES.** Copies of financial statements and supporting schedules submitted monthly or quarterly. (HQ, Region, CDC: **DEST** after 5 years).

70-6g **STOCK FUND LEDGERS AND REPORTS.** General and subsidiary ledgers, journal voucher files, consolidated quarterly working papers, and copies of reports submitted to OSD. (HQ, Region, CDC, commissaries: **DEST** after 6 years and 3 months).

70-6h **STOCK FUND FINANCIAL STATEMENTS AND SCHEDULES.** Copies of field activities statements and schedules used in preparation of HQ reports. (HQ, Region, CDC: **DEST** after 5 years).

70-7 ***DISBURSEMENT, REIMBURSEMENT, COLLECTIONS, AND ADJUSTMENTS.*** *Relates to funds disbursements, reimbursements, collections, and adjustment functions usually performed by an accountable disbursing officer or his agent, or by other authorized collections or sales officers.*

70-7a **MONETARY COLLECTIONS AND PAYMENTS.** Documents relating to the overall administration of funds disbursements, reimbursement, collections, and adjustments functions. (HQ, Region, CDC, commissaries: **DEST** when superseded, obsolete, or after 10 years, whichever is sooner).

70-8 ***COMMISSARY SALES AND RECEIPTS.*** *Documents supporting sale and receipt transactions at commissaries.*

70-8a **COMMISSARY SALE AND RECEIPT DATA.** Documentation supporting sale and receipt transactions at commissaries. Included are receipts, Roll-up Summary, No Liability Listing, Contract Disputes Listing, forms such as: Vendor Credit Memos (VCM),(DeCAF 70-10), Store Block Control Journal (SBCJ), (DeCAF 70-12), Voucher Register and General Control (VRGC), Report of Deposits (DD Form 707), Deposit Ticket (SF 215), Summary Audit Log, and Summary of Daily Receipts (DeCAF 70-15), End of Day Reports, and Charge Sales. (HQ, Region, CDC, commissaries: **DEST** after 6 years and 3 months. OC: Copies of DD 707, DD 1131 and SF 215: **DEST** after 2 years).

70-8b **COMMISSARY FEEDER DATA.** Commissaries:

- (1) **DEST** Document Log (DeCAF 70-14) and Call Order Register-Manual Resale/Subsistence (DeCAF 10-1) after 6 years and 3 months;
- (2) **DEST** Commissary Accountability Variance Statement (DeCAF 70-22) and Consolidated Statement of Accounting Variance (DeCAF 70-23) after 2 years;
- (3) **DEST** Commissary Charge Account Request (DeCAF 70-8) and Notice of Delegation of Authority-Receipt for Supplies (DeCAF 70-9) 6 months after next update;
- (4) **DEST** Daily shipping/receiving documents after 3 months;
- (5) **DEST** Record of Operation (DeCAF 40-10) after next inventory;
- (6) **DEST** Internal documents maintained at commissary level, forms such as coupon transmittals, Commissary Receiving Tally Register (DeCAF 40-53), Document Input Transmittal (DeCAF 70-24), Order for Supplies or Services, (DD 1155), Commissary Statistical Data (DeCAF 70-21), Daily shipping/receiving documents for roll-ups. All remaining data after 1 year.

70-8c DETAIL AUDIT TAPES. CASH REGISTER TAPES WHICH DEPICT INDIVIDUAL DAILY TRANSACTIONS. Tapes are removed from each register, placed in a bag and secured. The bag is then placed in a records holding box and the box is secured when full. Each bag is labeled with name of commissary, contents and date. (Commissaries: **DEST** after 1 year). **NOTE: If an audit and/or an investigation is planned, or if there are any indications of wrongdoing where tapes may be used or needed to confirm or clear individual and/or activity of wrongdoing, these tapes will be retained for one additional year after completion of the investigation. If an individuals are convicted of wrongdoing and detail tapes are used as evidence, these tapes must be retained until all appeals are exhausted.**

70-9 *DeCA INTERIM BUSINESS SYSTEM (DIBS).* System reports generated to support commissary financial date input into the system.

70-9a AGE DUE-IN REPORT. Lists past-due-in items, based on a specified number of days. (Commissaries: **DEST** when no longer required).

70-9b CALL REGISTER/SUMMARY. Included are Call Order Register/Call Category Summary and Call Order/Call Order Summary. (Commissaries: **DEST** after 6 years and 3 months).

70-9c CASE AND TONNAGE REPORT. Provides warehouse and store production data. (Commissaries, OPP, OOP: **DEST** when no longer required).

70-9d CHARGE SALE SHIPPING LIST. Provides price extended shipping list for warehouse charge sale customers. Included are Charge Sale Shipping List and Charge Sale Shipping List-Store. (Commissaries: **DEST** after 6 years and 3 months).

70-9e RECOMMENDED ORDER LIST C/F. Included are the Chill & Freeze Items, MILSTRIP/requisition/order/receipt worksheet, requisition status update Recommended Order List. (Commissaries: **DEST** when no longer required except **DEST** Recommended Order List after 2 years).

70-9f DEMAND REPORTS. Reports that are on the system but are only printed when needed. Included in this file are: CMF Compare Report, Container Status Report, Contract Headers Report, Coupon Transmittal Report, Distressed/Reduced Items Report, Diverted Shipment Report, Duplicate Contracts/Items Deletion Report, OSA Audit Log Report, Excess Items Listing, Excess Transfers Report, High Dollar/Quantity Order List and Diverted Shipment Report and Diverted Shipment Error Report.

(Regions, OPP, OOP, commissaries: **DEST** when no longer needed. **DEST** Diverted Shipment Error Report when problem is resolved).

70-9g **INVENTORY REPORTS.** Included in this file are: Inventory PDED Input Error Report, Inventory Price Labels, Inventory Recount List, Inventory Results Report, Inventory To Sales Ratio, PDED Error Listing and Inventory Work List. (Commissaries, OPP, OOP: **DEST** after 6 years and 3 months. Inventory Price Labels are to be **DEST** after the physical inventory process and the PDED Error Report and Listing are **DEST** after corrections are made).

70-9h **LOCATION SURVEY.** Provides recorded locations for warehouse or store. Included are Missing Status Report, New NSN Roll-Over Report. (Commissaries, OPP, OOP: **DEST** when no longer required).

70-9i **ORDER CONFIRMATION REPORT.** Provides information to the issuing store for each PDED Shelf Stock Replenishment (SR) order to be filled by other than the requesting store's warehouse. (Commissaries: **DEST** after 2 years).

70-9j **OSA/DVD Report.** Used as a cover document for vendor delivery tickets to accomplish voucher examination and make payments. (Commissaries: **DEST** after 6 years and 3 months).

70-9k **OSD VENDOR/REJECT/ORDER LISTING.** Includes the OSD Vendor list and the Rejected OSA Order Listing. (Commissaries: **DEST** when no longer required).

70-9l **PRICE ADJUSTMENT INVENTORY.** When the "Receipt Pricing" option is activated in DIBS, changes in price from the last receipt are noted by DIBS and all lots are updated with the latest receipt price. (Commissaries, OPP, OOP: **DEST** when no longer required).

70-9m **PRICE VERIFICATION REPORT.** Lists each stock number with a shelf price different from its unit sell price on the CMF, and entry errors. Used to verify prices, make changes as required, and correct entry errors. (Commissaries: **DEST** after 1 month).

70-9n **RECOMMENDED ITEM LIST.** Provides a listing of all items recommended for addition or deletion to the authorized stockage list. (Commissaries: **DEST** when approved/disapproved).

70-9o **REJECTED DIC TRANSACTIONS.** Lists transactions from ASAC that could not be processed by DIBS. (Commissaries, OPP, OOP: **DEST** when resolved).

70-9p **END OF DAY REPORTS.** Included are the Report of Discrepancies Shipping, and Summary Audit Log and Batch Reconciliation Report. (Commissaries, OPP, OOP: **DEST** after 6 years and 3 months).

70-9q **ANALYSIS REPORTS.** Included are the Report of Purchase By Store, Shelf Allocation Report, Store Line Item Analysis (Main Report), and Store Line Item Analysis (Summary) and Requisition Analysis Report. (Commissaries: **DEST** when no longer required except **DEST** Requisition Analysis Report after 1 year).

70-9r **STOCKERS LIST.** Serves as a backup in event DIBS is unavailable and a Warehouse Pull List cannot be printed. (Commissaries: **DEST** when replaced by new list).

70-9s **SUPPLEMENTAL PRICE LIST.** Lists price changes that are different from the item's current shelf

price. (Commissaries: **DEST** after 6 years and 3 months).

70-9t **MASTER FILE REPORT.** Included are the Uniques Master File Report and the UPC/NSN Cross-Reference List. (Commissaries: **DEST** when replaced by new report).

70-9u **VENDOR PRICE REDUCTION FILE.** Included are the Vendor Credit Register, VPR Error List, VPR Item List Programmed/Off-Invoice VPR Listing and VPR Notice. (Commissaries, **OPP**, **OOP**: **DEST** when no longer required except **DEST** VPR Notice after all VPR promotions are complete).

70-9v **WAREHOUSE REPORTS.** Included are the Central-Warehouse Shipping Discrepancies Report, Warehouse Denial Report, Not-in-Stock Listing and Price Extended List. (Commissaries, **OPP**, **OOP**: **DEST** after 2 years except Not-In-Stock Listing and Price Extended List **DEST** after 6 years and 3 months).

70-9w **WAREHOUSE/PULL/SHIPPING/LABEL REPORT.** Included are Warehouse Pull Labels and Warehouse Pull/Shipping List. (**OPP**, **OOP**: **DEST** unused labels after warehouse denial process and Warehouse Pull/Shipping List after 1 week).

70-10 **GOVERNMENT CHARGE CARD PROGRAM**

70-10a **GENERAL CHARGE CARD CORRESPONDENCE FILES**

(1) General correspondence relating to the charge card program that cannot logically be filed with the detailed records. (HQ, Region, CDC, commissaries: **DEST** after 1 year).

(2) Documents relating to the charge card program that are received for information only on which no action is required. (HQ, Region, CDC, commissaries: **DEST** when no longer needed for current operations).

70-10b **CHARGE CARD SYSTEM REPORTS.** Reports furnished by the firm issuing the cards on employees utilizing the program such as delinquency statistics, performance identification on potential abuse/misuse of the card privilege, payment information, charge activity, and similar information. (HQ, Region: **DEST** after 1 year).

70-10c **GOVERNMENT CHARGE CARD APPLICATIONS.** Records provide an audit trail of employees requesting enrollment into the Government Charge Card Program and their acknowledgement to fulfill the terms and conditions of the agreement. (HQ, Region: **DEST** 1 year after employee terminates the program).

70-10d **GOVERNMENT CHARGE CARD TRANSFER FORMS.** Records provide an audit trail for employee accounts transferred within or outside of DeCA. (HQ, Region: **DEST** 1 year after employee terminates the program).

70-11 **DISHONORED CHECK FILES.** Checks returned by the financial institution on which it was drawn because of insufficient funds, closed account, no account, or other like reasons and related information. (Commissaries: **DEST** after 3 years after final action).

70-12 **REIMBURSEMENTS.** Documents relating to the transfer of funds or payment to other departments

or agencies for material or services furnished. (HQ, Region, CDC: **DEST** after 10 years; commissaries: **DEST** after 2 years).

70-13 **ADJUSTMENTS.** Relates to adjustments in accounts due to the loss, unserviceability, or destruction of property, and determinations of or release from pecuniary liability.

70-13a **CHARGES COLLECTION RECORDS.** Case files accumulated in connection with the collection of pecuniary charges against individuals as a result of approved reports of survey or other adjustments procedures. (HQ, Region, CDC commissaries: **DEST** 2 years after final action).

70-14 **COST ACCOUNTING.** *Relates to the accounting systems devised to record, classify, and summarize costs of material, labor and overhead incident to the maintenance and operation of installations and activities.*

70-14a **COST ACCOUNTING.** Documents relating to the overall administration of the cost accounting functions. (HQ, FOA, Region, CDC: **DEST** after 3 years).

70-14b **COST ACCOUNTING PROCEDURES.** Documents prescribing the methods and procedures for operating the cost accounting system. (HQ, FOA, Region, CDC, commissaries: **DEST** when superseded or obsolete).

70-15 **FINANCIAL INVENTORY ACCOUNTING (FIA).** *Relates to the accounting for property (stocks) in financial terms rather than or in conjunction with quantitative terms.*

70-15a **FINANCIAL INVENTORY ACCOUNTING.** Documents relating to the overall administration of the financial inventory accounting system. (HQ, Region, CDC, commissaries: **DEST** after 10 years).

70-15b **FINANCIAL INVENTORY ACCOUNTING PROCEDURES.** Documents prescribing the methods and procedures for operating the financial inventory accounting system. (HQ, Region, CDC, commissaries: **DEST** 10 years after supersession or obsolescence).

70-15c **FINANCIAL INVENTORY ACCOUNTS.** Documents serving as an integral part of the accounts such as category journals, category ledgers, general ledgers, financial inventory control records, financial statements, and related posting media. (HQ, Region, CDC, commissaries: **DEST** after 10 years).

70-15d **FINANCIAL ACCOUNTING REPORTS.** Reports reflecting the financial values of inventories together with related analyses. (HQ, Region, CDC, commissaries: **DEST** after 10 years).

70-16 **CONTRACT ADVISORY AND ASSISTANCE SERVICE (CAAS) PROGRAM.** Documents pertaining to the establishment of program and changes thereto, mandated by DOD Directive 4205.2, DOD Contracted Advisory & Assistance Services (CAAS). (HQ: **DEST** when superseded, obsolete or no longer required).

70-16a **CONTRACT ADVISORY AND ASSISTANCE SERVICE (CAAS) CONTRACTS.** Documents pertaining to the development of the CAAS contract. Included are purchase request, statement of work and contractor's final deliverable. (HQ: **DEST** 6 years and 3 months after completion of contract).

70-17 **MANPOWER.** *Relates to overall control of manpower resources in DeCA. Excludes training and*

career management.

70-17a **MANPOWER.** Documents relating to the administration of manpower matters. (HQ, Regions, commissaries: **DEST** after 5 years).

70-17b **MANPOWER AUTHORIZATIONS.** Documents regarding the allocation, increase, or decrease of manpower spaces in DeCA and in elements thereof. (HQ, Regions: **DEST** after 5 years).

70-17c **MANNING DOCUMENTS.** Documents relating to tables of distribution reflecting the organizational element, the grade, category, and number of civilian and military personnel authorized to DeCA activities. Includes drafts of proposed documents, justifications, coordinating actions, and published final manning documents (to include mobilization manning documents.) (HQ: **DEST** after 5 years; FOA, region, CDC, FOA, commissaries: **DEST** on receipt of new document).

70-17d **MANPOWER SURVEYS.** Documents accumulated in connection with manpower surveys and studies covering such subjects as personnel authorizations, manning levels, manpower analysis, and emergency requirements. Includes inventory and appraisal reports, manpower survey schedules and reports, and comparable documents. (HQ OPR: **DEST** after 5 years; **Other offices** maintaining extra copies of manpower surveys and worksheets: **DEST** when superseded by next survey).

70-18 **MANAGEMENT STUDIES.** Documents developed/collected during the conduct of management studies. Includes the finalized study reflecting action taken. (HQ office conducting study: **DEST** after 5 years or when no longer required. Other offices of HQ, FOA, Region, CDC, commissaries being studied: **DEST** when no longer needed for reference).

70-19 **ORGANIZATION AND FUNCTIONS MANAGEMENT.** Relates to establishment of and changes in organization, mission, functions and relationships including staff directories, missions and functions manual, similar documents and rationale for changes. (HQ, RM: Permanent. Other HQ offices, Region, CDC, FOA, commissaries: **DEST** when superseded, obsolete or no longer required).

70-20 **MEMORANDUMS OF POLICY.** Documents relating to both numbered and unnumbered memos of Policy and Staff Memos, including comments establishing DeCA positions. (HQ: **DEST** after 10 years).

70-21 **JOINT CHIEF OF STAFF NOTES AND REPORTS.** Documents relating to both numbered and unnumbered notes and reports provided either by or to JCS staff elements. Includes comments and staffing notes establishing a DeCA position. (HQ: **DEST** after 3 years).

70-22 **COMMERCIAL ACTIVITY (CA) PROGRAM.** *Documents accumulated in the initiation, analysis and implementation of the Commercial Activity Program including performance work statements, management studies, and cost comparison studies.*

70-22a **CA POLICY/PROCEDURES.** Documents pertaining to overall policy, procedures, and administration of the CA Program. (HQ, CONUS Regions, Districts, CDC, commissaries: **DEST** when superseded, obsolete, or no longer needed for reference).

70-22b **CA CASE FILES.** Case files containing performance work statements, management studies, cost comparison studies, and other related documents for specific studies. (HQ, Regions: PIF after completion of subsequent study; **DEST** after 5 years).

70-23 *DECA ELECTRONIC PAYROLL SYSTEM. Records documenting actions taken to implement the system.*

70-23a PAYROLL SUBSTANTIATING DOCUMENTS. These files include information; official authorizations for continuing, changing, cancelling, withholding, or deducting amounts from a person's wages; and/or copies pertaining to the following:

- (1) Pay authorizations, promotions, increases, and adjustments - SF50 (Notification of Personnel Action) and SF75 (Request for Preliminary Employment Data).
- (2) Suggestion and incentive awards.
- (3) Authorization for payment of subsistence and quarters - SF1190 (Foreign Allowances, Grant, and Report).
- (4) Records of leave data - SF1150 (Record of Leave Data).
- (5) Withholding tax exemption certificates - IRS Forms W-4, state, city and county.
- (6) Authorized deductions for liquidation of indebtedness to the US.
- (7) SF2809 (Health Benefit Registration Form).
- (8) SF2810 (Notice of Change in Health Benefit Enrollment).
- (9) SF1192 (Authorization for Purchase and Request for Change U.S. Series EE Savings Bonds).
- (10) SF1198 (Request by Employee for allotment of Pay for Credit to Savings Account with a Financial Organization).
- (11) SF1189 (Request by Employee for Payment of Salaries or Wages by Credit to Account at a Financial Organization).
- (12) SF1187 (Request for Payroll Deductions for Labor Organization Dues).
- (13) CSC Form 804A (Voluntary Allotment for Payment of Charitable Contributions to Combined Federal Campaign (CFC) Organizations, etc.)
- (14) Individual requests for pay or leave information.
- (15) Information that affects a person's pay.
- (16) Notices of levy-IRS Form 668 (Notice of Levy), IRS Form 2759 (Agreement for Liquidation of Federal Tax through Payroll Deductions).
- (17) Notices of exception.
- (18) Notices of court-ordered garnishment of pay for alimony and for child support.
- (19) Waivers of the US arising out of erroneous payments of pay and allowances.

(20) Related approvals or disapprovals. (Region, FOA: **Active Employees:** Remove documents that have been superseded or cancelled and place in an inactive file and **DEST** after 4 years. **Inactive Employees:** Remove entire file when employee separates/terminates or retires and **DEST** after 4 years.)

80 LEGAL MATTERS

80 *LEGAL MATTERS. These records concern judiciary boards and proceedings, decision, opinions, and policies applicable to civil law and military affairs; international, foreign, procurement, and contract law; legal assistance for military personnel and their dependents; policies and procedures relative to patents, inventions, taxation, land litigation; trial by courts-martial, including pretrial, trial, and post trial procedures; nonjudicial punishment; investigation, processing, settlement, and payment of claims against or on behalf of the Government.*

80-2 **LEGAL REPRESENTATION.** Documents on assistance given the Department of Justice in the defense of military personnel and DOD civilian employees against civil or criminal proceedings arising out of omissions or acts committed by them in the course of their official duties, but not proceedings against the U.S. or its instrumentalities. Included are advisory reports; investigative reports; litigation reports; pleadings; communications with the Department of Justice, U.S. Attorneys, and other organizations, agencies, activities, and persons, both within and without the Federal Government; related papers. (GC, HQ DeCA: Cases involving litigation: **DEST** after 15 years. Other cases: **DEST** 10 years after date of accident or incident).

80-2a **LEGAL OPINION PRECEDENTS.** Documents showing legal opinions concerned with interpretations of statutes, laws, regulation, investigations, and similar legal matters. Excluded are documents on a specific claim, investigation, or case. The excluded documents will be disposed of with the claim, investigation, or case file to which they belong. (HQ: **DEST** on obsolescence).

80-3 **LEGISLATION FILES.** Documents on preparing and processing of legislation. Executive Orders, proclamations, and reports on legislation proposed by or of interest, but exclusive of appropriation bills. Included are communications containing drafts of legislation proposed and reports on Congressional committees on introduced legislation; comments on legislative proposals and reports on legislation proposed by, or the responsibility of the Secretary of Defense, Navy, or Air Force; reports to the Office of Management and Budget; and related papers. (HQ: Private claims legislation: **DEST** 50 years after final action. All other legislation: Permanent; PIF at close of each Congress, COFF at the end of that year; retain in CFA 5 years then TRF to Records Center).

80-3a **LEGISLATION COMMENTS.** Documents showing comments on proposed legislation. Executive Orders, proclamations, and reports which are initiated by or for which chief responsibility for action has been assigned to another staff agency or command. Included are related copies of the organization's comments, copies of proposed legislation, and related papers. (HQ: Offices of legislative officers or person designated to coordinate and control the legislative activities of DeCA: **DEST** after 5 years).

80-4 **APPEARANCE AS COUNSEL IN CIVIL COURT FILES.** Documents on the appearance of military personnel and DeCA civilian employees as counsel before civil courts, administrative tribunals, regulatory bodies, or government agencies. Included are: requests with supporting or related papers, letters, and other documents indicating coordination involved; action taken on the requests. (HQ: **NOTE:** File the above documents in the litigation file when the appearance concerns litigation involving or of interest to the DOD).

- 80-5 PECUNIARY CHARGE APPEALS. Information on the review, processing, and making of determinations in connection with appeals on the establishment of pecuniary charges. Pecuniary charges are established as a result of reports of survey covering loss of property, board proceedings covering losses or shortages in appropriated or nonappropriated funds, and proceedings on the loss of individual's property. Included are copies of reports of survey, copies of proceedings of boards, inquiries from and answers furnished GAO, and similar information. (GC, HQ DeCA: DEST 10 years after close of case).
- 80-6 LAW ENFORCEMENT AGENCY CRIMINAL TYPE REPORTS. DCIS and other law enforcement agency reports about crimes against the Government, except those involving espionage, sabotage or loyalty matters. Included are reports containing criminal suitability type information on members of the services and DOD civilians which are sent to commands and agencies for information or proper action. (GC, HQ DeCA: DEST after 1 year).
- 80-7a SHELF LIST CARDS. Cards indicating all books in the library arranged in the order in which the books stand on the shelves, and reflecting item identification by classification, title, author, voucher numbers (additions or reductions), and other information necessary to facilitate the process of accountability. (GC, HQ DeCA: DEST after all items indicated thereon have been dropped from accountability record).
- 80-8 JUDICIAL INFORMATION RELEASE FILES. Documents on the release of information for use in litigation in response to subpoenas, court orders, or requests. Included are requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memorandums of law, the coordinating actions, and related papers. **To the extent possible, file these papers in the particular file to which the information release pertains (example, the proper personnel, patent, or claim file).** (GC, HQ DeCA: Safeguarded information: DEST after 10 years. Nonsafeguarded information: DEST after 2 years).
- 80-9 COUNTRY LAW STUDIES. Information on the preparation of studies showing an examination of the substantive and procedural criminal laws of each foreign country in which regularly-stationed US military assigned to DeCA are subject to the criminal jurisdiction of foreign authorities, and comparisons with procedural safeguards of a fair trial in the U.S. (GC, HQ DeCA: DEST on supersession or when no longer needed for reference whichever is first).
- 80-10 COURT-MARTIAL STATISTICS. Documents on the preparation and compilation of statistical data on cases processed by military courts. Included are reports of summary and special court-martial cases prepared by staff judge advocates at general court-martial jurisdictions (based on records of trial by summary and special courts-martial received from convening authorities); related statistical data prepared by OTJAG; and similar papers. (GC, HQ DeCA: DEST after 1 year).
- 80-11 LITIGATION CASES. Documents on actual or potential legal proceedings. Included are advisory reports; investigative reports; litigation reports; copies of processes and plenary; communications with the Department of Justice and U.S. Attorneys, and with other organizations, agencies, activities, and persons both within the without the Federal Government; and related papers. Documents on litigation matters involving patents, copyrights, trademarks, and proposition data. Real property acquisitions are properly considered a part of and will be filed in those files. (GC, HQ DeCA: DEST 6 years after completion of litigation).
- 80-12 FOREIGN JURISDICTION CASES. Information on civil or criminal trial and confinement of persons subject to the court-martial jurisdiction by foreign courts or foreign administrative agencies.

Included are individual case reports on the exercise of criminal jurisdiction by foreign tribunals; trial observer reports; requests for provision of counsel; records of trials; requests for local authorities to refrain from exercising their criminal jurisdiction; communications with staff judge advocates, DOD, diplomatic missions, and other organizations. (GC, HQ DeCA: **DEST** after 30 years. Cut off yearly following acquittal, fine, reprimand, dropping of charges, or on completion of sentence, as applicable).

80-13 **WITNESS APPEARANCES.** Documents on requests for military personnel and DOD civilian employees to appear as witnesses before civil courts, administrative tribunals, and regulatory bodies. Included are requests with supporting documents; letters; electrically transmitted messages; personnel action forms; and other papers indicating action taken on the requests. (GC, HQ DeCA: **DEST** after 2 years).

80-14 **FRAUD AND IRREGULARITIES.** Documents relating to incidents and allegation of fraud, criminal conduct, collusive bidding, gratuities clause violation, and similar matters. When such cases involve or result in litigation, use appropriate numbers in this series. (GC, HQ DeCA: **DEST** 6 years after file is closed).

80-15 **AGENCY CLAIMS.** Copies of case files or components which are kept by staff agencies, certain regional offices, and Engineer Divisions which relate to claims arising at subordinate installations. (GC, HQ DeCA: **DEST** after 10 years).

80-15a **CLAIM INVESTIGATION REPORTS.** Documents showing the results of investigation of accidents and incidents which could but do not result in the filing of a claim. Included are investigation reports; marine casualty investigation reports; statements of witnesses, and related papers. (GC, HQ DeCA: Reports on possible claims against the Government: **DEST** after 10 years. Cut off on expiration of the pertinent statutory period for filing a claim. Reports on possible claims in favor of the Government on which no claim exists: **DEST** after 10 years).

80-15b **CONTRACT ADJUSTMENTS AND CLAIM DETERMINATIONS.** Information showing recommendations or determination on adjustment of contract under Public Law 85-804 and on contract claims asserted by a contractor against the Government, or by the Government against a contractor. They also accumulate in reporting contractor bankruptcies so that, if appropriate, claims in favor of or against the bankruptcy can be asserted. Included are copies of contractor claims an adjustment requests, contractual documents, documents containing justification or support for the claim or adjustment request; determinations, recommendations; memoranda of law; coordinating actions; bankruptcy reports, and related information. **NOTE: To the extent practical, documents described above should be filed with and disposed of with the related contract file. When bankruptcies and contract claims and adjustments result in litigation, the files described above will be filed and disposed of with the pertinent litigation file.** (GC, HQ DeCA: **DEST** 10 years after final determination or settlement. Regions: **DEST** 6 years after final settlement of claim or litigation).

80-15c **PERSONAL PROPERTY CLAIMS.** Case files on claims against the Government by members of the Armed Services, by civilian employees of the Department of Defense for damage, loss or destruction of personal property incident to their service. (GC, HQ DeCA: **DEST** 10 years after final action on case).

80-15d **PROPERTY DAMAGE CLAIMS.** Case files on claims in favor of DeCA for damage, loss, destruction of property. (GC, HQ DeCA: Collected claims: **DEST** 10 years after final action on the case. Uncollected claims: **DEST** 10 years after completion of litigation or determination that the case will not be prosecuted. Regions: **DEST** cases settled locally 5 years after final action on the case).

80-15e TORT CLAIMS. Case files on tort claims for damage, loss or destruction of private property; personal injury or death resulting from negligence of wrongful acts or omission of acts by military personnel and civilian employees. (GC, HQ DeCA: **DEST** 10 years after final action on the case).

80-15f FOREIGN CLAIMS. Case files on claims against the U.S. by inhabitants of a foreign country or by a foreign government or a political subdivision for damage, loss or destruction of private property or personal injury or death caused by military personnel or civilian employees stationed in the country concerned. (GC, HQ DeCA: **DEST** 10 years after final action on the case).

80-16 CRIMINAL INCIDENT/INVESTIGATIONS FILE. Reports of investigation, messages, statements of witnesses, subjects and victims, photographs, laboratory reports, data collection reports, and other related papers. Records pertain to civilian and military personnel of DeCA, contractor employees and other persons who committed or are suspected of having committed a felony or misdemeanor on DeCA controlled activities or facilities; or outside of those areas in cases where DeCA is or may be a party of interest. (GC, HQ DeCA: **DEST** 3 years after completion of investigation or incident).

80-17 COPYRIGHT LICENSES AND ASSIGNMENTS. Documents showing interests of the Government in or under copyrights procured or obtained on behalf of the DOD whether or not recorded in the Office of the Register of Copyrights. Included are copies of copyright license and assignments and other instruments. (GC, HQ DeCA: **DEST** after 50 years. Retire when no longer needed for current operations).

80-18 INTELLECTUAL PROPERTY OPINIONS. Information on interpreting or rendering opinions on all matters of invention, patent, copyright, data, and other intellectual property rights which are not described elsewhere in the 80 series of records. (GC, HQ DeCA: **DEST** on supersession or obsolescence).

80-19 *STANDARDS OF CONDUCT. Relates to matters involving Standards of Conduct for military and civilian personnel.*

80-19a STANDARDS OF CONDUCT. Documents relating to the establishment and overall management of a system designed to assure that DeCA personnel do not have conflicts of interest and are aware of and adhere to codes of ethics and standards of conduct. (HQ, FOA, Region, CDC, commissaries: **DEST** when superseded or obsolete).

80-19b EMPLOYMENT AND FINANCIAL INTEREST STATEMENTS. Information showing Government employment, private employment, and financial interest of civilian employees and military personnel required to file such statements under DoD. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments and related information. (HQ: **DEST** 3 years after separation, retirement, reassignment or death of the person. **DEST** control lists when superseded or obsolete; Region, FOA, CDC, and commissaries: **DEST** related information when superseded or obsolete).

90 INSPECTIONS/INVESTIGATIONS/INTERNAL REVIEW

90 *INSPECTIONS/INVESTIGATIONS. These records concern process reviews, assistance, inquiries, and investigations relating to activities and matters pertaining to the performance of mission and the state*

of discipline, efficiency, and economy of DeCA by The Inspector General and other inspectors general. Includes security and criminal investigations, and staff/assistance visits and other inspections which are performed by other DeCA personnel.

90-1b IG PROCESS REVIEWS, INSPECTIONS AND SPECIAL ASSESSMENTS. Information relating to process reviews, special interest process reviews, follow-ups, personnel conference periods, inspections and similar files pertaining to inspections made of the command by DOD/DeCA IG. (DeCA IG, Regions, CDC, commissaries: **DEST** 1 year after the next comparable review or inspection).

90-1c IG INQUIRIES AND INVESTIGATIONS. Information relating to inquiries and investigations conducted by DeCA inspectors general, DOD inspectors general and services inspectors general. This includes information concerning fraud, waste, and abuse, standards of conduct, injustice to individuals and other similar information. (HQ, Region, CDC, FOA, commissaries: **DEST** 3 years after case closure in CFA).

90-1d OTHER INQUIRIES, INSPECTIONS AND INVESTIGATIONS. Information and reports relating to inquiries and investigations **not conducted by inspectors general at DeCA subordinate activities**. Examples are inspections/inquiries conducted by commander/director, appointed officials, DeCA directorates/staff offices, and the DeCA security officer. This includes information concerning physical security, information security, operations security, and loss prevention. (HQ: **DEST** after 3 years).

90-1e IG ACTION REQUESTS. Information accumulated by inspectors general during the processing of complaints, requests for assistance, and/or advice or information. Included are statements, correspondence and related information. (HQ: **DEST** 2 years after completion and closure of case).

90-1f CONGRESSIONAL INQUIRIES AND INVESTIGATIONS.

(1) Information relating to congressional inquiries and investigations, requests from the Office of the Secretary of Defense, and other higher authorities/officials. (HQ: **DEST** after 3 years; however, if used as record of disclosure accounting under Privacy Act of 1974 (5 U.S.C. 552a), **DEST** after 5 years or life of the disclosed file, whichever is later; Regions, FOA, CDC, commissaries: **DEST** after 1 year).

(2) Documents showing liaison between DOD and congressional committees. Included are papers on the selection of witnesses to appear before and the presentation of evidence to such committees, information on activities of the congressional committees investigating the activities of the department, analyses of committee reports, coordination of congressional committee visits to DOD establishments, including release of documents. (HQ OPR: Offices in charge of the maintenance of liaison between DOD and congressional committees: Permanent; cutoff at close of each Congress, hold in CFA 2 years and retire to appropriate records center).

(3) Information memorandums, guidance on handling congressionals, and other related information. (Other offices: **DEST** 1 year after supersession; select documents may be TRF to the reference files for future use.)

(4) Information memorandums, guidance on handling congressionals from individuals regarding grievances. (HQ, Region OPR: **DEST** 5 years after case settlement).

90-1g CONGRESSIONAL VISIT REPORTS. Documents reporting visits by members or staff members

of congressional committees (except appropriation committees) to any element of DOD. Documents include the name of the visiting congressional committee or survey group, subject of the visits, reference copies of correspondence, requests for travel orders, messages, financial statements and similar data. (HQ: All offices responsible for coordination of Department of Defense congressional liaison activities: **DEST** after 1 year).

90-1h **HOTLINE CASES.** Documents relating to the managing and monitoring of DeCA Hotline allegations and allegations received from the DOD IG and/or Service Hotlines. (HQ: **DEST** 5 years after closing of case).

90-1i **IG TRENDS AND ANALYSIS FILES.** Information accumulated from IG functions, processed through a data base to analyze and identify trends that impact on DeCA operations. (HQ: **DEST** after 2 years; Regions: **DEST** when no longer needed for current operations).

90-1j **COMMISSARY PROGRAM PROJECTS.** Documents resulting from actions taken to evaluate and improve the overall commissary system. Included are staff studies, Your Action Line (YAL), coordinating actions and related information. (HQ: **DEST** after 2 years; Regions, CDC: **DEST** after 1 year).

90-1k **STAFF ASSISTANCE VISITS.** Documents created in connection with scheduled or special visits (but not inspections, surveys, or audits) to perform staff assistance, staff reviews, technical supervision or for conducting studies. Included are requests for permission to visit, reports of visit (including findings, recommendations and follow up actions) and other directly related documents. (HQ, FOA, Region, CDC/RDC, commissaries: **Office performing visit: DEST** after completion of next comparable visit or 1 year after completion of related study. **Office visited: DEST** after 1 year, except files relating to recurring staff visits will be destroyed on completion of the next visit).

90-2 **INTERNAL REVIEW.** *These records concern authority, responsibilities, organization, and policies relating to auditing services within DeCA.*

(2) Documents relating to audits that are received for information only on which no action is required. (HQ, Regions, CDC, FOA, commissaries: **DEST** when no longer needed for current operations).

90-2b **INTERNAL REVIEW REPORT FILES.** Documents relating to review and examination of operations to insure proper protection of assets; and the accuracy, propriety, legality, and reliability of actions taken primarily in connection with the use of assets. These files accumulate as a result of commands making review of their own operations, supervisory and staff offices making review of their subordinate commands, and supervisory and staff offices receiving the results of reviews made by subordinate commands. Included are reports and directly related information. (HQ: **DEST** after 5 years; Regions, CDC, FOA, commissaries: **DEST** after next comparable review).

90-2c **INTERNAL REVIEW SUPPORTING DOCUMENTS FILES.** Supporting information relating to: Review and examination of operations to insure proper protection of assets. Compliance with policies, procedures, and objectives. The accuracy, propriety, legality, and reliability of actions taken primarily in connection with the use of assets. These files accumulate as a result of: Commands making review of their own operations. Supervisory and staff offices making review of their subordinate commands. Supervisory and staff offices receiving the results of reviews made by subordinate commands. Included are reports and directly related correspondence. (HQ: **DEST** after 5 years; Regions, CDC, FOA, commissaries: **DEST** after next comparable review).

90-2d GAO AUDIT CORRESPONDENCE FILES.

(1) General correspondence relating to audits that cannot logically be filed with the detailed records. (HQ, Regions, CDC, FOA, commissaries: **DEST** after 2 years).

(2) Documents relating to audit that are received for information only on which no action is required. (HQ, Regions, CDC, FOA, commissaries: **DEST** when no longer needed for current operations).

90-2e GAO AUDIT REPORTING FILES. Information on reports of audit made by the GAO. Included are notices of intent to audit; copies of documents furnished to GAO representatives; copies of tentative findings and recommendations; advance notice of major findings; reports of major findings; reports of exit conferences; draft, final and follow-up progress reports, and comments on these reports; and related information. (HQ: **DEST** after 10 years, except that GAO draft reports may be destroyed on receipt of final report; Regions, CDC, FOA, commissaries: **DEST** after 3 years).

90-2f DODIG, AND DCAA AUDIT REPORTING FILES. Information on reports of audits conducted by the Department of Defense Inspector General (DODIG) and Defense Contract Audit Agency (DCAA). Included are notices of intent to audit, pre-audit surveys, tentative findings and recommendations, audit reports and command comments, and other official correspondence and related information. (HQ: **DEST** 5 years after all necessary actions pertaining to the report are completed; Regions, CDC, FOA, commissaries: **DEST** 2 years after all necessary actions pertaining to the report are completed).

100 PUBLIC AFFAIRS

- 100 *PUBLIC AFFAIRS. Relates to the program and functions involving relationships between DeCA and the public, internal and external information activities, and community relations.*
- 100-1 GENERAL PUBLIC AFFAIRS CORRESPONDENCE FILES. General correspondence relating to Agency information that cannot logically be filed with the detailed records listed below including documents relating to Agency information that are received for information only. (HQ, Region, commissaries: **DEST** when no longer needed for current operations).
- 100-2 BIOGRAPHIES. Biographies, photographs, news clippings, and related documents pertaining to military/civilian personalities including local commissary officer arranged alphabetically. (HQ, Region, commissaries: **DEST** 6 months after retirement, transfer, separation, or death of person concerned. Biographies on leading individuals may be transferred to the Historian for use as historical source data).
- 100-3 LOCAL NEWS CLIPPINGS. News clippings taken from newspapers, periodicals, and wire services. (HQ, Region, commissaries: **DEST** when no longer needed for current operations).
- 100-4 INSTALLATION RELATIONS. Documents on the maintenance and improvement of relations between the Agency and local installations. (HQ, Region, commissaries: **DEST** after 2 years; select documents may be transferred to the reference files for future use).
- 100-5 ELECTRONIC COMMUNICATIONS PROGRAM. Documents related to using the radio/television/video media for communicating with target audiences. (HQ, Region, commissaries: **DEST** when obsolete, superseded, or no longer needed for operations).

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- 100-6 **FACT SHEETS.** Events on Agency, Region, commissary functions. (HQ, Region, commissaries: **DEST** when obsolete, superseded, or no longer needed for current operations).
- 100-7 **HOMETOWN NEWS PROGRAM.** Hometown release documents by which DeCA members receive recognition of duty performance in their hometowns. (HQ, Region, commissaries: **DEST** 6 months after retirement, transfer, separation, or death of person concerned).
- 100-8 **MEDIA RELATIONS.** Documents on assistance provided to magazine/book representatives in the development of feature stories concerning Agency activities developed in response to written requests. (HQ, Region, commissaries: **DEST** after 2 years; select documents may be transferred to the reference files for future use).
- 100-8a **MEDIA QUERY INFORMATION.** Documents on the release of information in response to requests or inquiries from the media or public. (HQ, Region, commissaries: **DEST** after 2 years; select documents may be transferred to the reference files for future use).
- 100-8b **MEDIA TRAINING.** Documents on media training program for senior DeCA officials including functional chiefs and directors at headquarters, region commanders/directors, and select personnel at commissary level. (HQ, Region, commissaries: **DEST** when no longer needed for current operations).
- 100-9 **NEWS CONFERENCE RECORDS.** Documents developed for managing news conferences. (HQ: **DEST** when no longer needed for current operations).
- 100-10 **NEWSPAPERS AND NEWS PERIODICALS.** Record sets of newspapers/periodicals developed by the Public Affairs Office. (HQ, Region: Permanent).
- 100-11 **PATRON AWARENESS PROGRAM.** Documents used in enhancing patron awareness of the commissary benefits. (HQ, Region, commissaries: **DEST** after 3 years; select documents may be transferred to the reference files for future use).
- 100-12 **PUBLIC AFFAIRS GUIDANCE.** Documents denoting public affairs policies, procedures and guidance for DeCA. (HQ, Region, commissaries: **DEST** when superseded, obsolete, or no longer needed for current operations).
- 100-13 **PUBLIC AFFAIRS OPERATING INSTRUCTIONS.** Documents used for establishing operating instructions for the Public Affairs Office and the region public affairs representatives. (HQ, Region: **DEST** when superseded, obsolete or no longer needed for current operations).
- 100-14 **PUBLIC AFFAIRS RELEASES.** Documents on the preparation, coordination, clearance, and release of information to the public, to include briefing documents, news releases, photographs/negatives/contact sheets, slides, speeches, and videotapes. (HQ, Region, commissaries: **DEST** after 2 years).
- 100-15 **STORY/VIDEO SUBMISSIONS.** Information provided in support of region public affairs programs which includes Vision story ideas/photos, video ideas, etc. (Commissaries: **DEST** after 2 years).
- 100-16 **SECURITY AND POLICY REVIEW PROGRAM.** Documents that determine the degree of releasability of information to the public. (HQ: **DEST** after 3 years; however, select documents may be transferred to the reference files for future use).

- 100-17 **SPEAKERS BUREAU FILES.** Documents which depict type of organization and events for which speaker is best suited, subject matter he is best qualified to present, and records of speeches and public appearances made. (HQ, Region: **DEST** when individual is separated from the Agency).
- 100-18 **SPECIAL EVENTS PLANNING.** Documents used in planning ceremonies, dedications, retirements, exhibits, Armed Forces Day, or other special events. (HQ, Region, commissaries: **DEST** after 3 years, or when no longer needed whichever is sooner).
- 100-19 **VISUAL MEDIA PROGRAM.** Documents related to products to be used in commissaries to assist in conveying DeCA themes and messages, and to develop corporate identity. (HQ, Region, commissaries: **DEST** when obsolete, superseded, or no longer needed for current operations).
- 100-20 **HISTORICAL PROGRAM.** *Relates to the program for production of specific or general histories and the assignment of responsibilities for writing them, including implementing actions.*
- 100-20a **HISTORIES.** Formally prepared histories, including organizational and functional histories produced by DeCA historian or by others for DeCA. (HQ Historian: Permanent; retain in the HQ until inactivation. Other Offices, Regions, commissaries: **DEST** when no longer needed for reference purposes).
- 100-20b **HISTORICAL BACKGROUND AND REFERENCE MATERIALS.** Materials accumulated by historians or for historical purposes consisting of documents collected or maintained a source material, such as transcripts of interviews; maps, charts, and statistical compilations, and special collections of policy directives and correspondence of exceptional importance; summaries of major problems and events submitted by operating officials; historian"s notes regarding organization of materials; and manuscripts and comments relating thereto. **Official record copies of documents proper for filing in offices other than historians" offices will not be incorporated into this file series; however, copies thereof may be included.** (HQ Historian: Materials relating to the creation and origin of DeCA and its activities, permanent. HQ, Regions, CDC, commissaries: **DEST** when no longer needed for historical reference purposes).
- 100-20c **HISTORIAN SOURCES.** Documents used as source data in preparation of historical volumes (photocopies of correspondence, reports, directives, pamphlets, publications, photographs, videotapes, or other official records). (HQ: **DEST** 2 years after publication of the related volumes; material applicable to future volumes may be retained; files that possess value to other activities should be transferred to those activities.)
- 100-20d **ACTIVITY MEMORIALIZATION FILES.** Documents accumulated incident to the naming of a building, group of buildings, street, driveway, area, or facility, and consisting of correspondence, orders, photographs, citations, and related records. (HQ, Permanent; Regions, CDC, commissaries: **DEST** when no longer needed for activity historical reference purposes).