g

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U.S. Department of Commerce

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
Office of Administrative Services

4. NAME OF PERSON WITH WHOM TO CONFER
Daniel J. Rooney

5. TELEPHONE
202-482-0451

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-040-01-5

DATE RECEIVED
6-22-2001

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE
5-28-02

ARCHIVIST OF THE UNITED STATES
John W. Carl

---

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 _____ 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,

[X] is not required;   [ ] is attached; or   [ ] has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
6/19/01	Daniel J. Rooney	DOC Records Management Officer

---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached schedule		

No agency namw, Nwcs

115-109   NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

OFFICE OF ADMINISTRATIVE SERVICES

Immediate Office of the Director and Management Support Staff

1. **Program Subject Files**

   Letters, memoranda, reports, and other correspondence reflecting the functions and activities of the Office of Administrative Services (OAS) in providing administrative services and overseeing the management of real property, building, space, safety and health, and other functions for which it has primary responsibility. Arranged by subject.

   TEMPORARY. Cut off files annually. Destroy no earlier than 3 years and no later than 7 years after cutoff.

2. **Checkbook Database System**

   A FoxPro based cost management system that was developed to track OAS expenditures and reconcile them with the financial statements issued by the Department's financial accounting system. Data fields include project identification number, object classification code, contract number or other reference, name of vendor, date of contract, amount, and date reconciled.

   TEMPORARY. Destroy/delete record when 3 years old.

3. **Parking Permit Database System**

   A database of permits issued to key personnel in the Herbert Clark Hoover Building to manage the assignment of parking spaces in the HCHB courtyards. Data elements include name of employee, office, phone number, location of space, expiration, and violations.

   TEMPORARY. Destroy/delete record 2 years after expiration of permit.

Office of Real Estate, Policy and Major Programs

4. **Real Estate Subject Files**

   Letters, memoranda, reports, publications, and other correspondence relating to the building delegations program, real estate policies and procedures, real property utilization surveys, the historic preservation program, work space management surveys, the contracting officer warrant program, and similar real estate management issues. Arranged by subject.

   TEMPORARY. Cut off files annually. Destroy no earlier than 3 years and no later than 7 years after cutoff.

5. **Building Delegations and Lease Files**

   Delegations from the General Services Administration (GSA) to the Department for the responsibility to directly maintain and operate GSA owned and leased buildings occupied by the Department. Files include the delegation authority and related correspondence. Also included are case files for buildings that are leased by the Department from private sector landlords. Files are arranged by building.

   TEMPORARY. Close file at the expiration of the delegation or lease. Destroy 5 years after expiration.

6. **Federal Real Estate Management Property System**

   A database of real estate (buildings, land, and structures) owned or leased by the Department of Commerce and its operating units. Data elements include identification of property, acquisition cost, current value, rural/urban acreage, square footage, and rent. This system replaces and incorporates data from the Real Estate and Space Management Information System (RSMIS).

   TEMPORARY. Destroy/delete record 7 years after the property is no longer owned or leased by the Department.

7. **Contracting Officer Warrant Files**

   Warrants issued to individual contracting officers and related correspondence, including disciplinary actions resulting in the suspension or cancellation of the warrant. Arranged by name of contracting officer.

   TEMPORARY. Close file when the warrant expires or is cancelled. Destroy 3 years after the expiration or cancellation of the warrant.

8. **Environmental Subject Files**

Letters, memoranda, reports, and other correspondence relating to the Department's implementation of environmental laws and regulations. Subject matter includes hazardous waste reporting, recycling, procurement of environmentally preferable products, and environmental program management.

TEMPORARY. Cut off files annually. Transfer to the Washington National Records Center (WNRC) 5 years after cutoff. Destroy 15 years after cutoff.

9. **Safety and Health Subject Files**

Letters, memoranda, annual and quarterly reports, complaints of hazardous materials exposure, and other correspondence relating to the management of the Department's employee occupational health and safety program.

TEMPORARY. Cut off files annually. Transfer to the Washington National Records Center (WNRC) 15 years after cutoff. Destroy 40 years after cutoff.

10. **Energy and Other Program Subject Files**

Letters, memoranda, reports, and other correspondence relating to the Department's energy management program and other programs not covered by the items above.

TEMPORARY. Cut off files annually. Destroy no earlier than 3 years and no later than 7 years after cutoff.

Office of Administrative Operations

11. **Program Subject Files**

Letters, memoranda, reports, and other correspondence created and maintained by OAO offices and which relate to the core activities and functions of the OAO office that maintains the files. Arranged by subject.

TEMPORARY. Cut off files annually. Destroy no earlier than 3 years and no later than 7 years after cutoff.

12. **Personal Property Case Files**

Property disposal control forms, descriptions of equipment, invoices, purchase orders or bankcard statements documenting the acquisition, transfer, and loss or disposal of individual items of personal property, each of which is accounted for using a barcode system. Files are arranged by barcode number and divided into active, transferred, and lost/disposed property.

A. Paper files

TEMPORARY. Destroy after documents are scanned onto CD ROM disk and verified correct.

B. CD ROM disks

TEMPORARY. Destroy 3 years after the date of the last document on the disk.

13. **Personal Property Management System**

A database of information about Office of the Secretary personal property items that is extracted from the documentation in the Personal Property Case Files. Data elements include description of item, barcode number, cost, date of purchase, vendor, responsible office, disposition, and date transferred and lost or disposed. This system is the successor to the Traq personal property management system.

TEMPORARY. Destroy/delete record 3 years after the loss or disposal of the item of property.

14. **Reserve Conference Room Reservation System**

A database designed for the reservation and preparation of conference rooms and other common facilities in the Herbert Clark Hoover Building. Data elements include room, time of reservations, customer name and phone number, description of event, and logistics/setup information.

TEMPORARY. Destroy/delete reservation 1 year after event.

15. **TOSS Stock Program Database System**

An inventory and management control database system designed to ensure that there are adequate stocks of photocopy and letterhead paper and Department-wide (CD) forms. Data elements include requisition number; DOC stock number and description of item ordered; name, phone number, and office of requester; and quantity and cost of items delivered.

TEMPORARY. Destroy/delete requisition 1 year after item is delivered.

16. **Historical Photographs and Files**

Photographs of the construction of the Herbert Clark Hoover Building in 1929 and early views of the building. Consists of 27 binders of 8 x 10 black and white prints and 2 cu. ft. of black and white prints in folders. ~~Series also includes 1 cu. ft. of reports, statistical data, publications, and other correspondence that relates primarily to the history of the Main Library.~~ Not found during appraisal visit.

PERMANENT. Offer to NARA immediately upon approval of this schedule.

Office of Space and Building Management

17.   **AutoCAD Database of HCHB Floor Plans**

A database of master floor plans of the Herbert Clark Hoover Building (HCHB), working plans and updates ("check outs") to the master plans, and related square footage and cost estimate data used to price maintenance contracts.

   A.   Master floor plans

   TEMPORARY. Update as necessary to reflect renovations and other changes. Destroy/delete outdated plans

   B.   Working plans used to update the master plans

   TEMPORARY. Destroy/delete when master plan is updated.

18.   **410 Work Request Case Files**

Forms CD-410s, HCHB Work Requests, drawings, cost estimates, correspondence with vendors, work inspection forms, invoices, and other correspondence related to requests for maintenance work in HCHB. File does not include the fiscal copies. Arranged by CM number.

TEMPORARY. Destroy 3 months after work is performed or request is cancelled.

19.   **410 Work Request Tracking System**

A database developed to track the progress of HCHB work requests (CD-410s) and associated costs from the initial request through the design, construction, completion, and inspection of the work projects managed by the office.

TEMPORARY. Destroy/delete individual records when they are no longer needed for cost comparison or other purposes.

20.   **Asbestos Abatement Job Folders**

Abatement reports, sampling data, floor plans and diagrams, correspondence with contractors, and other documents relating to asbestos abatement projects.
Cut off files at end of each project. Destroy 30
TEMPORARY. ~~Transfer to WNRC in 10-year blocks when 10 years old. Destroy when 30 years old~~ (29 CFR 1910.1001(m)(1)).   years after cutoff.

21. Asbestos Employee Training Files

Certificates of training for employees who are responsible for or may be exposed to asbestos as part of their work. File may also include copies of chest x-ray results, the original of which is in the employee's medical folder. Arranged by name of employee.

TEMPORARY. Destroy 1 year after separation of employee (29 CFR 1910.1001(m)(4) and 1926.1101(n)(4)).

Records Common to More than One OAS Office

22. Chronological Files

Extra copy of outgoing correspondence arranged in chronological order and maintained in any Office of Administrative Services office solely for convenience of reference. Does not include copies of incoming correspondence, which should be filed in the appropriate Subject Correspondence File.

TEMPORARY. Cut off files annually. Destroy 2 years after cutoff.

23. Electronic Mail and Word Processing System Copies

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

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

    TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

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

    TEMPORARY. Destroy/delete when dissemination, revision, or updating is completed.