

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-506-02-7</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7-29-2002</i>	
1. FROM (Agency or establishment) Defense Commissary Agency		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Capital Investment Business Area			
3. MINOR SUBDIVISION Directorate of Facilities			
4. NAME OF PERSON WITH WHOM TO CONFER Sue W. Hall	5. TELEPHONE NUMBER 804-734-8817	DATE <i>11-4-02</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 <u>4</u> page(s) are not needed now for the business for 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 7-25-02	SIGNATURE OF AGENCY REPRESENTATIVE <i>Sue W. Hall</i>		TITLE Records Manager
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
<i>1</i>	Directorate of Facilities "Recordkeeping Copy: Media Neutral"		
<i>cc Agency NR NWMW</i>			

20 FACILITIES

FACILITIES. This series relates to the acquisition, disposal, utilization, maintenance, management of and construction of real property.

20-1 GENERAL FACILITIES CORRESPONDENCE FILES

20-1a General correspondence relating to facilities that cannot logically be filed with the detailed records.

1. (1) HQ, Region, CDC, commissaries: **DEST** after 2 years. COFF records end of each FY, maintain in CFA for 2 years and DEST.
- (2) ~~(a)~~ 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.
2. ^a~~(b)~~ 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. **DEST/delete** within 180 days after the recordkeeping copy has been produced.
3. ~~(b)~~ Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

20-1b Documents relating to facilities that are received for information only, on which no action is required.

4. (1) HQ, Region, CDC, commissaries: **DEST** when no longer needed for current operations.
- ²~~(a)~~ 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.
5. ^a~~(b)~~ 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. **DEST/delete** within 180 days after the recordkeeping copy has been produced.
6. ~~(b)~~ Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

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.

7. a. HQ: **DEST** when superseded, obsolete, or no longer needed for current operations, whichever is later.

b. 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.

8. (1) 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. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

9. (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

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. Also included are building plans and blueprint drawings.

10. a. Approved projects: TRF to RHA when project is complete and records are no longer needed for reference. **DEST** 6 years and 3 months after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete, or when building is destroyed. If the building is transferred to a new owner, transfer records to new custodian upon completion of sale, trade, or donation proceedings.
11. b. Unapproved or cancelled projects: **DEST** after 2 years. **COFF** when project is cancelled, maintain in CFA for 2 years and then **DEST**.

c. 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.

12. (1) 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. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

13. (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

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

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maintenance project, all maintenance contract documentation and reports, and all information on status of maintenance projects.

~~a. Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000, DEST 6 years and 3 months after final payment. (GRS 3, Item 3a(1)(a)).~~

*NARA approval
not needed*

~~b. Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000, DEST 3 years after final payment. (GRS 3, Item 3a(1)(b)).~~

14. c. All other information: DEST after 5 years.

d. 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.

15. (1) 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. DEST/delete within 180 days after the recordkeeping copy has been produced.

16. (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DEST when dissemination, revision, or updating is completed.

~~20-5 FACILITIES TRACKING AND CONTROL. This database is used to track commissary sales, physical plant layout, space utilization, maintenance activities, and other operational maintenance activities.~~

~~a. Electronic tracking and control records: DEST/delete when 2 years old, or 2 years after date of the latest entry, whichever is applicable. (GRS 23, Item 8)~~

*Withdrawn by
agency*

17. b. Computer printouts: DEST when no longer needed for administrative purposes.

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c. 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.

18. (1) 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. DEST/delete within 180 days after the recordkeeping copy has been produced.

19. (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. DEST when dissemination, revision, or updating is completed.

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.

20. a. HQ, Region, CDC, commissaries: ~~DEST when superseded, obsolete, or no longer needed for current operations, whichever is later~~ *DEST when assignment is terminated, when lease is cancelled, when plans are superseded or obsolete, or when building is destroyed.*

b. 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.

21. (1) 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. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

22. (2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

20-7 ENVIRONMENTAL POLICY ISSUES. Development of DeCA environmental policy and coordination with DoD initiatives at the installation level.

23. (1) HQ, BU, Region: ~~DEST after 2 years~~ *COFF end of each FY, maintain in CFA for 2 years and DEST.* *after policy is superseded or obsolete. agency concurrence 8/15/02 tes*

24. (2) Commissaries. **DEST** when superseded, obsolete, or when no longer needed for reference, whichever is later.

(3) 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.

25. 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. **DEST/delete** within 180 days after the recordkeeping copy has been produced.

26. b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is completed.

20-6(a) - continued

If the building is transferred to a new owner, transfer records to the new custodian upon completion of sale, trade or donation proceedings.

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