

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NT-506-93-1</i>	DATE RECEIVED <i>2-8-93</i>
1. FROM (Agency or establishment) Defense Commissary Agency		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Sue W. Hall, Records Manager	5. TELEPHONE <del>DSN 687-8549</del> 804-734-8549 <i>8817</i>	DATE <i>Job</i>	ARCHIVIST OF THE UNITED STATES <i>Withdrawn</i>
<b>6. AGENCY CERTIFICATION</b> 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>106</u> 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, <input type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> has been requested.			
DATE Feb 4, 93	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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Please see attached proposed schedule for the Defense Commissary Agency (DeCA)		<i>Job Withdrawn</i>

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.

5 OFFICE ACTIVITIES FILES

5-2 UNDESIGNATED FILES. The files under this number relate to the performance of mission activities which have not been designated a file number. This is an interim measure until National Archives and Records Administration (NARA) approves the use of a permanent number. (Retain with current records until file number is added to this manual.) Use of this interim number requires prior approval of the activities records management officer. The label will include the file number, title best describing the documents to be filed, year of accumulation and the retention instructions, "Retain with current records" .(HQ, Regions, District, SC, CDC and commissaries.)

5-3 OFFICE ADMINISTRATION. Relates to documents accumulated in individual offices pertaining to internal office administration and management. Documents relating to actions pertinent to the assigned mission and functions of the office will be filed under the appropriate functions.

- 5-3b MOTOR VEHICLE AUTHORIZATIONS. Documents reflecting requirements for administrative vehicles, justifications therefor, approvals or disapprovals, and related information. (HQ, Region, CDC, commissaries: DEST after 2 years.)
- 5-4 STAFF MEETINGS. Agenda and minutes of staff meetings called by the heads of DeCA activities and heads of organizational entities. (HQ, Region, District, SC, CDC, commissaries: DEST after 3 years or when no longer needed for reference.)
- 5-5 CONFERENCES. Documents which include plans for the conference, transcripts of presentations and discussions, conference agenda, lists of participants, and other documents relating to the conference. Examples are: Strategic Planning Conference, Video Conference, DeCA Region Commander's Conference, etc. (HQ, Region, District, SC, CDC and commissaries (if applicable): DEST when no longer needed).
- 5-6 PRESENTATION AIDS. Briefing materials such as graphic/visual aids, and related presentation aids used in internal DeCA presentations and not needed for record purposes. (HQ, Region, District, SC, CDC, commissaries: DEST when no longer needed.)
- 5-7 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.

5-7a GENERAL SECURITY. Documents relating to security. (HQ, CDC, District, Regions, SC, commissaries: DEST after 2 years.)

5-7b 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.)

5-8f CLASSIFIED CONTAINER SECURITY RECORDS. Forms placed on the top of safes or cabinets containing security documents and used for providing a control of entry and closing of containers. (HQ, Regions, CDC: DEST the day following the last entry on the form, **except** forms involved in an investigation will be retained until completion of the investigation and related actions.)

5-8h 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.)

5-9c 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.)

5-9d 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, CDC, commissaries: DEST after the next periodic application of the system.)

5-10 OPERATIONS SECURITY (OPSEC). Relates to DeCA actions to implement the Joint Chiefs of Staff OPSEC Program.

5-10a 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, Regions, CDC, commissaries: DEST after 3 years.)

5-11 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.

5-11a GENERAL SAFETY CORRESPONDENCE.  
(1) General correspondence relating to safety that cannot logically be filed with the detailed records. (HQ, Region, District, SC, 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, District, SC, CDC, commissaries: DEST when no longer needed for current operations.)

5-11b 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, District, CDC, commissaries: DEST after 2 years.)

5-11c SAFETY HAZARDS. Information on technical review and advice on safety hazards; and identifying, eliminating or controlling safety hazards. Included are hazard reports and similar information. (HQ, Region, District, CDC, commissaries: DEST after 5 years.)

5-11d SAFETY AWARENESS FILES. Information on developing or selecting safety materials to make personnel aware of safety hazards. Included are posters, placard, cartoons, newspaper items, photographs, letters, and similar material (alphabetical files). (HQ, Region, District, CDC, commissaries: DEST after 2 years or when no longer needed for reference, whichever is sooner.)

5-11e ACCIDENT AND INCIDENT CASES. Information relating to individual accidents and incidents. Included are reports of accidents and incidents, and investigations thereof, involving DOD and non-DOD motor vehicles, marine equipment, fires, explosives, and damage to DOD property; harmful chemical, biological and radiological explosives; occupational injuries, illnesses, or death of military, DeCA civilian employees, or contractor personnel; injury or illness to non-DeCA personnel or damage to non-DeCA property as a result of DeCA operations; accidents; and similar information. (HQ, Region, District, CDC, commissaries: DEST after 5 years.)

5-11f SAFETY SURVEYS. Information relating to surveys made to evaluate the effectiveness of safety programs and safety standards and procedures. Included are survey reports, record of changes made as a result of the survey findings, and similar information. (HQ, Region, District, CDC, commissaries: DEST after 5 years.)

5-11g ACCIDENT EXPERIENCES. Information

related to statistical reporting of accidents that summarize and analyze DOD 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 accidents accident claim files, nor the control documents accumulated by ADP activities for preparation of statistical reports.)** (HQ: Permanent; Region, District, CDC, commissaries: DEST after 5 years.)

#### 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 which include Service Center operations.

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

#### 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, Service Centers, Region, District, 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, SC, 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.)
- 10-6 SOLICITATION REVIEWS. Invitations for bid or requests for proposals submitted to DeCA headquarters for review to ensure compliance with procurement regulations prior to release. (HQ: DEST 1 year after completion of review.)

- 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; SC, 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, SC, 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, SC: 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. (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, SC: 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.)

- 10-15 CONTRACT DISPUTES AND APPEALS. Documents pertaining to claims for or against the United States, investigations, cases pending or in litigation, or similar matters. Records include all documents pertinent to the appeal, such as findings of fact, Rule 4 records, complaint answer (and/or motion), transcript of proceedings before the Board, exhibits, briefs, and Board decisions. (HQ, SC: DEST after 10 years. Cutoff on final decision of the board.)
- 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, SC: 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, SC, 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, SC Region: DEST after 6 years.)

- 10-19 SMALL PURCHASES. Relates to individual procurement transactions (case files) utilizing small purchase procedures/ limitation in FAR Part 13, created in the process of filling specific procurement requirements. Individual case files complied of correspondence and related papers pertaining to award, administration, receipt, inspection and payment, unsuccessful offers or quotations, and other records prescribed in the FAR 48 CFR 4.805. (DEST case file 1 year after final payment. If notice of final is not furnished by servicing FAO, DEST 1 year after acceptance of goods or services.)
- 10-20 FORMAL CONTRACT ACTIONS. Relates to procurement transactions created in the process of filling specific procurement requirements other than small purchase. Contract case files, including signed original of justifications and approvals, determinations and findings, copies of supporting documents and data, and other records or documents pertaining to contracts. (Service Centers, Region, commissaries: DEST 6 years and 3 months after final payment. Disposition of solicited and unsolicited unsuccessful offers and quotations above the small purchase limitation, when filed separately from contract case files, retain until contract completion date. When filed with contract case files, DEST 6 years and 3 months after final payment.)
- 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.)

- 10-22 CANCELED SOLICITATIONS. Documents relating to proposed procurement actions which are canceled after issuance of invitations for bid (IFB) or requests for proposal (RFP), but before legally effective contracts are consummated, because of cancellation of the requirement or other factors causing the contracting officer to determine that an award will not be made. (SC, Region: DEST after 5 years.)
- 10-23 TAX EXEMPTION CERTIFICATES. Documents relating to issue of tax exemption certificates which indicate proof of exemption of taxes from the contract price under procurement regulations. Included are U.S. Government tax exemption certificates, U.S. Government tax exemption identification cards, and similar information. (SC, Region: DEST 3 years after period covered by related account.)
- 10-24 VENDOR FILES. SF 129, or its equivalent, and miscellaneous material indicating supplies and services offered by each vendor. Files shall contain documents relating to (1) no specific contract, (2) more than one contract, or (3) the contractor in a general way, (e.g. contractor's management systems, past performance, or capabilities). (HQ, SC, Region, CDC, commissaries: DEST when individual document is superseded by a new record, or when no longer needed for current operations.)
- 10-25 BUSINESS OPPORTUNITY/FEDERAL PROCUREMENT CONFERENCES, AND OTHERS. Documents relating to participation in and organization of conferences, seminars, and expositions. (HQ, SC, Region, CDC, commissaries: DEST after 4 years.)
- 10-26 SMALL BUSINESS ADMINISTRATION. Documents

relating to the internal operation and administration of the small business program.

10-26a SMALL BUSINESS INFORMATION. Documents relating to communications or discussions which provide small business concerns with information about DeCA requirements for suppliers on bidders lists, adapting their production facilities to compete for prime contracts or subcontracts, changes in specifications which make it possible for production by small business concerns to meet future procurement needs, and other matters concerning the participation of small business concerns in the military procurement program. (HQ, SC, Region, CDC, commissaries: DEST after 6 years.)

10-26b COMPETENCY CERTIFICATES. Documents relating to the issuance or withdrawal of certificates of the competency of small business concerns as to their capacity and credit standing furnished to contracting officers. Included are copies of the certificates, communications concerning the capacity and credit of specific and small business concerns, and similar documents. (HQ, SC, Region: DEST after 6 years.)

10-26c SMALL BUSINESS/ECONOMIC UTILIZATION PROJECTS AND REPORTS. Documents relating to participation in special projects as directed by DoD and documents relating to special reports required by congressional interest, other Government agencies and DoD. (HQ, SC, Region: DEST after 2 years.)

10-26d SMALL BUSINESS/LABOR SURPLUS PREFERENCE ACTIVITY FILES. Documents relating to preferential consideration given to small business and/or labor surplus area firms. (HQ: DEST after 6 years. SC, Region: DEST after 3 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, SC, 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, SC, 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, SC, 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 EQUAL EMPLOYMENT COMPLIANCE REVIEWS. 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, SC, Region: (Files relating to specific contracts will be disposed of in accordance with the disposition instructions for the contract.) Others:

DEST after 10 years.)

10-29 PROCUREMENT REFERENCE FILES. Documents relating to procurement policies, procedures, publications, and other materials maintained for reference purposes. These records may include documents of a historical or precedent setting nature impacting the acquisition functional area and/or the commissary system; reference publications, examples of unique solicitations and contracts, and other documents which are for information and require no official actions. (HQ, SC, Region, CDC, commissaries: DEST when no longer needed for reference purposes.)

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.

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

20-2 PLANNING AND PROGRAMMING. Those files that relate to establishment of construction/renovation projects using Trust funds. These records include project evaluations, feasibility reports, cost estimates, program

projections, and assorted information papers necessary to project the construction program. (HQ: DEST when no longer needed to support programs or when obsolete.)

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 DBOF 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.**

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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 hardcopy after 15 years or when no longer useful. Database files are to be updated as required and maintained permanently.)

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, Region, District, CDC, commissaries: DEST when no longer needed for current operations.)

### 30 INFORMATION RESOURCES MANAGEMENT

30 ADMINISTRATIVE SYSTEMS MANAGEMENT. Relates to planning and execution of management of administrative systems such as paperwork management including records, reports, forms, correspondence, mail, printing, travel, and publications.

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



30-2d OFFICE FILE PLAN. Approved files plan, DeCA 30-18 or its equalivent, by the Records Manager. (HQ, Region, District, SC, CDC, commissaries: DEST when superseded.)

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

30-3a FILES EQUIPMENT AND SUPPLIES. Documents relating to the utilization of files equipment, the evaluation, selection, and requirements for specialized equipment and supplies. (HQ, Region: DEST after 10 years; District, SC, CDC, commissaries: DEST after 3 years.)

30-3b OFFICE EQUIPMENT. Documents relating to appraisals, procedures, and management of office copying, micrographics, fascimile 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, and similar information. (HQ, Region: Request and approval documents: DEST on disposal of equipment; other documents: DEST when no longer needed; disapproved equipment: DEST after 1 year.)

30-3c OFFICE COPIER APPROVAL AND USE FILES. Information related to approval and use of office copiers. Included are approving documents, information on repairs, adjustments, and use, and similar information. (District, SC, CDC, commissaries: DEST when superseded, obsolete, or on disposal of the equipment.)

30-4 POSTAL AND MAIL SERVICES. Relates to the

administration of postal and other mail servies.

30-4b POST OFFICE ACCOUNTABLE MAIL RECEIPTS. Documents relating to the handling, accounting and receipting for mail of this type such as DD Form 434, Record of Accountable Mail; US POD 3883, Firm Delivery Book Record; US POD Forms 3813 and 3813A, Sender's Receipt for Insured Mail; US POD Form 3805, Window Registration Book; and US POD Form 3877, Firm Mailing Book. (HQ, Regions, CDC, commissaries: DEST after 2 years.)

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: District, 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 DeCA publications, blank forms, and posters based on initial requirements or resupply requisitioning. (HQ, Region, District, CDC, commissaries: DEST requisition form, DeCAF 30-21, or its equivalent, upon receipt of all ordered

materials.

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, indorsements 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, District: 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, District, SC, 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 directives and blank forms received by DeCA. Included are narrative plans or instructions, local forms and similar information. (HQ, Region, District, CDC, commissaries: DEST when superseded by a new scheme or when publications accounts are closed.)

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, District, SC, 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, District, SC, 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. District, 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.



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30-8g PRIVACY STATEMENT FILES.  
Documents accumulated by privacy officials in reviewing Privacy Act notification statements and related forms, formats, and other papers used to collect information from individuals; to ensure necessity, compliance with Privacy Program requirements, consistency with purpose and routine uses of the related system notice, appropriate use of SSN, and similar matters. Included are Privacy Act notification statements, including related forms, formats, surveys, and reports; coordination actions, copies of instructions, and related documents. (HQ, Region: DEST 2 years after discontinuance of related form, format, survey, or report.)

30-8h SYSTEM REPORT AND NOTICE FILES.  
Documents relating to the preparation, coordination, and submission of reports, system notices, and exemption rules for proposed new system of records or changes to existing systems. Included are system reports, including OMB and Congressional comments on them; copies of system notices and exemption rules and public comments on them; coordination actions; and related documents. (HQ: Permanent. Cut off on discontinuance of the related system of records or on determination not to publish the system notice in the Federal Register. Region: DEST after 2 years.)

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, District, 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, District, SC, 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 DISTRIBUTION SYSTEMS.  
Information related to the use and approval of the DeCA distribution systems. Included are documents approving such systems and related correspondence. (HQ, Region, District, CDC, commissaries: DEST when system is no longer in effect.)

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

30-12 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.

30-12d 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, District, SC, commissaries: DEST when superseded, obsolete, or no longer required for reference, **except** that accountable documents will be returned to the source of supply.)

30-12e TELECOMMUNICATIONS PLANT IN PLACE DRAWINGS. These records include official documents that describe the physical and logical placement of telecommunications resources in support of DeDA. Records include charts and graphs, tables, ledgers, electronic files, log books, full scale drawings, etc. (HQ, Region, CDC, District, SC, commissaries: DEST 10 years after program is superseded or no longer in service.)

30-12f 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.)

30-12g 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.)

30-12h 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.)

30-13 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.

30-13a VISUAL INFORMATION FILES. Files that document origin, development, use, acquisition, and ownership of temporary audiovisual records. (HQ: DEST according to related VI files.)

30-13b VISUAL INFORMATION MANAGEMENT REPORTS. Reports containing management data on visual information activities. (HQ: DEST after 3 years.)

30-13c 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.)

30-13d 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, District, commissaries:DEST after 3 years.)

30-13g PHOTO REPRODUCTION. (HQ: DEST when no longer needed.)

30-13i POSTERS DISTRIBUTED AGENCY-WIDE OR TO THE PUBLIC. Record set is the original and one reference set. (HQ: Permanent.)

30-13j PRODUCTION DISKS. Computer disks used for VI productions. (HQ: Reuse disk when current information is no longer needed.)

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30-13l AGENCY PRODUCTIONS PERTAINING TO MISSION. Video recordings. (HQ: Earliest record permanent.)

30-13m AUDIO RECORDINGS. For transcription or use in conjunction with other VI productions. (HQ: DEST when no longer needed.)

30-13n EXHIBIT MATERIAL. Documents reflecting planned exhibit construction, policies, support, methods, and approaches, fact sheets and similar material. (HQ:

DEST after 3 years.)

30-130 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.)

30-14 ADP FACILITY SECURITY.

30-14a ADP FACILITY SECURITY. Documents dealing with physical security measures applied to centralized computer facilities, remote facilities, remote terminals and media libraries. (HQ, Regions, CDC: DEST after 3 years.)

30-14b 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, SC: DEST after 3 years.)

30-14c 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.)

30-14d 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, District, CDC: DEST when superseded by revised inventory.)

30-14e 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, District, CDC, commissaries: Approvals: DEST upon termination of discontinuance of the related system or network. Disapprovals: DEST after 2 years.)

30-14f 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, District, CDC: DEST after next comparable survey.)

30-14g PASSWORD USER IDENTIFICATION AND EQUIPMENT IDENTIFICATION. Includes program for generation of passwords, password receipts, user identification and equipment identification records. (HQ: DEST upon supersession.)

30-15 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.

30-15a 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.)

30-15b 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.)

30-15d 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, District, CDC, commissaries: DEST when system no longer exists).

30-15f ADPE PURCHASE REQUESTS. Copies of purchase requests submitted to obtain hardware, software, services and related ADP. Included are purchase approvals/disapprovals and supporting data. (HQ: DEST after 2 years.)

30-15h ADPE ACCOUNTABILITY. Equipment inventory and reports, equipment delivery orders and related records concerning the management of ADPE. (HQ, Region, District, CDC: DEST when no longer needed

#### 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 materiel.

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, equipment reports of survey, inventory adjustment reports, and other documents supporting entries to the property book. (HQ, Region: 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, District: 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, District, 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, SC, CDC, District, 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.)

40-2f ACCESS CONTROLS. Information used to maintain accountability for keys, to inventory keys and locks, and to record entry into containers or vaults. Included are key control registers, key and lock inventory records, and forms used to record entry into containers or vaults. (HQ, Region, SC, District, CDC, commissaries: (1) Key control registers: DEST 90 days after return of all keys; (2) Key and lock inventory records: DEST after 1 year; (3) Forms used to record entry into containers or vaults: DEST after

completion of first entry on new form.)

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 (QOS), or similar activity. (HQ, Region, District, CDC, commissaries: DEST on preparation of new authorizations.)

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, District, 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/ISA/ 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, District, 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 operational safety and security; and other 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.** (HQ OPR Commissary baseline data: DEST after 3 years; Region, District, CDC, commissary: DEST after 3 years.)

**40-5b COMMISSARY OPERATIONAL AND FUNCTIONAL REPORTS.** Documents and correspondence supporting reporting requirements of HQ, region and district 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.** (HQ, Region, District, 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.** (HQ, Region, District, 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/ISA. (HQ: DEST when superseded by new MOU/ISA.)

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

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; Safety/Security to include serious incident reports; Grocery, Meat and Produce Departments and Subdepartments and Central Distribution Centers and other aspects of commissary operations. HQ, Region, District, 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. (HQ, Region, District: 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). (HQ, Region, District: DEST after 5 years.)

40-8 TROOP SUPPORT

40-8a SUBSISTENCE ISSUE PLANS. Documents maintained for planning and control of item stockage. Includes requisition records, consumption records, menus and menu recapitulations, menu planning board minutes, food inspection reports, not-in-stock lists and other similar information. (HQ, Region, District, CDC, commissaries: DEST after 1 year.)

40-8b TROOP SUPPORT REQUISITIONS. Requisitions submitted to DPSC and other supplying depots and agencies, advices of actions, and other papers retained as a record of requisition of supplies for Troop Support, but

exclusive of such documents when filed with vouchers to the account. (HQ, Region, District, CDC, commissaries: DEST after 1 year.)

40-8c TROOP SUPPORT REPORTS. Documents supporting the reporting requirements for troop support operations on Air Force and Army installations (HQ, Region, District, CDC, commissaries: DEST after 1 year.)

40-8d WAR RESERVE MATERIEL. Stockage requirements, ration requests and issue documents supporting mobilization. Documentation will include any MOU/ISA between DeCA and the supported military service. (HQ, Region, District, CDC, commissaries: DEST 1 year after requirement is updated.)

40-9 MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING

40-9a 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, DeCA Form 40-33 or it's equivalent, item movement data and analysis and similar information. (HQ, Region, District, CDC, commissaries: DEST after 2 years.)

40-9b PROMOTIONAL MATERIAL. Documents relating to promotional activity for merchandise buying by regions and commissaries to include correspondence from HQ DeCA. (HQ, Region, District, CDC, commissaries: DEST after 2 years.)

40-9c PRICE QUOTES. Prices of items provided by manufacturer representatives (vendors) for sale in commissaries. Included are monthly vendor price quotes and similar information. (Region, commissaries: DEST after 6 years and 3 months.)

40-10 DISTRIBUTION AND VEHICLE MANAGEMENT.

40-10a 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. (HQ, Region, District, CDC, commissaries: DEST after 2 years.)

40-11 QUALITY ASSURANCE

40-11a 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, District, CDC, commissaries: DEST after 2 years.)

40-11b 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, District, CDC, commissary: DEST after 2 years.)

40-11c 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, District, CDC, commissaries: DEST after 1 year.)

40-11d 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, District, CDC, commissaries: DEST after 1 year.)

40-11e REGULATORY AND FOOD SAFETY STANDARDS. FDA, USDA, USDC, and Military Standards pertaining to food safety and quality assurance. (HQ, Region, District, CDC, commissaries: DEST when no longer needed.)

40-11f ENVIRONMENTAL POLICY ISSUES. Development of DeCA environmental policy and coordination with DoD initiatives at the installation level. (HQ, Region: DEST after 2 years.)

40-11g ERGONOMICS. Review and evaluation of health related issues associated with working environment and repetitive type operations conducted by DeCA commissary employees. (HQ, Region: DEST after 2 years.)

40-11h PEST MANAGEMENT. Monitoring, evaluation and coordination of pest related inspections conducted in the commissary by all agencies concerned with pest control. (HQ, Region, District, CDC, commissaries: DEST after 2 years.)

40-11i HAZARDOUS ANALYSIS. Critical Control Point Program (HACCP). An operator driven program having favorable impact at the commissary 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.

50-1 GENERAL PERSONNEL CORRESPONDENCE.  
a. Documents relating to the administration of civilian and military personnel matters that cannot logically be filed with the detailed records. (HQ, Region, District, CDC, SC, commissaries: DEST after 2 years.)

b. Documents relating to personnel administration that are received for information only, on which no action is required. (HQ, Region, District, CDC, commissaries: DEST when no longer needed for current operations.) DEST after 1 year.)

50-1a DELEGATIONS/DESIGNATIONS OF AUTHORITY AND ADDITIONAL DUTY ASSIGNMENTS. Correspondence, forms, orders and related records appointing personnel additional functions. (HQ, Region, District, CDC, SC, commissaries: DEST when rescinded, superseded or obsolete.)

50-3 CAREER MANAGEMENT PROGRAM. Correspondence implementing the DeCA Commissary Management Career Program, to include program development, forms, instructions, and policy. (HQ: Permanent.)

50-4 REEMPLOYMENT RIGHTS. Correspondence issuing policy and guidance on employee reemployment rights. (HQ: DEST when no longer needed.)

50-5 OVERSEAS TOUR EXTENSION FILES. Correspondence tracking overseas tour extension. (HQ: DEST 2 years after return to CONUS.)

50-6 COMMISSARY CAREER INTERN PROGRAM. Correspondence implementing the DeCA Intern Program to include program

establishment, policy, procedures, forms, etc. (HQ, Region: Permanent.)

50-6a 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.)

50-7 EXAMINING AUTHORITY. Correspondence from OPM delegating the examining authority to DeCA. (HQ: DEST when superseded, obsolete, or no longer needed.)

50-7a CERTIFICATE OF ELIGIBLE FILES. Records on implementing the DeCA certificate program to include program development, policy and procedures. (HQ: Permanent.)

50-7c ACTIVE APPLICATION FILES. Applications (SF 171) of current eligible candidates registered in the delegated examining program. (HQ: PIF upon expiration of eligibility.)

50-7d INACTIVE APPLICATION FILES. Applications (SF 171) of candidates whose eligibility has expired or whose application package was returned by the Post Office as undeliverable. (HQ: DEST 1-12 months after eligible has been placed on the inactive register.) DEST after 5 years.)

50-8 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, Region, District, CDC, commissaries: DEST when no longer

needed.)

50-9 EMPLOYEE DEVELOPMENT AND TRAINING. Training correspondence/memoranda including policy and procedures, training materials, etc., and executive/managerial training records. (HQ: Permanent; Region: DEST when superseded, obsolete or no longer needed.)

50-9c 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.

50-10 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, District, CDC, SC, commissaries: DEST when superseded or obsolete.)

50-10a SPECIAL PAY RATES. Consists of environmental/hazardous duty special pay rates effecting employees. (HQ: Permanent. Region, District, CDC, SC, commissaries: DEST when superseded

50-11 MANAGEMENT-EMPLOYEE RELATIONS (MER)  
PROGRAM.

50-11a MER PROGRAM. Correspondence implementing the DeCA MER Program including policy letters, memorandums, and directives. (HQ: Permanent. Region, District, CDC, SC, commissaries: DEST when superseded or obsolete.)

50-11b MER CASE FILES. Correspondence regarding employee grievance and appeal cases, discipline and adverse actions, indepthness, drug, alcohol, and HIV (AIDS) issues. (HQ, Region, District, CDC, commissaries: DEST 5 years after final action on the case.)

50-12 LABOR RELATIONS PROGRAM.

b. Correspondence relating to Unfair Labor Practices, negotiated grievances, Impasse issues, FLRA decisions issues (HQ: Permanent.)

50-14 LABOR NEGOTIATIONS. Correspondence relating to contract negotiations between DoD elements and labor organizations. Included would be drafts, minutes, approved agreements, and related

information. (HQ, Region, District, CDC, commissaries: DEST when no longer needed.)

50-15 PROGRAM EVALUATION. Correspondence concerning effective personnel management program administration, studies, reports, inspections, etc. (HQ, Region, District, CDC, commissaries: DEST policy issues when rescinded; DEST studies, inspections, and audits 5 years after decision rendered.)

50-16 LEAVE ADMINISTRATION. Correspondence, policy, directives and related issues pertaining to employee leave. (HQ, Region, District, CDC, SC, commissaries: DEST when superseded or obsolete.)

50-17 TOUR OF DUTY. Correspondence, policy, directives and related issues pertaining to employee duty schedules. (HQ, Region, District, CDC, SC, commissaries: DEST when superseded or obsolete.)

50-18 PAY ADMINISTRATION. Correspondence, policy, directives and related issues pertaining to employee pay. (HQ Region, District, CDC, SC, commissaries: DEST when superseded or obsolete.)

50-19 PERFORMANCE MANAGEMENT.

50-19a 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, District, CDC, SC, commissaries: DEST when superseded or obsolete.)

action.)

50-19c MERIT PAY SYSTEM. Includes merit pay appraisals, merit increases, performance standards, etc., and other information. (HQ, DEST 3 years after effective date of action.)

50-20 EMPLOYEE BENEFITS. Correspondence, policy letters, directives concerning retirement, health, injury, life insurance, overseas allowances, etc. (HQ, Region, District, CDC, SC, commissaries: DEST when superseded or obsolete, however individual case files are DEST 3 years after final action.)

50-21 INCENTIVE AWARDS. Relates to recognition program for employees.

50-21a INCENTIVE AWARDS. Correspondence and guidance implementing the program. (HQ, Region, District, CDC, SC, commissaries: DEST when superseded or as directed.)

50-23 AUTOMATED PERSONNEL PROGRAM.

50-23a CIVILIAN PERSONNEL DATA BASE. Correspondence establishing the DeCA Civilian Personnel Data Base and providing guidance on its use. (HQ, Region: DEST after 3 years.)

50-23b PERSONNEL/PAYROLL AUTOMATED SYSTEM INTERFACE. Correspondence establishing procedures, guidance, etc.

(HQ, Region: Permanent; District, CDC, SC, commissaries: DEST after 2 years.)

50-24 RELOCATION SERVICES PROGRAM. Correspondence implementing the DeCA Relocation Services Program. (HQ: Permanent; Region, District, CDC, SC, commissaries: DEST when superseded, obsolete, or no longer needed.)

50-24a RELOCATION SERVICES DOCUMENTS. Forms and background documents to enter applicants into the relocation services program. (HQ, Region: DEST 1 year after expiration of eligibility.)

50-25 EQUAL EMPLOYMENT OPPORTUNITY (EEO)

50-25c EEO COMPLAINT CASES. Information reflecting complaints of personnel concerning EEO. Cases resolved within the Agency by Equal Employment Opportunity Commission (EEOC) or by a U.S. Court. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of discussions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.

50-26 REDUCTION-IN-FORCE. Documents relating to the methods and procedures for accomplishing reductions in force, preliminary announcements and plans regarding such reductions, copies of personnel authorization documents reflecting assessment of reductions to operating elements, identification of positions to be eliminated and similar matters. (HQ: DEST after 10 years. Retain in CFA 5 years before transfer.)

50-26a COMPETITIVE AREAS. Listing of areas in which employees compete for retention under RIF procedures. (HQ, Region: DEST when superseded or obsolete.)

50-26b VOLUNTARY EARLY RETIREMENT (VERA). Requests to OPM to implement the authority; approvals; statistics and similar documents. (HQ: DEST after 10 years.)

50-27 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: DEST after 10 years. Retain in CFA 5 years before transfer.)

50-28 DoD PRIORITY PLACEMENT PROGRAM. Guidance pertaining to the DoD Priority Placement Program and its applicability to DeCA civilian personnel and positions. (HQ, Regions: DEST when superseded or obsolete.)

50-28a 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: DEST after 2 years.)

50-29 MILITARY PERSONNEL. Relates to the procurement and administration of military personnel.

50-29a PERSONNEL REQUISITIONS. Documents relating to the requisitioning of military personnel by DeCA subordinate activities, and to requests to the Military Departments for the assignment of military personnel to HQ DeCA and DeCA subordinate activities. (HQ, Region, District, CDC, SC, commissaries: DEST after 2 years.)

50-29b ASSIGNMENTS AND TRANSFERS. Documents relating to named military personnel assigned to or transferred from elements of DeCA including reports of assignments for special projects showing staffing pattern, service assigned, and similar papers. (HQ, Region, District, CDC, commissaries: DEST after 2 years.)

50-30 GENERAL PERSONNEL MANAGEMENT

50-30b QUALIFICATION RECORD EXTRACTS. Extracts from personnel qualification records such as from Officer Qualification Record, Enlisted Qualification Record, or other sources. **Excludes**

official qualification records covered in the Individual Personnel Records. (HQ, Region, District, CDC, commissaries: DEST upon transfer or separation of the individual.)

50-30c DECORATIONS AND AWARDS PRESENTATIONS. Case files accumulated as a result of recommendations for and presentation of decorations and awards. Includes recommendations, comments, approvals, copies of notices of decoration, notices of and requisitions for awards for decorations, documents properly filed in individual personnel files, acknowledgement of receipt of decorations, and related papers. (HQ, Region, District, CDC, commissaries: DEST after 1 year.)

50-30d SPECIAL TROPHIES AND AWARDS. Documents relating to individual and unit annual recognitions programs for Agency wide personnel assigned to DeCA. (HQ, Region, District, CDC, commissaries: DEST after 2 years.)

50-30e ORDERS RECORD SET. Record copies of special orders published by orders issuing authorities, including background material. (HQ, Region: Permanent.)

50-30f EVALUATION REPORTS. Documents relating to the initiation, preparation, and submission of regular and special evaluation reports on military personnel. (HQ, Region, District, CDC, SC, commissaries: DEST 3 years after separation or transfer from DeCA.)

50-30g NONJUDICIAL PUNISHMENT. Documents pertaining to specific instances of nonjudicial punishment when administered by DeCA and to retained copies of information and allegations furnished the Military Services where nonjudicial punishment is not administered by DeCA, including requests for detachment of personnel on duty with DeCA for the

purpose of administering nonjudicial punishment. (HQ, Region, District, CDC, commissaries: Retain in current files area. DEST 2 years after transfer of the individual concerned, or 4 years after date of imposition of punishment, whichever is sooner.)

50-30h MILITARY POSITION DESCRIPTIONS.

Position descriptions covering military positions authorized for HQ DeCA and DeCA subordinate activities. (HQ, Region, District, CDC, SC, commissaries: DEST when superseded or cancelled.)

50-30i MILITARY PERSONNEL DATA.

Individual records or listing serving as "control" or reference files rather than as official documentation. Such records provide current information relative to military personnel, such as date of assignment, rotation date, branch of service, rank, date of rank, military and civilian education. (HQ, Region, District, CDC, commissaries: DEST upon reassignment of individual or upon supersession, as applicable.)

50-30j PERSONAL AFFAIRS. Relates to administrative preparation and/or processing of personal-type actions such as request for Government life insurance, mortgage insuranch, or social security. **Excludes** documents appropriate for filing in individual personnel records. (HQ, Region, District, CDC, commissaries: DEST after 2 years.)

50-30k PROMOTIONS. Documents relating to the promotion of enlisted, warrant, and commissioned officer personnel. (HQ, Region, District, CDC, commissaries: DEST after 2 years.)

50-30l RETENTION ON ACTIVE DUTY.

Documents relating to the retention on active duty of military personnel

and the accomplishment of certificates of declination or acceptance of active duty obligation. (HQ, Region, District, CDC, commissaries: DEST 1 year after separation from DeCA assignment, or in accordance with requirements of military service, as applicable.)

50-30m RETIREMENT, RESIGNATION, SEPARATION. Documents relating to requests for retirement, resignation, and/or separation of military personnel, retirement ceremonies, publication of orders, and retired personnel reports. (HQ, Region, District, CDC, commissaries: Appropriate documents will be included in military personnel jacket. DEST remainder 1 year after separation from DeCA, or in accordance with requirements of military service, as applicable.)

50-30n RESERVE AFFAIRS. Documents relating to the administration of military reserve affairs including selection and assignment of mobilization designees, active duty training, preparation of tables of distribution, and similar papers. (HQ, Region, District, CDC, commissaries: DEST 5 years after separation or release from mobilization designation, or after supersession or obsolescence, or after 5 years, as applicable.)

50-30o POLICIES AND ADVISORIES. Documents pertaining to objectives, requirements, preparation of reports, and dissemination of information to military personnel. (HQ, Region, District, CDC, commissaries: DEST when superseded or obsolete, or after 3 years as applicable.)

50-30p CLEARANCE CERTIFICATES. Copies of retained clearance certificates indicating completion of clearance procedures by departing military personnel. They consist of installation clearance certificates or similar forms, with supporting documents evidencing payment of service bill; return of property held on receipt; return of identification documents; return of vehicle, weapon, and similar registration papers; medical

clearances; and similar clearance matters.  
(HQ, Region, District, CDC, commissaries:  
DEST 1 year after resassignment of individual.)

50-30q SPONSORSHIP PROGRAM. Documents relating to appointing sponsors and administering the DeCA program for all military personnel assigned Agency wide. (HQ, Region, District, CDC, commissaries: DEST when no longer needed.)

50-30r MILITARY UNIFORMS. Documents pertaining to policies for wear of uniforms and associated organizational clothing and items of DeCA personnel. (HQ, Region, District, CDC, commissaries: DEST when superseded or no longer needed.)

50-30s CONTINGENCY EXERCISES. Documents relating to requests for and selection of military personnel to participate in service exercises. (HQ, Region, District, CDC, commissaries: DEST after 2 years.)

50-31 PERSONNEL ACCOUNTING. Relates to the accounting for the number or status of military personnel.

50-31a PERSONNEL ACCOUNTING REPORTS. Respective forms used for the accounting of military personnel of all services. (HQ, Region, District, CDC, commissaries: DEST after 1 year.)

50-31b ROSTERS AND STRENGTH RETURNS. Rosters returns, reports, and related papers regarding military personnel assigned to DeCA. (HQ, Region, District, CDC, commissaries: DEST after 1 year.)

50-31c MILITARY PERSONNEL LOCATOR CARDS. Locator cards and comparable forms used to indicate the whereabouts of personnel. (HQ, Region, Districts, CDC, commissaries: DEST 1 year after transfer, departure, or separation of the individual.)

50-31d LEAVE OF ABSENCE. Duplicate copies of DA Form 31, Army, NAVPERS Form 2644, NAVPERS Form 697, AF Form 988, and NAVMC Form 3, and/or comparable forms used in requesting and granting leave for military personnel. (HQ, Region, District, CDC,

commissaries: DEST when all postings to leave records have been completed and verified, except when required as evidence in any proceedings.)

50-32 TRAINING. Documents relating to the administration of training and educational matters affecting military personnel. (HQ, Region, District, CDC, commissaries: DEST after 5 years.)

#### 60 PLANS AND ANALYSIS

60-1 GENERAL CORRESPONDENCE.

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

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, Region, CDC, commissaries: DEST when no longer needed.)

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, Region, CDC, commissaries: DEST 3 years after termination of program effort, or when superseded or obsolete, as applicable.)

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, 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: Permanent. Offer to NARA in 5 year blocks when 20 years old. 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, 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, Region, CDC, commissaries: DEST when 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.
- 70-1 GENERAL FINANCIAL CORRESPONDENCE.

a. General correspondence relating to financial operations that cannot logically be filed with the detailed records. (HQ, Region, District, SC, CDC, commissaries: DEST after 2 years.)

70-1a FINANCE. Documents relating to overall financial matters. (HQ, Regions: DEST after 10 years.)

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

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

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

70-1e 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: Permanent. Other HQ offices, Regions, CDC, SC, commissaries: DEST when superseded, obsolete, or no longer required.)

70-1f INTERNAL MANAGEMENT CONTROL SYSTEMS FILES. Information created in the course of operating an Internal Management Control Program as prescribed by DOD Directive 5010.38 or its equivalent. This information concerns controls which assure DeCA management the laws, directives, and

policies are followed; transactions are carried out; resources are safeguarded from unauthorized use or disposition; financial and statistical records and reports are reliable and accurate; and that resources are efficiently and effectively managed. Included are risk assessments, internal control reviews and evaluations, reviews of operating accounting systems, management control plan, other plans and schedules, assurance statements, reports and similar information. (HQ, RM office performing DeCA wide responsibilities: DeCA Director's Annual Statement of Assurance to SECDEF: Permanent; all other records DEST after 5 years. Other HQ offices, Region, District, CDC, SC: Risk assessments, reviews and/or evaluations: DEST 2 years after completion of next comparable assessment or evaluation/review. Material weaknesses: DEST 2 years after completion of corrective action. Feeder statements, reports, and other records: DEST when no longer needed for current operations.)

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.

70-2b BUDGETARY SERVICES. Documents relating to the overall administration of budgetary matters. (HQ, Regions: DEST after 10 years.)

70-2c BUDGET ESTIMATES. Documents issued calling for budget estimate

preparation and submission for specific periods and the related guidelines and governing instructions; budget estimates and supporting justifications, including supplemental estimates and related papers. (HQ, RM: Permanent. Regions: DEST after 10 years.)

70-2d BUDGET REVIEW. Documents relating to the review of the budget, including budget hearings, markups, and reklamas. (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, District, 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, Region, District, CDC: DEST after 4 years.)

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

70-4e TRIAL BALANCES. Trail balances for meat and produce departments and any subdepartments prepared from general ledger accounts. (HQ, Region, District, CDC: 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, District, CDC: Status of allotments reports and acquisition, rehabilitation, repair - DEST 1 year after all transactions relating to the allotment accounts have been closed. Other reports 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, District, CDC: 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, District, CDC: DEST after 10 years.)

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 journals, and general journals. (HQ, Region, District, 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, District, 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, District, 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, District, 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, District, 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, District, 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, District, 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, District, CDC, commissaries: DEST when superseded, obsolete, or after 10 years, whichever is sooner.)

70-8

70-8b TROOP ISSUE ACCOUNTS. Documents maintained by accountable officers as the formal record of all transactions pertaining to the receipt, issue, sale, transfer and inventory of supplies and services, and the receipt and deposit of funds. They include distribution ledgers, voucher registers and vouchers and supporting papers such as summaries of rations issued, abstract of charge sales and reimbursable issues, field ration requests, issue and turn-in slips, receipts, inventory and adjustment documents, statement of gains and losses, reports of survey, receiving point register, discrepancy reports and requests for adjustments, vendor

delivery ticket and documents effecting gain and loss to account, and similar information. (HQ, Region, District, CDC, commissaries: DEST after 3 years.)

70-8c 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 2 years.)

70-9 REIMBURSEMENTS. Documents relating to the transfer of funds or payment to other departments or agencies for material or services furnished. (HQ, Region, District, CDC: DEST after 10 years.)

70-10 ADJUSTMENTS. Relates to adjustments in accounts due to the loss, unserviceability, or destruction of property, and determinations of or release from pecuniary liability therefor.

70-10a 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, District, CDC commissaries: DEST 2 years after final action.)

70-10b COMMISSARY CASH AND CHARGE SALES. Cash sales and charge sales books, charge sales slips, including attached informal lists, machine detail tapes, and other tapes that relate to cash and charge sales, but exclusive of such documents filed as vouchers to the account. (HQ, Region, District, CDC, commissaries: DEST after 2 years or after audit, whichever is first. Cash register detail tapes may be destroyed after 1 year or after audit, whichever is first.)

70-11 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.

70-11a COST ACCOUNTING. Documents relating to the overall administration of the cost accounting functions. (HQ, Region, District, CDC: DEST when superseded, obsolete, or after 10 years as applicable.)

70-11b COST ACCOUNTING PROCEDURES. Documents prescribing the methods and procedures for operating the cost accounting system. (HQ, Region, District, CDC: DEST when superseded or obsolete.)

70-12 FINANCIAL INVENTORY ACCOUNTING (FIA). Relates to the accounting for property (stocks) in financial terms rather than or in conjunction with quantitative terms.

70-12a FIA. Documents relating to the overall administration of the financial inventory accounting system. (HQ, Region, District, CDC: DEST after 10 years.)

70-12b FIA PROCEDURES. Documents prescribing the methods and procedures for operating the financial inventory accounting system. (HQ, Region, District, CDC: DEST 10 years after supersession or obsolescence.)

70-12c 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, District, CDC: DEST after 10 years.)

70-12d FIA REPORTS. Reports reflecting the financial values of inventories together with related analyses. (HQ, Region, District, CDC: DEST after 10 years.)

70-13 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, District, CDC, SC, commissaries: DEST when superseded, obsolete or no longer required.)

70-14 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.)

70-14a 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 5 years after completion of contract.)

70-15 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, Region, District, CDC, commissaries being studied: DEST when no longer needed for reference.)

70-16 MEMORANDUMS OF POLICY. Documents relating to both numbered and unnumbered memos of Policy and Staff Memos, including comments establishing DeCA positions. (HQ: DEST when superseded, obsolete or no longer needed for reference.)

70-17 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 or when superseded, obsolete, or no longer needed for reference, whichever is sooner.)

- 70-18 MANPOWER. Relates to overall control of manpower resources in DeCA. Excludes training and career management.
- 70-18a MANPOWER. Documente relating to the administration of manpower matters. (HQ: DEST after 5 years.)
- 70-18b MANPOWER AUTHORIZATIONS. Documents regarding the allocation, increase, or decrease of manpower spaces in DeCA and in elements thereof. (HQ: DEST after 5 years.)
- 70-18c 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; Region, District, CDC, SC, commissaries: DEST on receipt of new document.)
- 70-18d 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.)
- 70-19 PERSONNEL CONTROL. Documents used in connection with techniques for keeping personnel strengths and workloads in balance, including workload reports. (HQ: DEST 3 years after supersession or obsolescence.)
- 70-20 PERSONNEL STRENGTH REPORTS 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, SC, Region, District, CDC, commissaries: DEST after 3 years.)

70-21 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, District, CDC, SC, commissaries: 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: PIF after completion of subsequent study; DEST after 5 years.)

70-23 STAFFING STANDARDS

70-23a 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, District, CDC, commissaries: DEST when superseded,

obsolete, or no longer needed.)

70-23b 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: DEST when superseded, obsolete, or no longer needed.)

70-24 DeCA PRODUCTIVITY PROGRAM

70-24a 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, District, CDC, SC, commissaries: DEST when no longer needed for current operations.)

70-24d 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 Form 70-1 or its equivalent and similar information. (HQ OPR: TRF from control file to appropriate IDEAS file upon final action; DEST 2 years after final action.)

70-25 AUTOMATED PAYROLL COST ACCOUNTING PERSONNEL SYSTEM (APCAPS). Records documenting actions taken to implement APCAPS.

70-25a 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, SC: **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.)

7

## 70-26 GOVERNMENT CHARGE CARD PROGRAM

70-26a GENERAL OFFICE ADMINISTRATION.  
General correspondence developed to manage, implement, and maintain the Government Charge Card Program. (HQ, Region: DEST after 1 year or after its purpose has been served, whichever is later.)

70-26b CORPORATE DELINQUENCY REPORT.  
Provides overall delinquency statistics identifying amount billed, aging of monies, write-off amounts, pending adjustments, and areas and personnel with delinquency problems. (HQ, Region: DEST after 1 year or after its purpose has been served, whichever is later.)

70-26c CORPORATE VOLUME REPORT.  
Provides the total amount spent by summary account number. It further breaks down expenses by establishment service type (airline, hotels/motels, etc.). Report provides viable management tool for budgeting and analyzing spending. (HQ, Region: DEST after 1 year or after its purpose has been served, whichever is later.)

70-26d CORPORATE PERFORMANCE REPORT.  
Provides assistance in identifying potential abuses and/or misuse of charge card privilege. (HQ, Region: DEST after 1 year or after its

purpose has been served, whichever is later.)

70-26e CORPORATE TRIAL BALANCE. Documents provide an analysis of assigned employees payment patterns and outstanding current and past due balances. (HQ, Region: DEST 1 year or after its purpose has been served, whichever is later.)

70-26f CORPORATE ACCOUNT ACTIVITY SUMMARY. A detailed record of original charge activity during the billing period. Records provide an easy means to reconcile accounts and identify program abuse. (HQ, Region: DEST after 1 year or after its purpose has been served, whichever is later.)

70-26g CORPORATE ACCOUNT LISTING. Listing provides a quick reference to obtain account numbers and other indicative information. Report is used to update addresses and indicative information. (HQ, Region: DEST after 1 year or after its purpose has been served, whichever is later.)

70-26h 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 2 years after employee terminates the program.)

70-26i GOVERNMENT CHARGE CARD TRANSFER FORMS. Records provide an audit trail for employee accounts transferred within or outside of DeCA. (HQ, Region: DEST 2 years after employee terminates the program.)

70-26j GOVERNMENT CHARGE CARD PERSONAL IDENTIFICATION NUMBER

APPLICATIONS. Records provide an audit trail of employees requesting enrollment into the ATM Program and their acknowledgement to fulfill the terms and conditions of the agreement. (HQ, Region: DEST 2 years after employee terminates the program.)

70-26k CORPORATE TRAVEL ADVANCE REPORT. Listing of advances employees receive, where and how issued (through ATM or other source); the amounts and applicable fees; total advances per employee during the billing period and a summary at the total level. (HQ, Region: DEST after 1 year or after its purpose has been served, whichever is later.)

70-26l CORPORATE TRAVEL ACTIVITY REPORT. Report provides a list of tickets purchased in ticket number sequence for reconciliation of the airline charges. (HQ, Region: DEST after 1 year or after its purpose has been served, whichever is later.)

70-26m PROJECTED RENEWAL REPORT. A listing of accounts scheduled for renewal and of inactive accounts. Report can also be used to update indicative data on active accounts. (HQ, Region: DEST after 1 year or after its purpose has been served, whichever is later.)

## 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; non-judicial punishment; investigation, processing, settlement, and payment of

claims against or on behalf of the Government.

80-1 GENERAL LEGAL SERVICES  
CORRESPONDENCE.

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

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, cutoff at close of each Congress.)

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.)

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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.)

80-7 LAW LIBRARY CATALOGS. Cards enumerating authors, titles, cross-references, and subjects arranged in alphabetical order and indicating descriptive details including location of books on the shelves. Upon discontinuance of the facility and/or other library, the current library card catalog files will be included in the transfer, if possible. (GC, HQ DeCA: DEST when related books have been permanently removed from the library collection.)

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 lfiled 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 and 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, or 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, SC, 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, District, 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.

90-1a GENERAL PROCESS REVIEWS, ASSISTANCE, INVESTIGATIONS, FOLLOW-UP CORRESPONDENCE AND DOD INSPECTIONS.

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(2) Documents relating to process reviews, assistance, investigations, follow-up, and DOD inspections that are received for information only, on which no action is required. (HQ, Regions, District, CDC, SC, commissaries: DEST when no longer needed for reference.)

90-1b IG PROCESS REVIEWS AND SPECIAL ASSESSMENTS. Information relating to process reviews, special interest process reviews, follow-ups, personnel conference periods, and similar files pertaining to inspections made of the command by DOD IG. (DeCA IG: DEST 1 year after the next comparable review or inspection. Regions, CDC, commissaries: DEST when no longer needed for reference.)

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, District, CDC, SC, commissaries: DEST after 3 years.)

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, District, CDC, commissaries: DEST after 3 years.)

(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.)

(3) Information memorandums, guidance on handling congressionals, and other related information (Other offices: DEST after 3 years; 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 6 months.)

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 2 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, District, CDC: DEST after 1 year; commissaries: DEST after 3 months.)

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, Region, District, 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.

90-2a AUDIT CORRESPONDENCE

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

(2) Documents relating to audits that are received for information only on which no action is required. (HQ, Regions, District, CDC, SC, 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, District, CDC, SC, 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, District, CDC, SC, 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, District, CDC, SC, commissaries: DEST after 2 years.)

(2) Documents relating to audit that are received for information only on which no action is required. (HQ, Regions, District, CDC, SC, 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, District, CDC, SC, 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, preaudit 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, District, CDC, SC, 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.)
- 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 ISSUE PREPARATION. Conferences held to inform senior DeCA officials including functional chiefs and directors at headquarters, region commanders/directors, and select personnel at commissary level on issues released to the media. (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:

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, Regions, CDC, commissaries: DEST when no longer needed for activity historical reference purposes.)

#### 110 PROGRAM MANAGEMENT

- 110 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.
- 110-1 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.)
- 110-2 REQUIREMENT DOCUMENTS. These records include mission needs statements, letters requesting support, and statements of desired capabilities. (HQ, Region, CDC, District, Service Center and commissary: Original documents: Permanent; supporting documents: DEST 10 years after program is discontinued or no longer in

- service.)
- 110-3 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. Documentation 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.)
- 110-4 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.)
- 110-5 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.)
- 110-6 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.)
- 110-7 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.)
- 110-8 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.)
- 110-9 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.

110-9a 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.)

110-9b 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.)

110-9c 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.)

110-10 PROGRAM PLANNING, REVIEW, AND ANALYSIS. Relates to files accumulated by the program office that detail the planning and analysis of the program.

110-10a 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.)

110-11 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.

110-11a 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.)

110-12 PROGRAM IMPLEMENTATION FILES. Relates to documents accumulated by the program office pertaining to all phases of program implementation and deployment.

110-12a PROGRAM IMPLEMENTATION FILES. These records include: 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.)

#### 120 SERVICE CENTERS

120 SERVICE CENTERS. This series provides accounts management to include accounts receivable debt management; accounts payable reconciliation of receipts and vendor invoices; voucher preparation; disbursement officer certification for payment of funds; and computer room operations.

120-1 STOCK FUND. Relates to the accounting of stock funds.

120-1a STOCK FUND POSTING MEDIA. Periodic reports of stock fund inventory transactions and supporting documents posted to the journal accounts.

(SC: DEST 1 year after posting to journal accounts.)

120-1b STOCK FUND FINANCIAL STATEMENTS AND SCHEDULES. Copies of field activities statements and schedules used in preparation of HQ reports. (SC: DEST after 5 years.)

120-1c FINANCIAL INVENTORY ACCOUNTING REPORTS. Reports reflecting the financial values of inventories together with related analyses. (SC: DEST after 10 years.)

120-2 DISBURSEMENTS AND COLLECTIONS. Relates to funds disbursement and collections.

120-2a COMMERCIAL ACCOUNT CLAIMS. Information related to commercial invoices and accounts against the U.S. resulting from contractual relationships with the services, which have been submitted to Claims Division, GAO for settlement because of questions of law or fact. Included are copies of contracting officers' reports, copies of recommendations; copies of GAO decisions, recommendations, and data relative to payment or nonpayment, and similar information. (SC: DEST after 4 years.)

120-2d GENERAL COLLECTIONS AND EXPENDITURES. Information on collection and disbursement of amounts due the U.S. Government involving civilian and military personnel of the services and contractors and commercial firms dealing with the services. These files primarily consist of those cases

referred to USAFAC after efforts to collect by individual finance and accounting officers have failed. Included are disbursing officers' summarizers; blocking tickets with attached source date; Treasury statements; machine listings reflecting collections, closed accounts, transferred accounts and balances; expenditures by purpose and reimbursement, and similar information. (SC: Payroll-related files: DEST 6 years and 3 months after completion; all other files: DEST after 2 years.)

- 120-3 SIGNATURE CARDS - VOUCHER CERTIFIER FILES. These files identify signatures of certifying officers who certify vouchers. Included are signature cards, orders identifying individuals authorized to be certifying officers, and related information. (SC: DEST 3 years after revocation.)
- 120-4 VALIDATIONS. Information on the administrative review, continuing study, and preparation of quarterly comprehensive analysis in connection with suspected fraud or improper payment. Included are reports of investigation; copies of vouchers; copies of orders; copies of notices of exception; copies of military pay orders; copies of pay adjustment authorizations; copies of dependency; sworn statements, and similar information. (SC: DEST 3 years after determination/judgment is made.)
- 120-5 ACCOUNTING DOCUMENTS. Information posted to books of original entry. Included are allotment, commitment, or obligation documents, collection documents (including cash collections), adjustment documents (including adjustments on deficiencies and irregularities), and related blocking tickets. (SC: DEST 3 years after cut off except that documents on exceptions taken by GAO will be kept until cleared by a satisfactory reply to the notice of exception, and then destroyed.)

120-7 SUBSIDIARY FILES. Consists of DO cash account subsidiaries; advance to employees; progress payments to contactors; subsidiary records on advances to contractors; check ledgers; cash blotters, daily cash accountability reconciliation, and cashier's daily activity report; and similar information that supports the cash blotter. (SC: DEST after 3 years.)

120-9 WORKING REPORTS (STANFINS). Daily exception and monthly reports of STANFINS. Included, but not limited to: AVK 015 Supply Input Exception Notice; AVK 036 Stock Fund History Analysis (info only); AVK 037 Stock Fund History Analysis (Action required); AVK 054 Daily Automated Financial Control Register (By dollar amount); AVK 060 Month-to-date AFCR (By dollar amount); AVK 206 Local Purchase Accounts Payable Follow-up; AVK 209 Stock Fund Accounts Payable 5000 & Greater; AVK 212 Inventory In-Transit Age Analysis; AVK 218 Inventory In-Transit Age Over 150 Days; AVK 252 ASF Monthly UDO/AP/INV

INT Status; AVK 500 General Ledger Inquiry;  
AVK 619 Monthly Status of Inventory Account;  
AVK 901 Installation General Ledger Trial  
Balance; AVK 902 Installation Fund Entity  
G/L Report; AVK 963 Cash Sales Reconciliation  
Report and AVK 990 Aging of Accounts Receivable  
ASF. (SC: Monthly Reports: DEST after next  
cycle; Daily Reports: DEST when no longer needed.)

120-10 WORKING REPORTS (ASAC). Daily exception and  
monthly reports of ASAC. Included, but not  
limited to: AGN 036 Stock Control Edit Errors;  
AGN 209 Stock Control Input Transactions; AGN 231  
FIA Transaction Register - ASAC; AGN 251 Stock  
Control Error Transaction Report; AGN 252 Stock  
Control Suspended Summary; AGN 253 Suspended  
Transaction Status; AGN 254 Stock Control Cycle  
Block Control Summary; AGN 255 VRGC Transaction  
Error Report; AGN 256 VRGC Transaction Update  
Report; AGN 263 VRGC Transaction Error Report;  
AGN 264 VRGC Transaction Update Report; AGN 265  
VRGC (Grocery, Meat, and Produce); and AGN 266  
VRGC (Troop and War). (SC: DEST after 2 years.)

120-11 COLLECTION VOUCHERS. Copies of documents that  
have been transmitted to disbursing officers  
which are accumulated by sale officers and  
other officials authorized to accept amounts  
due the United States from individuals, organ-  
izations, or governmental agencies other than  
files accumulated by disbursing officers. Such  
files include reports of deposits, DD 707 or its  
equivalent; report of collection for authorized  
sales of services and supplies, DD 1131 or its  
equivalent; and/or comparable documents.  
Documents maintained by responsible officers  
as the formal record of all transactions  
pertaining to the receipt, issue, sale, transfer,  
and inventory of supplies and services, and  
the receipt and deposit of funds. They include  
distribution ledgers, voucher registers and  
control, vouchers and supporting papers such as  
summaries of rations issued, abstract of charge  
sales and reimbursable issues, field ration  
requests, issue and turn-in slips, receipts,  
inventory and adjustment documents, report of  
deposits, coupons, summary of daily fund  
receipts, statement of gains and losses,  
reports of survey, receiving point register,  
discrepancy reports and requests for  
adjustment, vendor delivery ticket and  
documents effecting gain and loss to account,

adjustment, vendor delivery ticket and documents effecting gain and loss to account, Vendor Credit Memo, WIC program and similar information. (SC: All other offices **except** the Commercial Accounts Branch DEST after 2 years).

120-12 COMPUTER ROOM OPERATIONS. These records concern guidance pertaining to design, and operation of data processing systems for DeCA.

120-12a GENERAL AUTOMATION CORRESPONDENCE FILES.

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(2) Documents relating to automation that are received for information only on which no action is required: (SC: DEST when no longer needed for current operations.)

120-12c DATA PROCESSING REGISTERS AND SCHEDULES. Documents used to record

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. (SC: DEST 1 year after completion of related job.)

120-12d MACHINE LISTINGS. Hard copy listings used in the computer room for verification purposes, or otherwise needed to provide services to other elements. (SC: DEST on completion of next comparable report, tabulation, brief, or similar document, or when intended purpose has been served.)

120-12e SCRATCH TAPES (or other magnetic media). Magnetic media used to facilitate general computer runs, such as sort and merge runs. (SC: Blank after system is in operation and approved or after determination is made that the system will not be put in operation.)

120-12f TEST TAPES (or other magnetic media). Magnetic media used in testing a proposed system. (SC: Blank after system is in operation and approved, or after determination is made that the system will not be put in operation.)

120-12g 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 weighting. (SC: Blank when no longer necessary for current operations.)

120-12h 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. (SC: Blank in accordance with related master file.)

in accordance with related master file.)

120-

b. Documents relating to service center operations that are received for information only, on which no action is required. (SC: DEST when no longer needed for current operations.)