

## Request for Records Disposition Authority

Records Schedule Number      **DAA-NU-2011-0002**  
Schedule Status                 **Approved**  
  
Agency or Establishment        **Department of the Navy**  
Record Group / Scheduling Group **Navy Undifferentiated**  
Records Schedule applies to     **Agency-wide**  
Schedule Subject                 **SSIC 11011 – Real Estate Records/Real Property**  
Internal agency concurrences will be provided    **No**

Background Information            **The Department of the Navy's (DON) Naval Facilities Engineering Command (NAVFAC) is the principal construction and real estate agent for DON Real Property and is responsible for the DON's Real Property Inventory System**

**On August 31, 1842, the Bureau of Navy Yards and Docks (BuDocks) was established, the forerunner to the Naval Facilities Engineering Command. The mission then and now is to strengthen Navy and Marine Corps combat readiness worldwide through facilities lifecycle support focused on the Fleet, Fighter, and Family. NAVFAC delivers sustainable, adaptable facilities, expeditionary capabilities, and contingency response to the Navy Expeditionary Combat Enterprise, all other Warfare and Provider Enterprises, the Marine Corps, Unified Commanders, and Department of Defense (DoD) Agencies.**

**NAVFAC (Echelon II command) has 5 subordinate commands (Echelon III commands) that in turn, have 10 cumulative subordinate commands (Echelon IV commands). NAVFAC employs 22,000 Civil Engineer Corps officers, civilians and contractors who serve as engineers, architects, contract specialists and professionals. The employee base is organized into six business lines: Capital Improvements, Public Works, Asset Management, Contingency Engineering, Environmental, and Expeditionary. The ultimate goal of all these business lines and subordinate commands is to deliver the best value facilities engineering and acquisition for the Navy and Marine Corps, Unified Commanders, and DoD Agencies. The annual volume of business is in excess of \$18 billion.**

**In its current state, DON's Real Property Inventory contains 127,229 asset records (Land, Buildings, Structures & Utilities). The related assets are valued at approximately \$50.9 billion (Gross). Under**

the current DON Standard Subject Identification Code (SSIC) and related disposition schedule, NAVFAC staff are required to retain Real Property documentation for as short as 6 years after final payment for contract files for the asset. In order to properly manage, maintain, and conduct audits on the cumulative DON Real Property assets in accordance with the proposed DON Real Property Document Retention Policy, contract files, acquisition and disposal documentation should be maintained for a 10 year period past the disposal of the asset. NAVFAC formally requests a change to the current disposition of their Real Property documents in order to align DON business policies with current business practices and audit requirements.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

## Outline of Records Schedule Items for DAA-NU-2011-0002

Sequence Number	
1	SSIC 11011 2(b) – Real Estate Records/Real Property Disposition Authority Number DAA-NU-2011-0002-0002

## Records Schedule Items

Sequence Number	
1	<p><b>SSIC 11011 2(b) – Real Estate Records/Real Property</b></p> <p>Disposition Authority Number      <b>DAA-NU-2011-0002-0002</b></p> <p><b>(b) Real Property asset construction, purchases, upgrades and/or improvements over \$100k, Documentation may include, but is not limited to Contract files containing copies of award, closeout, project approval, funding authorization, records of total project costs, and final invoices, disposal documentation including excess, transfer, release and sale documents, and surveys, inspection reports and real property inventory data records supporting management assertions for real property accountability and audit readiness</b></p> <p>Final Disposition                      <b>Temporary</b></p> <p>Item Status                                <b>Active</b></p> <p>Is this item media neutral?            <b>Yes</b></p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?        <b>No</b></p> <p><b>Disposition Instruction</b></p> <p>If this item has multiple sections, indicate here records to which this section apply                      <b>Non-electronic Textual Records</b></p> <p>Cutoff Instruction                        <b>Unknown</b></p> <p>Transfer to Inactive Storage            <b>Unknown</b></p> <p>Retention Period                         <b>Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens</b></p> <p><b>Additional Information</b></p> <p>GAO Approval                              <b>Not Required</b></p>

## Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified

## Signatory Information

Date	Action	By	Title	Organization
03/03/2011	Certify	Charley Barth	Director of Records	Chief of Naval Operations (CNO) - Director Navy Staff (DNS)
01/03/2012	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
02/09/2012	Return to Submitter	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
02/09/2012	Submit for Concurrence	Steven Rhodes	Appraiser	National Archives and Records Administration - Records Management Services
02/09/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
02/09/2012	Concur	Laurence Brewer	for	National Archives and Records Administration - Records Management Services
02/13/2012	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist