

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK
JOB NO  NCL-456-82-1
DATE RECEIVED April 21, 1982
NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped 'disposal not approved' or 'withdrawn' in column 10
<i>July 15 82</i> <i>Robert M. Kover</i> <small>Archivist of the United States</small>

TO **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)  
**DEFENSE MAPPING AGENCY**

2 MAJOR SUBDIVISION  
**Administration Office**

3 MINOR SUBDIVISION  
**Agency and All Components**

4 NAME OF PERSON WITH WHOM TO CONFER  
**Thomas A. Sagar, Records Administrator**  
**Sally Aschenbrenner, Assistant**

5 TEL EXT  
**254-4402**

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 331\* page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified \*Chapter 2, DMAM 5015.1

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C DATE 14 Apr 82	D SIGNATURE OF AGENCY REPRESENTATIVE <i>Thomas A. Sagar</i>	E TITLE Records Administrator
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>Defense Mapping Agency Manual 5015.1, "Records Management Program," is herewith submitted for approval by the Archivist of the United States.</p> <p>Application of the disposition instructions in the General Records Schedules to DMAM records series has been applied where possible.</p> <p>Series 1500, "Data Processing Systems, Procedures, and Operations Files," will be submitted for approval at a later date; as requested by NARS.</p> <p>Information concerning arrangement, estimate of annual accumulation and total volume to date for permanent series in Chapter 2, DMAM 5015.1, will be submitted to NARS under separate cover not later than 30 September 1982.</p> <p>DMA records will be transferred for storage to the Washington National Records Center, Washington, D.C. 20409, and the National Personnel Records Center, 111 Winnebago Street, St. Louis, Mo. 63118, as prescribed in Chapters 6 &amp; 7.</p> <p>MASS DATA CHANGE SHEET WILL BE FORWARDED WITH PRINTED CHANGE</p> <p><i>cy to Agency 7-21-82.</i></p>		<i>1250 ITEMS</i>

*Closed out: 7-27-82:cm*

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CHAPTER 1

GENERAL

1. Purpose. The purpose of this manual is to establish policy, uniform procedures, and techniques for the implementation of the Defense Mapping Agency Records Management Program and Functional File System as prescribed in references a. and b.
2. References.
  - a. FPMR 101-11, Records Management.
  - b. DoD Directive 5015.2, Records Management Program.
  - c. DMA Manual 5200.1, DMA Information Security Manual.
  - d. DoD Instruction C5210.21, Implementation of NATO Security Procedures.
  - e. DMAINST 5211.8, Processing and Safeguarding NATO and COSMIC Material.
3. Cancellation.
  - a. DMA Manual 5015.1, Defense Mapping Agency Records Management Program, dated 30 April 1973, and changes thereto.
  - b. DMA Instruction 5015.1, Defense Mapping Agency Records Management Program, dated 20 April 1973.
4. Applicability. The provisions of the manual having been approved by the archivist of the U.S. (Job No. NCl-456-82-1) are by law mandatory.
5. Policy. The decentralized files plan will be used within DMA. Under this plan, documents (files) which are accumulated and used in performing a function will be located in the organizational element performing the function. Specialized files of Agency-wide interest and use may be centrally located (i.e., source files of mapping, charting, and geodetic data). Files will be located at organizational levels where effective management can be assured. These locations are known as Offices of Record and are responsible for the custody, maintenance, and disposition of current documents of the offices which they serve.
6. Responsibilities.
  - a. The Director, Administration Office, shall establish and maintain an active, continuing program for the economical and efficient management of the records of the Agency. DMA Records Administrator (AO) is the point of contact.
  - b. The Records Management Officer (RMO) within each DMA Component is responsible for carrying out the Records Management Program. The RMO will:
    - (1) Direct a Records Management Program applying management techniques to correspondence methods, mail procedures, records organization

and systems, records disposition, and the selection and utilization of filing equipment and office copying machines.

(2) Survey and appraise the records management program annually and prescribe corrective action as necessary.

(3) Develop a training program for records management personnel.

(4) Maintain liaison with forms, directives, and reports management officials in order to achieve minimum production of documents and reports.

(5) Provide staff direction for the operation of the Records Holding Area (RHA) and ensure that records are properly arranged and packed prior to movement from the holding area to a records center.

(6) Review and approve or recommend approval of microfilm projects and related equipment, in accordance with Chapter 10 requirements.

(7) Develop a Vital Records Program and coordinate it with management officials.

c. Supervisors at all echelons of DMA are responsible for proper maintenance and disposition of records within their functional area and will cooperate fully with records management officials. Supervisors are responsible for designating competent persons within their elements as records coordinators.

d. Records coordinators are responsible, within the organizational element for which they are appointed, for:

(1) The implementation of records management directives.

(2) Ensuring preparation and amendment of Records Control Schedules.

(3) The operation, maintenance, and disposition of files.

## 7. Definitions.

### a. Archives.

(1) The noncurrent records of an organization or institution preserved because of their historical or other research value; also referred to, in this sense, as archival materials or archival holdings. See also Permanent Records.

(2) The agency responsible for selecting, preserving, and making available archival materials; also referred to as an archival agency.

(3) The building or a part of a building where such materials are located; also referred to as an archival repository or depository.

- b. Case File. A folder or other file unit containing material relating to a specific action, transaction, event, person, place, project, or other subject. A case file may cover one or many subjects that relate to the case; for example, a contract file contains records on a specific contract, such as the application, correspondence, addenda, reports, and processing documents. Other types of case files include official personnel folders, surveys, studies, and the like.
- c. Chargeout. The action of recording the removal and loan of papers from a file or the loan of an entire file to indicate its whereabouts, usually done on a specifically designed card, such as Optional Form 23.
- d. Coding. The process of implementing the file designation decision made during the classification process; the process of putting file designations on the records themselves. Normally used only for subject classification systems.
- e. Copy. A reproduction of the contents of an original document prepared simultaneously or separately, usually identified by function or by method of creation. Copies identified by function may include action copy, comeback copy, file or record copy, information or reference copy, official copy, and tickler copy. Copies identified by method of creation include carbon copy, mimeograph copy, ribbon copy, and electrostatic copy.
- f. Copying Equipment. Machines used to make quick electrostatic, dual spectrum or other types of copies, in lieu of offset or other means of copy production.
- g. Cross-Reference. A finding aid, such as Optional Form 21, that directs the user from one place in the file to another when a particular document may be requested by more than one name, number, or subject.
- h. Cutoff. Termination of a file at regular periodic intervals to facilitate continuous disposal or transfer of the file series.
- i. Current Records. Records necessary for conducting the current business of an office and therefore generally maintained in office space and equipment.
- j. Decentralized Files. Files of an agency or agency component that are maintained at several locations. Physically decentralized files can be made subject to centralized intellectual and administrative controls.
- k. Directive. Any issuance of an organization that guides, instructs, and informs employees in their work. Included are formalized statements of policy and procedure. Directives are issued under many names, such as Notices, Orders, Procedures, Bulletins, Manuals, Handbooks, Regulations, Circulars, Guides, and the like.
- l. Discontinuance. The placing of an organization in an inactive status. Whenever the term is used in this manual, it will be interpreted to include inactivation, disbandment, and reduction to zero strength.

m. Disposal Authority. The legal authorization for the disposal of records, obtained from the Archivist of the United States and, for certain series, from the Comptroller General. Initiated by agencies on Standard Form 115, Request for Records Disposition Authority, or granted in the General Records Schedules.

n. Disposition. The actions taken with regard to noncurrent records following their appraisal. The actions include transfer to a records center for temporary storage, transfer to an archival agency, donation to an eligible depository, reproduction on microfilm, and destruction.

o. Disposition Program. A management system resulting in the efficient and economical disposition of records by developing and implementing standards, procedures and techniques. Includes controlling office filing equipment, scheduling records for disposition and administering their storage, documenting agency benefits accruing from the program, and undertaking surveys and audits of disposition operations.

p. Disposition Schedule. A document governing, on a continuing basis, the mandatory disposition of recurring records series of an organization or agency. Also known as a records schedule, records control schedule, retention schedule, or records retention schedule.

q. Disposition Standard. The time period for the cutoff, transfer to a records center, destruction, or offer to the National Archives and Records Service (NARS) of a records series.

r. Documentation.

(1) The recording of an agency's legal mission, functions, organization, policies, decisions, procedures, essential transactions, and accomplishments.

(2) The body of records that results from such recording.

s. File.

(1) An accumulation of records maintained in a predetermined physical arrangement.

(2) Storage equipment, such as a filing cabinet.

t. File Codes. Numbers or symbols used to abbreviate lengthy file designations that would otherwise be expressed as words. Most filing systems take their name from the file code system used; for example, Alpha-Numeric, Decimal, Numeric-Alphabetic, and Subject-Numeric.

u. File Copy. The official or record document that is so marked or recognized, complete with enclosures or related papers. Also known as Record copy. See also Official Files.

v. File Custodian. A person given official responsibility for the control of records at a file station.

w. File Designation. A distinguishing symbol, subject, name, number, or date controlling the placement of a document in a filing system.

x. File Group. A collection of papers that have similar characteristics and that need to be kept apart from other groups of records at a file location. Also called File Type.

y. File Station. Any location in the organization at which documents are maintained for current use. A file station may be large, serving an entire division, or it may be small, with only one or two file cabinets, serving a single branch or section.

z. Files. A collective term usually applied to all records of an office or agency.

aa. Files Plan. A plan designating the physical location(s) at which an agency's files are to be maintained, the specific types of files to be maintained there, and the organizational element(s) having custodial responsibilities.

bb. Filing System. A plan for organizing and identifying records so that they can be found quickly when needed. Most filing systems are based on either an alphabetic or a numeric arrangement.

cc. Federal Records Center. A records storage facility operated by the National Archives and Records Service, General Services Administration (GSA), for housing inactive records of the Federal Government.

dd. Functional Classification. Successively dividing records into classes and subclasses to conform to the programs, activities, and transactions carried out by the organization accumulating the records.

ee. General Records Schedule. A schedule, issued by NARS, governing the disposition of specified recurring series common to several or all agencies. Use of the General Records Schedules is mandatory.

ff. Holding Area. Agency space assigned for the temporary storage of current or semicurrent records and for records with relatively short retention periods. Also known as Staging Area.

gg. Housekeeping Records. Records of an organization that relate to budget, accounting, personnel, supply, and similar administrative or facilitative operations normally common to most agencies, as distinguished from program or substantive records that relate to an agency's primary functions.

hh. Inactive Records. Records that are no longer required in the conduct of current business and therefore can be accessioned by an archival depository or destroyed in accordance with approved records schedule.

ii. Mail Management. An element of records management concerned with management of mail processing operations.

jj. Microfilming. The technique of producing miniature film images of documents for storage in compact form.

kk. Office of Record. An office designated as the official custodian of records for specified programs, activities, or transactions of an organization.

ll. Official Files. An accumulation of official records documenting an action or providing valuable information. The official files include the originals of incoming correspondence and the initialed copies of the outgoing and interoffice correspondence, the original or action copies of reports, completed forms, maps, photographs, and other documents.

mm. Permanent Records. In U. S. Government usage, records appraised by NARS as having enduring value because they document the organization and functions of the agency that created or received them and/or because they contain significant information on persons, things, problems, and conditions with which the agency dealt.

nn. Project File. A type of case file that contains records relating to an assigned task or problem. See also Case File.

oo. Record Set. Official record copies of published materials, as distinguished from extra copies kept in stock.

pp. Records. All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U. S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library or museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.

qq. Records Center. A facility for the economical storage and servicing of records pending their ultimate disposition.

rr. Records Control Schedule. A document governing, on a continuing basis, the mandatory disposition of recurring records series of an organization or agency. Also known as a records schedule, records control schedule, retention schedule, or records retention schedule.

ss. Records Management. That area of general administrative management concerned with achieving economy and efficiency in the creation, use and maintenance, and disposition of records. Includes fulfilling archival requirements and ensuring effective documentation.

tt. Retirement. Transfer of semicurrent and noncurrent records to a records center or some other authorized depository for storage.

uu. Series. File units or documents arranged in accordance with a filing system or maintained as a unit because they relate to a particular subject or function, result from the same activity, have a particular form, or because of some other relationship arising out of their creation, receipt, or use. Sometimes known as a Record Series.

vv. Subject Files. Records arranged and filed according to their general informational content. Also known as Correspondence Files, General Correspondence Files, or Central Files. Consist mainly of general correspondence but may also include forms, reports, and other material that relate to programs and functions and not to a specific case or a particular person or organization. The purpose of establishing Subject Files is to bring together all papers on the same topic to facilitate information retrieval.

ww. Temporary Records. Records that need to be retained for a period of time and then destroyed.

xx. Transfer. The movement of files to a DMA Records Holding Area, from one office to another, and from one DMA activity to another.

yy. Vital Records. Records essential for maintaining the continuity of Federal Government activities during a national emergency. Consist of two categories: (1) emergency operating records, which outline the essential functions of the Government for the duration of emergency conditions; and (2) rights and interests records, which are required for the preservation of the rights and interests of individual citizens and the Government.

zz. Working Papers. Documents, such as rough notes, calculations, or drafts, assembled or created and used in the preparation or analysis of other documents.

8. Document Planning. Documentation concerns the creation of essential records and the assembly of these records in proper sequence to provide maximum utilization with a minimum of duplication and to assure the preservation of permanent records and the systematic disposal of all others. The value of records is determined by their use as administrative tools, legal or other official evidences, and material for historical or other research. Documents accumulated and used in performing a function will be located in the organizational element performing the function. These locations are known as "Offices of Record" and are responsible for documentation maintenance and disposition.

9. Files Arrangement. Concerns the relative position of papers to each other to ensure their proper retrieval. Systems of files arrangement include:

a. Case or Project Files. Use the case or project file arrangement for material relating to a specific action, event, person, organization, location, product, or thing. Papers within each case file are generally arranged in chronological order with most recent papers at the front of the folder. Case files may be filed alphabetically by name, title, country, organization, or numerically and are normally terminated upon occurrence of an action and placed in an inactive file.

b. Subject Files. Use the subject file arrangement for material not readily adaptable to case files.

c. Reference Files. Use the reference file arrangement for extra copies of documents which are officially recorded elsewhere (i.e., books, periodicals, copies of reports, studies, drawings, manuals, pamphlets, and catalogs). Reference files are reviewed periodically; only those which are of significant reference value are retained and are kept current by replacing superseded and removing obsolete materials. Within the basic arrangements, further breakdown into subdivisions may be used according to the following arrangements: numerical; chronological; geographical; organizational; alphabetical; subjective.

10. Security. Detailed procedures for safeguarding classified records are contained in DMA Manual 5200.1 (reference c.).

## CHAPTER 2

THE DMA FUNCTIONAL AND NUMERIC FILES SYSTEM

1. The DMA Functional Files System (DMAFFS). The DMAFFS is designed to provide a system for coding and organizing documents for filing according to the function to which they relate. The organization of DMAFFS provides for the identification of records into 15 distinct series relating to specific major functional areas of DMA. Numbers assigned to a file series serve to identify documents for filing and reference and represent the disposition authority. These are identified as follows:

Office Administrative Files	Series 100
Common Mission, Planning, Programming, Management, and General Combat Development Files	Series 200
Budget and Fiscal Files	Series 300
Legal/Information/Historical Files	Series 400
Security and Police Files	Series 500
Civilian, Military, and General Personnel and Safety Files	Series 600
Operations Files (RESERVED)	Series 700
Mapping, Charting, and Geodetic Files	Series 800
Medical and Health Services Files	Series 900
DMA Training School Files	Series 1000
Communications, Mail, Audio-Visual Services Files	Series 1100
Logistics, Supply, Maintenance, and Transportation Files	Series 1200
Research and Development Files	Series 1300
Facilities Files	Series 1400
Data Processing Systems, Procedures, and Operations Files	Series 1500

NOTE: Some groups of records are not described because the organizational element may be performing a function which is uncommon to the mission of DMA, or functions have been established, initiated, or were unknown at the time of publication of this manual. In this case, the appropriate Records Management Official will be consulted for assistance.

2. Applicability. The DMAFFS will be applied to all unclassified, FOUO, and all classified files. DMAFFS will not be used for:

a. Publications, blank forms for filing requisitions, reference material and books in formally organized and officially designated libraries, spoiled or damaged photographic film, and reproduction materials such as stencils and offset paper.

b. NATO and COSMIC documents. The disposition authority applicable to these DMA records is contained in DMAINST 5211.8 (reference e.). However, DMA records used in controlling and receipting for these documents will be identified under DMAFFS.

## DMA FUNCTIONAL FILE SYSTEM

## SERIES 100

## OFFICE ADMINISTRATIVE FILES

1. Office Administrative Files described in this series relate to the performance of administrative housekeeping operations within an office; provide a source of general reference material; and accumulate as a result of following procedures which are required or are an inherent part of normal operations of any office, regardless of mission function.

2. These files most frequently accumulate in offices of administrative assistants, chief clerks, or other individuals responsible for administrative matters of the office. The word "office" as used in this series means staff, directorate, department, division, branch, section, or lower organizational subdivision.

3. These files have been assigned the basic series number "100". File numbers, title descriptions, retention periods, and disposition standards are contained in the following subgroups.

- 101 Office General Administrative Files
- 102 Office Personnel Files
- 103 Office Reference Files
- 104 Office Security and Classified Document  
Control Files

## 101 - OFFICE GENERAL ADMINISTRATIVE FILES

The files in this subgroup relate to the performance of routine administrative operations in obtaining service-type actions from the organizational element responsible for providing them.

- 101-01 RECORDS CONTROL SCHEDULE. Forms used to identify all records for which the office has responsibility. These schedules provide an efficient system for maintaining, programming, and disposing of records. Lists of selected file numbers will be cited herein.

DISPOSITION: Destroy when related records are destroyed or when no longer needed for administrative or reference purposes. (GRS 16/3 a.)

- 101-02 SUSPENSE FILES. Papers arranged in chronological order as a reminder that an action is required on a given date; a reply to an action is expected (a transitory paper being held for reference).

DISPOSITION: a. Extra copies of communications, forms, notes, etc. - Destroy when action is completed.

b. File copies of transitory communications - Destroy when purpose has been served, or file with transitory material.

c. File copies of nontransitory communications - Incorporate and retain with appropriate record copies of action.

- 101-03 GENERAL OFFICE MANAGEMENT FILES. Documents relating to the internal management or general administration of an office. Included are documents:

- a. concerning internal procedures, hours of duty, and individual duties that do not have continuing applicability.
- b. relating to participation in charitable affairs, such as blood donations and contributions to philanthropic or charitable associations.
- c. concerning participation in public relations and information activities, such as open house programs and special events.

- (101-03 continued)
- d. concerning tests of civil defense, fire, or comparable emergency evacuation procedures.
  - e. relating to protective services, parking, traffic control, and allied matters.
  - f. relating to safety within the office, such as copies of minutes of safety meetings, notification of safe and unsafe practices, and comparable documents.
  - g. relating to the office's involvement in inventory reports and forms, publications, records, and reports management. Excluded are papers which relate to the initiation of specific items pertaining to the performance of mission functions.
  - h. relating to the routine use of automatic data processing but not documents concerning the employment of automatic data processing for performing specific mission functions or processes thereof.
  - i. similar to the categories listed above that do not pertain to the performance of the mission functions and are not described elsewhere.

DISPOSITION: Destroy after 1 year, or 1 year after completed action has been taken.

101-04 INSPECTION AND SURVEY FILES. Reports, communications, and documents pertaining to office inspections and surveys of records, reports, safety, forms, and similar actions.

DISPOSITION: Destroy 1 year after completed action has been taken or after next comparable inspection, whichever is first.

101-05 DUTY REPORTING FILES. Documents prepared by duty officer of the day, administrative officer of the day, or by personnel performing charge-of-quarters duty. Included are daily activity reports and journal sheets containing a running account of the activities performed, and similar or related documents.

DISPOSITION: Destroy after 6 months or on discontinuance, whichever is first.

- 101-06 OFFICE INSTRUCTION FILES. Documents relating to the preparation and issuance of memoranda and instructions applicable only to internal administrative practices and functions within the preparing office. This file number is not applicable to instructions that are issued on a DMA-wide or Component-wide (or subordinate organization) basis or to instructions concerning the performance of mission functions.
- DISPOSITION: Destroy when superseded or obsolete.
- 101-07 OFFICE ORGANIZATION FILES. Documents relating to the organization and functions of an office (to include staff office, division, or branch, etc.) such as copies of documents which are duplicates of those in the Office of the Comptroller, Manpower and Management Division. For example: functional statements; documents relating to office staffing and personnel strength, such as extracts from manpower surveys and manpower authorization vouchers; tables of distribution and allowances; and similar papers. Included are documents reflecting minor changes in the organization of the office made by an office chief which do not require evaluation and approval by the comptroller-type office.
- DISPOSITION: Destroy when superseded, obsolete, or no longer needed for reference.
- 101-08 OFFICE RECORD LOCATOR FILES. Documents used to locate files that have been transferred to the records holding area or retired to a records center. Included are retained copies of records shipment lists. Card indexes to individual mission record groups will not be identified as locator files but as reference paper files to the mission records.
- DISPOSITION: Destroy shipment lists when records reflected thereon have been destroyed, or destroy on discontinuance, whichever is first. (GRS 16/3.a.)
- 101-09 OFFICE MAIL CONTROL FILES. Documents which relate to the control of incoming and outgoing mail by offices other than official mail rooms and postal activities. For example: routing and suspense slips, records of messenger trips, and similar documents. In rare

(101-09 continued) cases, they may also include copies of receipts for accountable mail, such as registered, certified, and numbered insured mail.

- DISPOSITION: a. Accountable mail receipts:  
Destroy in CFA when 1 year old.
- b. Other documents: Destroy when 1 year old or when superseded or obsolete, whichever is sooner.  
(GRS 12/6.a.)

101-10 OFFICE FINANCIAL FILES. Documents that relate to funds incidental to the performance of office mission. For example: itineraries and cost estimates for travel; notifications to budget offices of funds required for travel; requests for long-distance telephone funds; notifications from budget offices of available telephone funds; reports of long-distance telephone calls; and receipts for pay check and savings bond distribution to individual employees.

DISPOSITION: Destroy after 1 year, or on discontinuance, whichever is first.

101-11 OFFICE SERVICE AND SUPPLY FILES. Documents relating to ordinary supplies and equipment; office space and utilities; and communications, transportation, custodial, or other services required by or for the general maintenance of an office. Included are documents and papers relating to:

- a. requests and receipts for supplies or equipment and similar papers.
- b. the issuance of keys and/or locks.
- c. the supply and distribution of publications and blank forms.
- d. local transportation and drayage services.
- e. required custodial services.
- f. requirements for office space, office layouts, use of office space, or comparable matters.
- g. telephone installation requests, floor plans showing location of office telephone extensions, requests for change to telephone directories, and similar papers.

- (101-11 continued)
- h. the modification, repair, or change of office heating, lighting, ventilation, cooling, electrical, and plumbing systems.
  - i. painting, partitioning, repairing, or other aspects of maintaining the office's physical structure.
  - j. other logistical-type services required.

DISPOSITION: Destroy upon receipt of requested item or 1 year after completion of action.

Earlier disposal is authorized.

- 101-12 OFFICE PROPERTY RECORD FILES. Cards, lists, hand receipts, or comparable documents showing accountable property charged to an office.

DISPOSITION: Destroy when superseded, obsolete, or when the property is turned in, whichever is first.

- 101-13 OFFICE EQUIPMENT RECORD FILES. Records of individual and cumulative repairs, adjustments, and usage of items of office equipment.

DISPOSITION: Destroy when superseded or when records have served their intended purpose.

- 101-14 PRIVACY ACT ACCOUNTING OF DISCLOSURES FILES. Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

DISPOSITION: To the extent practical, disclosure/accounting records will be maintained and transferred with the records to which they pertain, or destroy after 5 years, whichever is later. (CRS 14/27)

102 - OFFICE PERSONNEL FILES

The files described in this subgroup are used by supervisors in the personnel administration of their organizational segments.

102-01 OFFICE GENERAL PERSONNEL FILES. Documents that relate to day-to-day personnel administration in individual offices. For example: copies of and papers relating to time and attendance reports, overtime work, work attendance, holidays, athletic events, employee unions, medical services, training, and related subjects. Lists of individuals authorized to receive these services will also be included.

- DISPOSITION:
- a. Destroy when 1 year old or on discontinuance, whichever is first, except as described below.
  - b. Files which document overtime, compensatory time and holiday work requests and authorizations; flexitime sheets which reflect overtime, compensatory time and holiday hours; schedules and similar documents which reflect scheduling of overtime, compensatory time and holiday work and/or overtime, compensatory time and holidays worked: Destroy when 3 years old.

102-02 OFFICE PERSONNEL REGISTER FILES. Documents used in accounting for office personnel and in controlling office visitors, such as registers reflecting personnel arrival, departure on leave and temporary duty travel.

DISPOSITION: Destroy when 6 months old. Earlier disposal is authorized. (GRS 1/17.c.)

102-03 OFFICE PERSONNEL LOCATOR FILES. Documents reflecting the name, address, telephone number, and similar data for each employee.

DISPOSITION: Destroy on separation or transfer of the individual. (GRS 1/6.)

- 102-04 RESERVED
- 102-05 JOB DESCRIPTION FILES. Documents describing positions in the office. Included are copies of OF 8 (Position Description), DA Form 374 (Job Description), etc., for civilian personnel and comparable job description forms for military personnel.
- DISPOSITION: Destroy on abolishment of position, supersession of job description, or when no longer needed for reference.  
(GRS 1/7.b.(2))
- 102-06 SEPARATION FOR MILITARY SERVICE FILES. Standard Form 7B (Employee Record Card) used in considering employees separated for military service for position change actions in absentia.
- DISPOSITION: Return to active file if employee is restored at expiration of the obligation period. Destroy if not restored.  
(GRS 1/6.)
- 102-07 PENDING REQUEST FILES. Copies of Standard Form 52 (Request for Personnel Action) for various civilian personnel actions, such as accessions, position changes, rate of pay changes, and separations.
- DISPOSITION: Destroy on receipt of notification of completion of requested personnel action.  
(GRS 1/18.a.)
- 102-08 OFFICE PERSONNEL INFORMATION FILES. Documents pertaining to individual civilian employees and military personnel which are duplicated in, or which are not appropriate for inclusion in the Official Personnel Folder, the Personnel Records Jacket, the Job Description File, or the Pending Request File. For example: copies of papers relating to injuries, appreciation and commendation, training received, assigned responsibilities, performance appraisals, or off-duty information.
- DISPOSITION: Review at end of calendar year and destroy documents which have been superseded or are no longer applicable.  
(GRS 1/18.a.)
- 102-09 DUTY ROSTER FILES. Documents used for recording recurring and routine duties performed by personnel within an office, including special duties performed on a rotating basis.

(102-09 continued) DISPOSITION: Destroy after 3 months or 3 months after last entry, as appropriate.

102-10 STANDARD OF CONDUCT FILES. Documents relating to procedures used to assure that all personnel fully understand the standards of conduct and ethics required of them. For example: procedures requiring each individual to periodically read applicable directives and sign a document indicating that the directives are understood.

DISPOSITION: Destroy after the next periodic application of the procedure, 1 year after obsolescence of the procedure, or on discontinuance of the office, whichever is first. (GRS 1/28)

102-11 TEMPORARY DUTY TRAVEL FILES. Documents pertaining to travel. For example: requests and authorizations for military personnel TDY travel, civilian personnel TDY and PCS travel.

DISPOSITION: Destroy when 1 year old, or on discontinuance, whichever is first. (GRS 9/5.b.)

103 - OFFICE REFERENCE FILES

This subgroup describes files used as a ready source of reference materials for the office.

103-01 REFERENCE PUBLICATION FILES. Copies of publications issued by any element of the DoD, DMA, other Government agencies, and nongovernmental organizations maintained for reference within an office.

DISPOSITION: Destroy when superseded, obsolete, or no longer needed for reference purposes, except that accountable publications will be returned to publications supply channels. (GRS 13/1.b.)

103-02 READING FILES. Extra copies of outgoing letters, messages, or other documents arranged chronologically and maintained for periodic review. This description does not include official record copies of documents which must be filed in the appropriate mission files of an office.

DISPOSITION: Destroy when 90 days old.

103-03 OFFICE MESSAGE REFERENCE FILES. Extra copies of incoming and outgoing messages maintained in numerical or chronological order for reference purposes in offices other than signal communications centers, message centers, and official mail rooms. This description does not include official record copies of messages which must be filed in the appropriate mission files of the office.

DISPOSITION: Destroy when 2 months old. Earlier disposal is authorized. (GRS 12/3.b.)

103-04 POLICY AND PRECEDENT FILES. Extra copies of documents establishing policy or precedent for future and continuing action. Normally, policy and precedent files are maintained at the supervisory level, and consist of statements of policy or procedures, examples of typical case actions, and other documents duplicated in functional files.

DISPOSITION: Destroy when superseded, obsolete, or upon discontinuance of office.

## 104 - OFFICE SECURITY AND CLASSIFIED DOCUMENT CONTROL FILES

These files relate to the internal security and document control files common to most offices.

- 104-01 OFFICE SECURITY SURVEY & INSPECTION FILES. Copies of security survey and inspection reports and related papers primarily conducted by the security office and security managers and their alternates.
- DISPOSITION: Destroy when 3 years old or upon discontinuance of facility, whichever is sooner. (GRS 18/10)
- 104-02 RECORD ACCESS FILES. Documents that show name, grade, and other identification of individuals authorized access to official records, particularly classified material. Included are requests for access and approvals thereof, rosters of individuals authorized access, and similar papers.
- DISPOSITION: Destroy 2 years after authorization expires. (GRS 18/7)
- 104-03 SECURITY CONTAINER RECORD FILES. Forms placed on safes, cabinets, or vaults containing security classified documents and used to provide a record of entry into the containers.
- DISPOSITION: Destroy when superseded by a new form or list or upon turn in of container. (GRS 18/8)
- 104-04 RESERVED.
- 104-05 OFFICE CLASSIFIED DOCUMENT RECEIPT FILES. Receipts for classified documents issued or transferred. If classified document receipts are used concurrently as a register/control file, they will be identified and disposed of under file number 104-06.
- DISPOSITION: Destroy in CFA when 2 years old. (GRS 18/3)

- 104-06 OFFICE CLASSIFIED DOCUMENT REGISTER/CONTROL FILES.  
Documents reflecting the identity and location of classified papers for which the office is accountable. Included are forms and similar documents used for control.
- DISPOSITION: Destroy in CFA 2 years after all classified documents recorded thereon have been transferred, destroyed, declassified, or entered on a new sheet. (GRS 18/5)
- 104-07 TEMPORARY INTERNAL RECEIPT FILES. Receipt forms used in making internal loans of classified documents on a temporary basis distinguished from transferring or issuing classified documents internally. Loans are normally of such short duration that the borrowed documents are often returned within the same workday.
- DISPOSITION: Destroy on return of the classified document to the individual or office making the loan. (GRS 18/6.b.)
- 104-08 TOP SECRET DOCUMENT RECORD FILES. Documents used to record the names of persons that had access to the TOP SECRET document and to record copies of extracts distributed.
- DISPOSITION: Destroy 1 year after related document is destroyed, transferred, or downgraded.
- 104-09 OFFICE NONREGISTERED CLASSIFIED DOCUMENT DESTRUCTION CERTIFICATE FILES. Forms and documents which reflect the destruction of classified documents.
- DISPOSITION: Destroy in CFA when 2 years old. (GRS 18/4)
- 104-10 CLASSIFIED MATTER INVENTORY REPORTING FILES. Documents used to report the results of physical inventories conducted to assure accountability of classified matter.
- DISPOSITION: Destroy when 2 years old. (GRS 18/2)
- 104-11 SECURITY CLASSIFICATION REGRADING FILES. Documents authorizing the regrading of security classified documents. Included are forms, circulars, and other authorizing documents.

(104-11 continued) DISPOSITION: Destroy in CFA 3 years after all documents have been annotated.

104-12 SECURITY AWARENESS FILES. Documents relating to procedures used to obtain compliance with security regulations by all personnel. For example: procedures requiring that each individual periodically read applicable security regulations and sign a memo indicating that the regulations are understood.

DISPOSITION: Destroy when 2 years old or after next periodic application or on inactivation of the office, whichever is first.  
(GRS 18/2)

104-13 PERSONNEL SECURITY CLEARANCE INFORMATION FILES. Documents relating to the security clearance of individual personnel. Included are copies of notices that individuals have been cleared for classified material and other documents related to personnel security.

DISPOSITION: Destroy on supersession or obsolescence, transfer or separation, or on relief of the individual concerned. (GRS 18/24)

## DMA FUNCTIONAL FILE SYSTEM

## SERIES 200

COMMON MISSION, PLANNING, PROGRAMMING, MANAGEMENT AND GENERAL  
COMBAT DEVELOPMENT FILES

1. Common Mission, Planning, Programming, Management, and General Development Files relate to the development of DMA plans and programs; management functions, such as review and analysis, forms, reports, inspections, surveys, systems and requirements, work simplification, and publications; and combat development functions. Offices responsible for these functions will use this series to identify, maintain, and dispose of pertinent documents.

2. These files have been assigned the basic file number 200. File numbers, descriptions, and retention periods are contained in the following subgroups:

201	Common Mission
202	International and National Planning Files
203	Planning Files
204	Program Management Work Simplification Review and Analysis Files
205	Administrative Management Files
206	Publications Management, Operation and Procedures, and Supply Files
207	General Combat Development Files
208	Manpower Resources Utilization Files
209	Organizational and Doctrinal Media Files
210	Inspection Files
211	ADP Study, Selection, Use, and Management Control Files
212	Privacy Act Files

## 201 - COMMON MISSION FILES

Common Mission files are designed to be multipurpose files for use by all offices to identify their common mission/administrative files. These files may accumulate in an organization or unit to document performance of the assigned common mission, such as mapping, charting, geodesy, programming, management, etc. Seldom will all the common mission files accumulate in a single office.

A functional title or name of an organization will be used to prefix the descriptive file label. For example: 201-01 SECURITY OFFICE PROGRAM FILES, 201-02 RECORDS MANAGEMENT ADMINISTRATIVE FILES, and 201-03 PERSONNEL OFFICE AGREEMENT FILES. Abbreviated titles alone will not be used.

201-01 MISSION PROGRAM & POLICY FILES. Communications (correspondence), reports, messages and similar papers that document mission, policy, organizational, management or historic actions which are important or of significant value. Such data may be signed by the Director, a Deputy Director, Chief of Staff, or Staff Office, Department, and Division Chiefs.

- DISPOSITION:
- a. HQ DMA and Component headquarters: Permanent. Cut off on supersession, obsolescence, or as reference needs require.
  - b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.
  - c. Destroy extra copies when superseded or obsolete.

201-02 ADMINISTRATIVE FILES. Documents which relate to the general mission of the office and serve to document administrative and general management functions pertaining to the office regardless of what the mission actually is. These documents relate to overall or general routine administration of an office. They include, but are not necessarily limited to, the files described below:

- a. General management functions for which the office is responsible (i.e., Records, Forms, Publications, Personnel, Supply, or Logistics). Documents accumulated under this identification

(201-02 continued)

pertain to general administrative aspects of the mission rather than specific actions which are often identified in the other parts of this manual.

- b. Routine comments on instructions, directives, or other publications prepared in response to another office with primary responsibility for the action. Should comments result in additional actions affecting specific functions other than administrative, documents will then be filed with the appropriate function or operation.
- c. Evaluations of suggestions that do not result in further actions by the office.
- d. Program and budget input, management improvement, cost reduction reports, and comparable management reports prepared to furnish data to offices which are responsible for these functions.
- e. Extracts of IG, GAO, or comparable reports of inspections, surveys, or audits that pertain to the operation of the mission or function.
- f. Documents relating to the administrative office concerned with the application of ADPS, PCM, or other similar operations.
- g. Comments on or contributions to news releases or other media furnished to information officers to publicize and promote the mission functions.
- h. Contributions to the historical function and reports.

DISPOSITION: Destroy when 2 years old or on discontinuance, whichever is first. However, documents in the cut-off file that require additional action or relate to reported cases should be brought forward for filing in the current files.

201-03 AGREEMENT FILES. Documents relating to HQ DMA agreements with: (a) DMA Components, (b) Military Departments, (c) other Government agencies, and (d) nongovernment agencies or organizations. These agreements are negotiated to provide understanding between HQ DMA and other agencies for the purpose of obtaining

201-03 (continued) various types of support services, such as logistic, medical, fire protection, administrative, facilities, payroll, and similar support on a one-time or continuing basis; and on a reimbursable or nonreimbursable basis. Included are agreement checklists, amendments, review comments, related correspondence, and similar documents. Excluded are agreements with foreign countries.

- DISPOSITION: a. Offices requesting or providing support: Agreements involving transfer of personnel spaces and materiel will be destroyed 6 years after supersession, cancellation, or termination of the agreement. Agreements not involved in transfer of personnel spaces and materiel will be destroyed 3 years after supersession, cancellation, or termination of the agreement.
- b. Reviewing Offices: Destroy 1 year after supersession, cancellation, or termination of the agreement. Earlier destruction is authorized.

201-04 ORIENTATION AND BRIEFING FILES. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specifically prepared handouts, and related or similar documents.

DISPOSITION: Destroy on supersession or obsolescence.

201-05 COMMITTEE FILES. Documents relating to establishing, operating, and dissolving committees which consider, advise, take action, and report on specifically assigned functions. For example: documents on proposals, approvals, and disapprovals to establish a committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents. Types of committees referred to in these files are joint, interdepartmental, and international in which DMA participates.

- 201-05 (continued) DISPOSITION:
- a. Office of committee chairman or secretariat, or designated office of record: Permanent. Cut off when no longer needed for current operations.
  - b. Offices of other committee members: Destroy when 3 years old or no longer needed for current operations. (GRS 16/12.b(2))

201-06 STAFF VISIT FILES. Documents relating to scheduled or special visits for the purpose of performing staff or technical supervision for conducting studies. For example: records requesting permission for visits, specific recommendations, and other related documents. Excluded are records for inspections, surveys, audits, or visits made in connection with a specific case. Such records will be filed with records for that specific case.

- DISPOSITION:
- a. Office performing visit: Destroy 1 year after completion of next comparable visit or on completion of related study.
  - b. Office visited: Destroy when 2 years old except files relating to recurring staff visits will be destroyed on completion of the next visit.

201-07 REFERENCE PAPER FILES. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action as distinguished from those official records necessary for documenting performance of a function, process, or action. Although accumulated reference papers may relate to varied subjects and functions, they should bear a title relating them to the functions, subfunctions, process, or action they are used with. Reference paper files consist of the following types of documents:

- a. Notes, drafts, feeder reports, news clippings, similar working papers, and other material accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This definition does not include official and quasi-official

(201-07 continued)

- recommendations, coordinating actions, and other documents which contribute to or result from preparation of the communication or other record.
- b. Cards, lists, indexes, and similar documents used for facilitating and controlling work.
  - c. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.
  - d. Documents received for general information purposes that do not require action and are not needed for documentation of specific functions.
  - e. Extra copies of documents maintained by action officers which reflect actions taken. Do not establish such files unless necessary.
  - f. Copies of documents accumulated by supervisory offices, i.e., chiefs of directorates, staff offices, departments or divisions. These documents duplicate the record copy filed in the office of record responsible for performing the action, process, or function. Such files should be established only when necessary, not in each office of the same organizational element.

- DISPOSITION:
- a. Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.
  - b. Destroy when no longer needed to facilitate or control work.
  - c. Destroy when superseded, obsolete, or no longer needed for reference.
  - d. Destroy when 1 year old; however, earlier destruction is authorized.
  - e. Destroy when 1 year old; however, earlier destruction is authorized.
  - f. Destroy when 1 year old.

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201-08 UNIDENTIFIED FILES. Documents relating to the performance of planning, programming, management, historic, combat development activities, or other mission documents that are not described in this instruction.

DISPOSITION: Retain in CFA until file number is added to this manual.

202 - INTERNATIONAL AND NATIONAL PLANNING FILES

These files relate to the formulation of DMA relationships and policies as they affect national defense and planning for military operations. They also relate to the DMA relationship with the Planning Board of the National Security Council (NSC) and to matters to be considered by that agency.

202-01 INTERNATIONAL CONFERENCE FILES. Documents pertaining to the view of the DMA relating to the participation of United States representatives at international conferences and DMA representatives on inter-American and international agencies. They relate to the development of basic data for background and guidance and attendance of DMA personnel at conferences, and control over the appropriation "Inter-American Relations, Defense Mapping Agency."

- DISPOSITION:
- a. Office performing DMA-wide responsibility: Permanent. Cut off when no longer required for current operations.
  - b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference, whichever is first. (GRS 16/12.a(1))

202-02 INTERNATIONAL TREATY FILES. Documents resulting from the drafting of military treaties, international agreements, or other instruments which have international military, military-economic, or military-political implications. They also include documents reflecting military considerations in the relationship of the United States to the United Nations.

DISPOSITION: Permanent. Cut off on termination.

202-03 OVERSEAS BASE RIGHT FILES. Documents relating to the determination of the requirements for military base rights in foreign countries and DMA's participation in negotiations leading to agreements for the acquisition of base rights. Included are communications and staff studies concerning overseas base rights requirements, proposed agreements, and related documents.

DISPOSITION: Permanent. Cut off when no longer required for current operations.

202-04 NATIONAL SECURITY COUNCIL PLANNING BOARD FILES. Documents relating to actions taken on papers of the Planning Board of the National Security Council. They involve the receipt, analysis, coordination, and establishment of a DMA view and recommendations or similar actions with respect to papers of the Board. Included are drafts of the action paper, memorandums of action to be taken on the paper, comments of coordinating agencies, statements of the DMA view, and similar documents.

DISPOSITION: Permanent. Cut off when no longer required for current operations.

202-05 NATIONAL SECURITY COUNCIL REFERENCE FILES. Documents or extracts of documents reflecting decisions of the National Security Council maintained for purposes of reference, including correspondence related to the distribution of these papers.

DISPOSITION: Destroy on supersession, obsolescence, or when no longer needed for reference.

202-06 NATIONAL INTELLIGENCE ESTIMATE REFERENCE FILES. Reference files of national intelligence estimates and special national intelligence estimates, including correspondence.

DISPOSITION: Destroy on supersession, obsolescence, or when no longer needed for reference.

## 203 - PLANNING FILES

These files relate to the preparation of plans involving mobilization, emergency, unconventional warfare, organizational, and operational procedures planning and readiness programs.

203-01 JOINT MOBILIZATION PLANNING COMMENT FILES. DoD documents commenting on, establishing the DMA view on, or providing input for joint plans, other service plans, and operational and contingency plans of Unified and Specified Commands. Included are comments, input data, copies of draft plans, and related papers.

DISPOSITION: a. HQ DMA: Permanent. (GRS 18/28 a&b)  
 b. Components: Destroy 3 years after issuance.

203-02 AGENCY AND COMPONENT PLANNING FILES. Documents created by HQ DMA and Components which relate to the preparation, review and approval of operational, contingency, and capabilities plans and key personnel which support, complement, or provide input for DoD, DMA, or other agencies' plans.

DISPOSITION: a. HQ DMA office responsible for preparation of the plan or contribution thereto: Permanent. Cut off annually following revision or discontinuance of the plan. (GRS 18/28 a&b)  
 b. Components: Destroy copies of the plans on supersession or when no longer needed for reference and destroy other papers after 3 years or on discontinuance, whichever is first.

203-03 EMERGENCY AND READINESS REPORTING FILES. Documents relating to emergency situations or disasters and reflecting such information as damage, assistance provided to civil agencies or populations, and other participation in emergency operations. For example: initial, daily, interim, and final emergency operations reports; and related documents.

DISPOSITION: a. HQ DMA Staff element requiring the reports: Permanent. (GRS 18/30)  
 b. Components: Destroy when 2 years old.

203-04 EMERGENCY TEST AND EXERCISE FILES. Documents relating to testing of various emergency plans. For example: announcements concerning tests to be conducted; instructions to participating personnel; staffing assignments, test messages; estimates of simulated damages, the costs, and available resources required to repair them; critique sheets; reports; and related correspondence.

DISPOSITION: Destroy when 3 years old. (GRS 18/31)

203-05 CIVIL DISTURBANCE FILES. Documents relating to coordinating, supervising, controlling, and involvement in aiding and assisting in quelling civil disturbances and riots.

DISPOSITION: a. HQ DMA: Permanent. (GRS 18/28 a&b)

b. Components: Destroy 3 years after issuance of a new plan or directive.

203-06 ORGANIZATION PLANNING FILES. Documents relating to the establishment of and changes in organizational functions, and relationships of HQ DMA, Components and their subordinate organizations, and non-DMA agencies when such action affects or potentially affects the DMA. For example: staff studies reports of working groups; minutes of committee meetings and staff conferences; documents relating to overall functions and missions; copies of organization and functions plans, manuals, and charts; copies of published directives implementing establishment or change; and related or similar documents.

DISPOSITION: a. HQ DMA and Components: Permanent. Cut off annually. Plans, charts, and manuals or portions thereof will not be cut off until superseded or rescinded.

b. Other Offices: Destroy when 2 years old.

203-07 ACTIVATION AND STATUS CHANGE FILES. Documents related to constituting, reconstituting, activating, inactivating, organizing, reorganizing, converting, consolidating, assigning, locating, affiliating, or discontinuing organizational elements. For example: requests for publications of DMA letters directing change in status,

203-07 (continued) DMA letters or other forms of implementing instructions, copies of published general orders, affiliation agreements, coordination actions, and comparable records.

DISPOSITION: a. Offices of HQ DMA: Permanent. Cut off annually or on discontinuance of organizational element. (GRS 18/28 a&b)

b. Component: Destroy 3 years after issuance of a new plan or directive

203-08 STAFFING AND EQUIPMENT ALLOWANCE FILES. Documents relating to initiation, development, preparation, review, and approval of staffing and allowance and table of distribution. For example: drafts; copies of published documents (including machine prepared or photocopies); coordination, review, and approval actions; and related papers.

DISPOSITION: Destroy when 2 years old. (GRS 18/27)

203-09 OPERATING PROCEDURES FILES. Documents relating to the establishment of and changes in such matters as operating procedures and production methods and associated standing operating procedures thereto. Included are studies, coordinating actions, copies of standing operating procedures and administrative procedures manuals, comparable documents and related papers.

DISPOSITION: a. Office responsible for preparation: Permanent. Cut off on supersession or recession of the entire manual or procedure.

b. Other Offices: Destroy when superseded or obsolete.

203-10 READINESS PROGRAM FILES. Documents relating to DMA readiness requirements to support armed forces plans, operations, and capabilities. These files include plans, correspondence, reports, and other related documents.

DISPOSITION: a. HQ DMA: Permanent. (GRS 18/28 a&b)

b. Components: Destroy when 3 years old.

204 - PROGRAM MANAGEMENT WORK SIMPLIFICATION REVIEW  
AND ANALYSIS FILES

These files result from planning and execution of survey and procedures to organize more efficient or economical ways of performing work.

204-01 OPERATING PROGRAM PROGRESS FILES. Documents which reflect actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals. Included are cost and performance reports, statements of analysis, narratives, summaries, and similar or related documents.

- DISPOSITION:
- a. HQ DMA and Components: Permanent.  
Cut off at end of each calendar year.
  - b. Other Offices: Destroy when 2 years old.

204-02 COST REDUCTION PROGRAM FILES. Documents relating to reports required under the DMA Cost Reduction Program. Included are reports, statistics, DoD audit verification documents, and other documents directly related to the reports.

- DISPOSITION:
- a. HQ DMA: Destroy when 10 years old.
  - b. Components: Destroy when 3 years old or on discontinuance, whichever is first.

204-03 MANAGEMENT IMPROVEMENT PROJECT FILES. Documents relating to projects which result in initiation of changes in the manner or method of planning, directing, controlling, or doing work which result in increased effectiveness, efficiency, and economy. Included are studies, charts, coordination papers, recommendations, statistical data, and comparable or similar documents.

- DISPOSITION:
- a. Cut off on completion of project.  
NOTE: Only samples of these records are PERMANENT. DMA and NARS must select.
  - b. All others: Destroy when 10 years old.

- 204-04 MANAGEMENT IMPROVEMENT PROJECT BACKGROUND FILES. Documents used as background material in developing and completing management improvement projects. For example: analysis notes, drafts, interim reports, and data used but not included in the official project files.
- DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.(GRS 16/10)
- 204-05 WORK SIMPLIFICATION PROPOSAL FILES. Documents related to the analysis of specific work procedures to simplify and improve them. Included are proposals for improvement, work distribution, charts, flow process charts, work counts, motion economy studies, layout studies, actions taken on proposals, and similar documents.
- DISPOSITION: Destroy 5 years after final action has been taken on proposal.
- 204-06 SPACE MANAGEMENT CONTROL FILES. Documents relating to the control and allocation of office space. For example: space allocations; space reports; requests for additional space or changes in space allocations; space releases; surveys of space requirements; office layouts; requests for moves, alterations, and repairs; and similar documents.
- DISPOSITION: Destroy 2 years after termination of assignment or when lease is cancelled or when plans are superceded or obsolete.  
(GRS 11/2.a.)
- 204-07 MANAGEMENT SURVEY CASE FILES. Documents relating to the systematic formal review of organizational structure or operational procedures. Individual studies and surveys range in scope from a comprehensive review of organization and all operating procedures to a study of one particular procedure, process, or method of a particular phase of management. Included are documents reflecting request or authorization to conduct the survey, the finished survey report, and actions taken as a direct result of the survey.
- DISPOSITION: a. Cut off on completion of actions directed.
- NOTE: Only samples of these

204-07 (continued) records are PERMANENT. DMA and NARS must select.

b. All others: Destroy when 10 years old.

204-08 MANAGEMENT SURVEY BACKGROUND FILES. Documents used in the collection of data for or during a management survey and accumulated in offices conducting or participating in the survey. Included are notes, statistical data, copies of standing operating procedures, organizational charts, functional charts, personnel data, and similar material collected for fact finding or backup purposes and documents reflecting preliminary arrangements incidental to specific surveys, such as time schedules and security clearances.

DISPOSITION: Destroy when no longer needed for reference.

204-09 COMMITTEE MANAGEMENT FILES. Documents used in exercising control over the establishment, use, and dissolution of committees to prevent or eliminate overlap and duplication, preclude committee establishment when normal staff action will suffice, and to apply other management practices to the use of committees. For example: proposals, approvals, and disapprovals to establish, continue, or dissolve committees; charters, terms or references and agreements; copies of directives authorizing the establishment of committees and comments on them; committees inventory data; documents used to nominate, approve, appoint, and relieve non-Government members of public advisory committees; and related papers.

DISPOSITION: a. HQ DMA: Permanent. Cut off on disapproval or dissolution of the committee. (GRS 16/12 a.(1))

b. Components: Destroy 1 year after disapproval or dissolution of the committee. (GRS 16/12 a(2))

204-10 ADVISORY COMMITTEE ACTIVITY REPORTING FILES. Documents reflecting name, date established or approved for continuation, function, names and affiliations of members, dates of meetings held, and similar data on each advisory committee. Included are feeder reports, DMA-wide consolidations or summaries, and papers directly related to them.

DISPOSITION: a. Office requiring the report: DMA-wide summaries or consolidations: Permanent. (GRS 16/12a(1))

b. Feeder reports: Destroy when 2 years old. (GRS 16/12 b(1)(6))

c. Components: Destroy when 3 years old or when no longer needed for reference. (GRS 16/12 b(1)(2))

## 205 - ADMINISTRATIVE MANAGEMENT FILES

These files relate to the planning and execution of procedures to standardize, design and manage forms, reports and records.

205-01 FORMS MANAGEMENT FILES. Documents relating to reports on progress in forms management. Included are reports, worksheets, and correspondence directly related to the report.

DISPOSITION: Destroy when 6 years old. (GRS 16/11)

205-02 NUMERICAL FORMS FILES (INTERNAL). Documents accumulated in offices having authority to approve forms and resulting from the consideration, approval, control during existence, and revision or rescission of specific forms. For example: requests for approval and justification of form, copies of prescribing directives, instructions for use, survey and coordination papers, copy of each edition of the form, and related papers.

DISPOSITION: a. HQ DMA: Destroy 5 years after supersession or obsolescence of form. (GRS 16/4a).  
b. Components: Destroy 1 year after supersession or obsolescence of form.

205-03 NUMERICAL FORMS FILES (EXTERNAL). Documents relating to forms created by another agency and used within the jurisdictional area of the forms management office. Included are copies of forms, authority to use and/or to print locally, instructions for use, and coordination papers.

DISPOSITION: Destroy after discontinuance of the form. (GRS 16/4.b.)

205-04 FUNCTIONAL FORMS FILES. A collection of forms, arranged by functional classification, used to assist in taking forms management actions, such as determining whether existing forms should be consolidated or replaced by other existing forms. Included are copies of each form used within the area served by the forms management officer.

DISPOSITION: Destroy when discontinued, superseded, or obsolete. (GRS 16/4.b.)

205-05 FORMS NUMBER REGISTER FILES. Documents used to record and control the assignment of form numbers, consisting of an entry in the register for each assigned form number.

DISPOSITION: Destroy on discontinuance or obsolescence of all forms entered in the register.  
(GRS 16/4.b.)

205-06 FORMS MANAGEMENT SURVEY FILES. Documents relating to staff visits and surveys conducted to provide advice and assistance, and to evaluate the effectiveness of forms management operations and programs. Included are notifications of visits, reports of visits and surveys, reports of corrective action taken, and related documents.

DISPOSITION: a. Office performing DMA staff responsibility: Destroy when 6 years old.(GRS 16/11)  
b. Components: Destroy 2 years after next comparable survey.

205-07 REPORTS CONTROL CASE FILES. Documents reflecting action taken in evaluating the requirement for approving, and controlling specific reports. They 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, conformance of the output with reporting standards and policy. For example: applications for approval of reports; copies of pertinent forms or descriptions of format; copies of the requiring directive; preparation instructions; documents relating to continuation, revision, or other change to the report or output; memorandums reflecting results of periodic and special evaluations; documents identifying the relationship of the output to any controlled report to be prepared in whole or in part from the output; and similar or related papers.

DISPOSITION: Destroy 2 years after discontinuance of the report. (GRS 16/8)

205-08 REPORTS CONTROL AND OUTPUT REGISTER FILES. Documents used to control the assignment of reports control symbols and ADPS outputs. For example: registers, ledgers, or comparable documents.

DISPOSITION: Destroy 1 year after the year in which the project is closed. (GRS 16/7)

205-09 RECORDS MANAGEMENT SURVEY FILES. Documents relating to staff visits and surveys conducted to provide advice and assistance on, or to evaluate the effectiveness of, records management operations and programs. Included are notifications of visits, reports of visits and surveys, reports of corrective action taken, and related documents.

DISPOSITION: a. Office performing DMA-wide staff responsibility: Destroy when 6 years old. (GRS 16/11)

b. Components: Destroy 2 years after next comparable survey.

205-10 RECORDS MANAGEMENT SURVEY BACKGROUND FILES. Documents used in preparing for records management surveys. For example: organizational charts, statements of function, copies of records management directives, lists of personnel responsible for records management, volume of records data, copies of training materials, copies of authorized deviations, schedules of surveys, notes, drafts, and similar or related documents.

DISPOSITION: Destroy when 6 years old. (GRS 16/11)

205-11 ACCESS TO INFORMATION FILES. Documents relating to the formulation of DMA procedures, conditions and restrictions on the release of information from files, release of copies, and the granting of access to records for official or unofficial research. For example: case files with requests, basic interpretations, decision precedents, studies, and related or similar papers.

DISPOSITION: Destroy when 5 years old.

205-12 SAFEGUARDED NONDEFENSE INFORMATION RELEASE FILES. Documents relating to specific instances of furnishing or denying copies of, access to, or information from records which contain safeguarded information. These files are limited to those documents which cannot be filed with the information released because the accumulating office does not have custody of the related files. For example: applications or requests for records or information and authorizations or denials for access to the records.

DISPOSITION: Destroy when 5 years old. (GRS 14/16a(3))

205-13 NONSAFEGUARDED INFORMATION RELEASE FILES. Documents relating to specific instances of furnishing or denying copies of, access to, or information from records which do not contain safeguarded or privileged information. For example: requests for records or information and documents furnishing the information or approving or denying access. NOTE: These files normally accumulate in offices or activities having custodianship of numerous files relating to many functional areas, such as records centers, records depositories, records holding areas, and certain centralized file areas.

DISPOSITION: Destroy when 2 years old. (GRS 14/16a(1)&(3))

205-14 UNAUTHORIZED DISCLOSURE REPORTING FILES. Documents relating to reporting the unauthorized disclosure of safeguarded nondefense information. Included are notifications, investigation papers, disclosure reports, and directly related papers.

DISPOSITION: Destroy when 2 years old. (GRS 16/19.b.)

205-15 RECORDS DISPOSAL AUTHORIZATION FILES. Documents relating to congressional authorizations to destroy records. Included are studies, coordination actions, requests for authority to destroy records, archival appraisals, and approvals or disapprovals.

DISPOSITION: a. Approval: Destroy 20 years after incorporated into a publication.  
b. Disapproval: Destroy when 6 years old. (GRS 16/3.a.,b.& c.)

205-16 RECORDS DISPOSITION STANDARD FILES. Communications with government agencies (i.e., NARS, GAO) concerning authority for disposition of specific files, including special studies of specific files for the purpose of establishing or revising disposition standards.

DISPOSITION: Destroy when related records are destroyed, or when no longer needed for administration or reference purposes. (GRS 16/3.a.)

205-17 RECORDS LOCATOR AND DISPOSITION FILES. Documents reflecting files that have been transferred or retired, such as records shipment and transfer lists.

DISPOSITION: a. Destroy when related records are destroyed, or when no longer needed for administration or reference purposes. (GRS 16/3.a.)

b. Lists maintained by records holding area for control purposes: Destroy 1 year after all records listed thereon have been destroyed or retired to a records center. (GRS 16/3.a.)

205-18 CHARGE-OUT SUSPENSE FILES. Documents maintained in records holding areas and in overseas records centers, reflecting charge-out and dates files on loan are to be returned. Included are suspense slips, transfer slips, requests for records, or equivalent forms.

DISPOSITION: Withdraw and destroy when the files have been returned.

205-19 SYSTEMS AND EQUIPMENT STANDARDIZATION AND CONTROL FILES. Documents relating to the standardization and control of copying equipment, filing equipment, supplies and space, and files systems and procedures. For example: requests, studies, approvals, disapprovals, and related papers pertinent to obtaining and using copying equipment; nonstandard filing equipment and supplies; files space; and files systems and procedures.

- 205-19 (continued) DISPOSITION:
- a. Records Administrator, HQ DMA:  
Destroy when 6 years old. (GRS 16/11)
  - b. Components: Destroy 2 years after  
completion.

205-20 MICROFILMING JOB FILES. Documents relating to appraisal of proposed microfilming projects and control of approved projects. For example: records analysis sheets for proposed microfilming projects, cost summary sheets, studies, justifications, and related materials.

- DISPOSITION:
- a. Approved system: Destroy 6 years  
after discontinuance of project.
  - b. Disapproved system: Destroy when  
1 year old. (GRS 16/11)

205-21 RECORDS HOLDING REPORTING FILES. Documents used in preparation of the records holding report, such as reports and directly related papers.

- DISPOSITION:
- a. Records Administrator copy: Destroy  
when 3 years old. (consolidated)(GRS 16/6a)
  - b. Other office: Destroy when 1 year  
old. (GRS 16/b)

206 - PUBLICATIONS MANAGEMENT, OPERATION AND PROCEDURES,  
AND SUPPLY FILES

These files relate to the application of management practices and supervisory controls to the initiation and preparation of publications; to printing, reproduction, binding operations, plants, and equipment; to contract printing; and similar matters. Files relate to the preparation, review, and issue of publications and to the maintenance of record and reference sets of publications. Record sets of selected publications are required for permanent or long-term retention since they are used extensively for future administrative actions and historical or other research. Files are maintained at directives control points, publications offices, forms stockrooms, and duplicating offices.

206-01 PUBLICATIONS APPROVAL FILES. Documents relating to approving the initiation of new and revised DMA civilian recruiting publications, junior officer recruiting brochures, public affairs issuances, other brochures, and miscellaneous similar items intended for DMA-wide use. Included are requests for approval, notifications of approval or disapproval, and related papers.

DISPOSITION: Destroy 5 years after approval. (GRS 13/1.a.)

206-02 PUBLICATION DEVIATION FILES. Documents related to approving deviations or exceptions to standard publications procedures. For example, requests and approvals to distribute local publications outside the jurisdiction of the DMA, authorizations to print in more than one color, or to include emblems on envelopes, and similar deviations or special authorizations. NOTE: Files created by offices requiring or requesting the exceptions will be filed with printing and binding requisition files, procurement files, instruction files, or other files, as applicable.

DISPOSITION: a. HQ DMA: Approved deviations and exceptions: Destroy after 5 years or on expiration, as applicable.

b. HQ DMA: Disapproved exceptions: Destroy when 2 years old.

c. Components: Destroy when 2 years old or on expiration or supersession of the authorization. (GRS 13/1.a.)

206-03 PERIODICAL APPROVAL FILES. Documents related to approving the initiation of new periodicals, changes to existing periodicals, or to limitations in previous approvals, and renewal after expiration of the previous approval. Included are requests for approval, notifications of approval, and related papers.

DISPOSITION: Destroy on expiration, supersession, or on discontinuance of the periodical, as applicable. (GRS 13/1.a.)

206-04 RESERVED

206-05 RESERVED

206-06 PRINTING PLANT ESTABLISHMENT FILES. Documents relating to the establishment, relocation, or disestablishment of field printing plants and duplicating facilities. For example: requests for establishment with justification data, inventories or equipment on hand, Congressional and DMA authorizations, and related papers. Requests and justifications for items of printing equipment are excluded.

DISPOSITION: a. HQ DMA: Destroy 5 years after disestablishment or disapproval.  
b. Components: Approved requests: Destroy 3 years after discontinuance of facility.  
c. Components: Disapproved requests: Destroy when 2 years old.

206-07 PRINTING EQUIPMENT CONTROL FILES. Documents relating to granting authority to issue, purchase, rent, exchange, transfer, or dispose of printing, binding, and related auxiliary equipment. For example: requests for approval of and justification for printing and reproduction equipment, HQ DMA approvals, authorizations for excess equipment to be turned into supply channels for disposal, and related papers.

DISPOSITION: Destroy 2 years after disposal of equipment or disapproval of acquisition request.

206-08 PRINTING REPORTING FILES. Documents reflecting information on printing operations and equipment, such as individual and cumulative printing jobs, inventory of printing equipment, contract printing costs, and similar data. For example: inventory reports of printing plant and map and chart plant operations reports, contract printing reports and expenditure statements, comparable reports, and related papers.

DISPOSITION: Destroy 1 year after completion of job. (GRS 13/3.a.)

206-09 JCP PRINTING EQUIPMENT CONTROL AND PRINTING REPORTING FILES.

Equipment control documents relating to granting authority to issue, purchase, rent, exchange, transfer, or dispose of printing and binding equipment. Included are requests for approval of a justification for printing and reproduction equipment, approvals, authorization for excess equipment to be turned into supply channels for disposal, and related papers. Reporting files documents reflecting information on printing operations and equipment, contract printing costs, and similar data required by the Joint Congressional Committee on Printing. Included are inventory reports of printing plant and stored equipment, printing plant and map and chart plant operations reports, contract printing reports and expenditure statements, comparable reports, and related papers.

DISPOSITION: a. JCP Equipment Control Records maintained by HQ DMA and Component offices that exercise staff supervision of JCP-controlled equipment: Cut off when equipment is removed from the inventory. Destroy after 3 years.

b. JCP Reporting Files which reflect reporting information required by the Joint Congressional Committee on Printing and maintained by HQ DMA and Component offices that exercise staff supervision of JCP controlled equipment: Cut off annually. Destroy when 3 years old.

c. Other offices: Destroy reports when 2 years old. (GRS 13/6.a&b)

206-10 PRINTING PLANT INSPECTION FILES. Documents relating to inspections of field printing plants and other reproduction facilities for purposes of recommending or directing actions to increase efficiency and reduce cost of operations. For example: inspection reports and papers directly related to them.

DISPOSITION: a. Inspecting and inspected offices: Destroy 1 year after completion of the next comparable visit or when 2 years old if comparable visit is not made.

b. Other offices: Destroy when 2 years old, or on discontinuance, whichever is first. (GRS 13/2)

206-11 REPRODUCTION EQUIPMENT INFORMATION FILES. Documents accumulated by offices involved in printing and reproduction in keeping abreast of new developments, improved processes, and new principles in printing, binding, and related auxiliary equipment. Included is correspondence between DMA Components and with Federal agencies or private concerns, technical information, and related papers.

DISPOSITION: Destroy when 2 years old or on discontinuance, whichever is first. (GRS 13/2)

206-12 PUBLICATION RECORD SETS. One copy of all instructions, manuals, supplements changes thereto, general orders, or similar data issued by HQ DMA or Component offices. Each folder or binder of the collection will be distinctly marked RECORD SET.

DISPOSITION: Permanent. Cut off annually or on supersession or obsolescence, as need requires. Retire WNRC. (GRS 13/1.a.)

**RESERVED. FILES COVERED UNDER 1200 SERIES**

206-13 ~~PERSONNEL TYPE ORDER FILES. Orders issued at any level of DMA to disseminate information and instructions affecting the status of individuals. For example: special orders, letter orders, unit orders, and assignment or appointment notices. NOTE: These files should be posted prior to retirement.~~

206-13 ~~(continued) DISPOSITION: a. Special orders: Destroy when  
5 years old.~~

~~b. Other personnel type orders:  
Destroy when 5 years old.~~

**RESERVED FILES COVERED UNDER FNs 102-11 and 1211-07.**

206-14 ~~PERSONNEL TRAVEL FILES. Request for the authorization for  
military and civilian personnel TDY travel  
(DD Form 1610, all related forms)~~

~~DISPOSITION: Destroy when 1 year old (GRS 9/5 b.)~~

206-15 PUBLICATION REFERENCE SET FILES. Offices responsible for issuing instructions will maintain one set for reference purposes in addition to the Record Set. Each folder or binder in this set will be marked REFERENCE SET and will be posted.

DISPOSITION: Destroy when no longer required for reference. (GRS 13/1.b.)

206-16 PUBLISHING OFFICE BACKGROUND FILES. Documents accumulated by offices responsible for collecting and publishing material prepared by other offices and included in appropriate functional files. For example: copies of articles to be published in periodicals; documents used as a basis for preparation of special orders or personnel type orders; items submitted for inclusion in daily, weekly, or monthly bulletins; similar data collected for inclusion in other Government publications; and comparable documents. Documents required for filing in the printing job jacket file are not included.

DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken. (GRS 16/10)

206-17 PUBLICATION MANUSCRIPT FILES. Manuscript copies, printers copies of galley or page proofs, drafts, and other working or control data used in the preparation of publications.

DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken. (GRS 16/10)

206-18 ILLUSTRATION AND DRAWING FILES. Blueprints, drawings, specifications, and artwork used in preparing illustrations for publications.

DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.  
(GRS 16/10)

206-19 PHOTOGRAPHIC NEGATIVE FILES. Original basic photographic negatives of material used in preparation of illustrations for publications and duplicates of photographic negatives of artwork used for illustrating publications.

DISPOSITION: Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.  
(GRS 16/10)

206-20 COPYRIGHT AUTHORIZATION FILES. Documents authorizing the use of copyright material, such as letters and agreements from publishers, authors, or copyright owners. NOTE: When the related instruction file is scheduled for permanent retention, these documents may be filed with and classified as instruction files.

DISPOSITION: Destroy when 56 years old.

206-21 DIRECTIVES DEVELOPMENT AND EDITING FILES. Documents relating to improvement and development of DMA directives through editing, changing, and rewriting of first drafts. Included are requests for writer/editor service, copies of first and final draft manuscripts; notes and memorandums for records pertaining to conferences with the author, coordination, and research; copies of related correspondence; and a printed copy of the basic directive and each change thereto. NOTE: Documents maintained by proponent offices will be filed with related records documenting the preparation of the directive.

DISPOSITION: Office responsible for editing, development, and improvement: Destroy on revision or obsolescence of the related directive.  
(GRS 13/1.b.)

- 206-22 PUBLICATION CONTROL AND PROCESSING FILES. Documents used to control publications work-in-progress, such as stenographic assignment records, stencil control cards, information and instruction sheets, layouts, daily production records, progress reports, job tickets for labor and materials, and similar control records and related papers, but exclusive of other publication supply files described herein.
- DISPOSITION: Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable. (GRS 13/4)
- 206-23 PRINTING PLANT JOB JACKET FILES. Work orders, production and cost records, related processing data, and samples of each printing job produced.
- DISPOSITION: Destroy when 3 years old. (GRS 13/3.b.)
- 206-24 DUPLICATING JOB CONTROL FILES. Requisitions and delivery receipts for duplicating and photo-reproduction work performed outside field printing plants.
- DISPOSITION: Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable. (GRS 13/4)
- 206-25 PRINTING AND BINDING REQUISITION FILES. Requisitions for printing and binding, including the record of action taken thereon.
- DISPOSITION: Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable. (GRS 13/4)
- 206-26 PUBLICATION REQUISITION FILES. Documents used in requisitioning nonreimbursable publications, and accountable and nonaccountable blank forms. For example: requisitions, shipping orders, transfer requests, and similar papers.
- DISPOSITION: Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable. (GRS 13/4)
- 206027 REIMBURSABLE PUBLICATION REQUISITION FILES. Documents relating to the storage and shipping of publications for the United States Armed Forces Institute, Madison, Wisconsin. For example: requisitions, shipping documents, correspondence, and related papers.
- DISPOSITION: Destroy 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable. (GRS 13/4)

206-28 STATUS OF PUBLICATION FILES. Forms reflecting the status of publications and blank forms that provide information which is used to determine required supply action.

DISPOSITION: Destroy when 1 year old.

206-29 INITIAL DISTRIBUTION REQUISITION FILES. Forms reflecting the quantities and types of publications and blank forms required for automatic distribution. A current copy of each subscription form, such as DA Form 12-Series and similar forms, will be retained in the current files area.

DISPOSITION: Destroy forms indicating changes upon completion of posting to the current series.

206-30 INITIAL PUBLICATION DISTRIBUTION FILES. Distribution sheets, delivery instructions, correspondence, and related papers pertaining to the distribution of DMA publications.

DISPOSITION: a. Documents pertaining to classified publications: Destroy when 2 years old.  
b. Other documents: Destroy when 3 months old. Earlier disposal is authorized.

206-31 ACCOUNTABLE FORM RECEIPT AND ISSUE FILES. Documents reflecting the receipt or issue of accountable blank forms. For example: receipt forms, listings, and registers.

DISPOSITION: Destroy when 1 year old.

206-32 ACCOUNTABLE FORM AUTHORIZATION FILES. Signature cards identifying individuals authorized to receive accountable forms.

DISPOSITION: Destroy upon withdrawal of the authorization.

206-33 PUBLICATION STOCK RECORD CARD FILES. Cards reflecting the status of supply of publications and blank forms, including data as to stock levels, quantities on hand, and quantities received or issued.

DISPOSITION: Destroy when card is filled or on supersession, rescission, or obsolescence of form or publication, whichever is first.

206-34 PUBLICATION HISTORY AND STOCK USAGE FILES. Forms reflecting the history and usage for each item of stock.

DISPOSITION: Destroy on supersession, rescission, or  
obsolescence of form or publication,  
whichever is first.

207 - GENERAL COMBAT DEVELOPMENT FILES

(RESERVED)

## 208 - MANPOWER RESOURCES AND UTILIZATION FILES

These files relate to the basic provisions for manpower supply by legislative or other competent authority.

208-01 DMA MANPOWER FORCE FILES. Documents relating to the establishment or change in workforce, authorized strength, and manpower objectives. They accumulate from determining the allocation of manpower resources and developing policies criteria and procedures. Included are printouts, correspondence, and similar or related documents.

DISPOSITION: a. HQ DMA: Permanent.  
b. Components: Destroy when 3 years old.

208-02 MANPOWER STRUCTURE FILES. Documents relating to the formulation of authorizations or limitations on strength by rank, grade, or similar categories. Included are printouts, correspondence, and similar or related documents.

DISPOSITION: a. HQ DMA: Permanent.  
b. Components: Destroy when 3 years old, or on discontinuance, whichever is first.

208-03 MANPOWER RESOURCES DATA FILES. Documents used as a basis for planning or estimating immediate or future manpower resources.

DISPOSITION: Destroy when superseded or obsolete.

208-04 ALLIED FORCE STRENGTH FILES. Documents reflecting military strength and manpower resources of friendly nations. Included are tables, charts, letters, and similar or related documents.

DISPOSITION: Destroy when superseded, obsolete, or no longer needed.

208-C5 MANPOWER AUTHORIZATION FILES. Documents and supporting papers reflecting manpower spaces allocated to successive echelons of DMA. Included are authorization vouchers, manning levels, or other instruments which authorize, limit, increase, or decrease the number of personnel allocated to specific organizational segments, and similar or related documents.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
b. Components: Destroy when superseded or no longer needed.

208-06 MANPOWER SURVEY AND CRITERIA FILES. Documents relating to on-site and other appraisals of manpower requirements and utilization. For example: personnel inventory and appraisal reports, criteria studies, comments, justifications, and similar or related documents.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
b. Components: Destroy CFA when 3 years old.

208-07 MANPOWER SURVEY SCHEDULE FILES. Documents used to provide information on the time scheduling of projected manpower surveys. For example: schedules of manpower utilization surveys and similar or related documents.

DISPOSITION: Destroy after 1 year or on discontinuance, whichever is first.

208-08 MANPOWER STAFFING STANDARDS FILES. Documents reflecting the development and issuance of manpower staffing standards and the provision of guidance in applying these yardsticks for measuring personnel requirements. For Example: copies of manpower surveys, command-type letters, messages, copies of staffing guides, coordinating action and interpretations, and similar or related documents.

DISPOSITION: a. Office responsible for developing standards: Permanent.  
b. Offices responsible for applying standards: Destroy when superseded or obsolete.  
c. Other offices: Destroy when 2 years old or on discontinuance, whichever is first.

208-09 MANPOWER STATISTICAL DATA FILES. Documents used to provide a source of statistical data for use in manpower control activities such as forecasting, justifying, and analyzing current or projected manpower requirements and allocating manpower spaces. For example: reports and data concerning such matters as civilian and military strength of organizational segments, strength by occupational segments, strength by occupational speciality, and similar and related documents.

- DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
b. Components: Destroy when 3 years old.

208-10 WORK MEASUREMENT REPORTING FILES. Documents used to report workloads, usually statistically. For example: work reports and consolidations, and extracts or tabulations thereof.

DISPOSITION: Destroy when 2 years old or on discontinuance, whichever is first.

208-11 PERFORMANCE EVALUATION FILES. Documents used to establish yardsticks to evaluate performance, or to present information development from measurement report. For example: trend analyses, charts, tables, performance scales and factors, yardsticks, and similar or related documents.

DISPOSITION: Permanent. Cut off when superseded or obsolete.

209 - ORGANIZATIONAL AND DOCTRINAL MEDIA FILES

These files relate to preparation, review, approval, and issuance of organizational and doctrinal media. They relate to Tables of Organization and Equipment which prescribe the normal mission, capabilities, organizational structure, and personnel and equipment.

209-01 CONTROL SCHEDULE FILES. Documents related to establishment of priority control schedules.

- DISPOSITION: a. HQ DMA: Destroy when 3 years old.  
b. Components: Destroy when 2 years old.

## 210 - INSPECTION FILES

These files relate to the planning and execution of DMA and Inspector General inspections and visits.

210-01 INSPECTION COORDINATION FILES. Documents related to reviewing, controlling, coordinating, and consolidating planned inspections, surveys, and visits. Included are notifications of impending visits, requests for authority to make visits, itineraries, approvals, requests for changes, and related documents.

DISPOSITION: Destroy when 2 years old, or on discontinuance, whichever occurs first.

210-02 DMA INSPECTION (HQ DMA) FILES. Documents related to the conduct of inspections. Included are the retained copy of the report sent to the inspected office or organization, supporting papers essential to and filed with the report, correspondence from the inspected office or organization indicating corrective action taken, and documents accumulated in staff offices that furnished members for the inspection team.

DISPOSITION: a. Destroy 5 years after next inspection.  
b. Documents accumulated in staff offices by members of the team: Destroy when 2 years old or on discontinuance, whichever is first.

210-03 DMA INSPECTION (COMPONENTS). Documents accumulated at Component offices as a result of DMA or other inspections. Included are reports of inspections, correspondence directing corrective action, correspondence replying to these instructions, and related papers.

DISPOSITION: Destroy when 2 years old, or on discontinuance.

210-04 IG INSPECTION FILES (HQ DMA). Documents relating to inspections conducted by the IG. For example: reports and related papers pertaining to annual, general, procurement, special, technical proficiency, Federal recognition directed by DMA, and similar inspections.

- DISPOSITION:
- a. Special and Federal recognition inspection reports files and copies of other IG inspection reports files forwarded to HQ DMA: Destroy 1 year after the next annual general inspection.
  - b. Files created and maintained by the Office of the IG. HQ DMA: Permanent. Cut off on completion of next comparable inspection.

210-05 IG INSPECTION FILES (COMPONENTS). Documents accumulated by Acting Inspectors General. Included are inspection reports and related papers pertaining to annual, general, procurement, special, technical proficiency, and Federal recognition inspections directed by the DMA and similar files pertaining to inspections made of the Components by higher authority.

- DISPOSITION: Files pertaining to inspections made of a Component: Destroy 1 year after the next comparable inspection, except that special and Federal recognition inspection report files will be destroyed 1 year after the next annual general inspection.

210-06 IG INVESTIGATIVE FILES. Documents relating to investigations and inquiries conducted by Inspectors General. Included are reports of investigation or inquiry and related papers.

- DISPOSITION:
- a. Files accumulated in the Office of the Inspector General: Permanent. Cut off on completion of investigation.
  - b. Files accumulated by Components authorizing an Acting Inspector General: Destroy when 3 years old.

210-07 IG COMPLAINT FILES. Documents accumulated by Inspectors General during the processing of complaints and requests for advice, assistance, or information. Included are statements, correspondence, and related documents.

DISPOSITION: Destroy 1 year after completion and close of case.

211 - ADP STUDY, SELECTION, USE, AND MANAGEMENT CONTROL FILES

These files relate to the study, selection, use and management control of automated data processing (ADP) activities and services of the Defense Mapping Agency.

211-01 PLANNING AND PROGRAMMING FILES. Documents relating to the development of plans, policies, and procedures for automatic data processing systems (ADPS) and programs; conversion to ADPS; and supervision thereof. Included are master plans, feasibility studies, coordinating documents, approvals, disapprovals, charts, diagrams, and similar documents.

- DISPOSITION:
- a. HQ DMA: Permanent. Cut off on supersession or termination of system or program.
  - b. Components: Destroy when 2 years old or on supersession or termination, as applicable.

211-02 ADPE ACQUISITION CASE FILES. Documents related to planning and preparing for initial acquisition (including selection, evaluation, procurement, and installation) of automatic data processing equipment, multiple equipment when part of a system, auxiliary equipment, and attachments for existing equipment. Included are feasibility and application studies, system specifications and reports of their review, manufacturers' proposals and evaluations thereof, documents relating to installation of equipment or systems, reports of readiness reviews and performance evaluations, benchmark computation information output, benchmark accounting information outputs, and related papers.

- DISPOSITION:
- a. Office performing DMA-wide staff responsibility for the functional areas of ADPS application and equipment selection: Permanent. Cut off on completion of performance evaluation, or on determination that such an evaluation will not be made or that the system will not be installed.

211-02 (continued)

- b. Office responsible for evaluating the equipment and system and acquiring offices: Destroy 5 years after performance evaluation, or 5 years after determination that such an evaluation will not be made or that the system will not be installed.
- c. Other offices: Destroy when 2 years old or on discontinuance, whichever is first.

211-03 ADPS SPECIFIC STUDY FILES. Documents relating to studying specific functional areas to determine advantages that would result from the use of automatic data processing systems already available. Included are studies, source data, solutions, advantages, requirements, benefits, cost data, and similar or related documents.

- DISPOSITION:
- a. Office making the study: Permanent. Cut off on completion of study.
  - b. Offices with DMA-wide responsibility for the functional areas: Destroy when 5 years old.
  - c. Other offices: Destroy when 2 years old or on discontinuance, whichever is first.

211-04 ADP MANAGEMENT REPORTING FILES. Documents containing management data on costs, equipment, staffing, workload capacities, and overall effectiveness of ADP operations and documents used to evaluate rental, purchase, operations, and maintenance costs. Included are reports, briefs, and similar or related documents.

- DISPOSITION:
- a. Office requiring report: Permanent. Destroy feeder reports 2 years after summarization.
  - b. Other offices: Destroy when 2 years old or on discontinuance, whichever is first.

211-05 ADPE INVENTORY FILES. Documents reflecting an inventory of available automatic data processing equipment and that which may become available in the event of mobilization or emergency conditions.

DISPOSITION: Destroy on supersession, obsolescence, or when no longer needed for reference.

211-06 DATA PROCESSING REGISTER AND SCHEDULE FILES. Documents used to record approved jobs that reflect job numbers, requesting office, job description, data received, and date due; documents reflecting available machine and personnel time, job requirements, priorities, and time-phasing information on individual approved jobs. Included are registers, schedules, and directly related documents.

DISPOSITION: Destroy 1 year after completion of related job or on discontinuance, whichever is first.

211-07 DATA PROCESSING CONTROL AND BALANCE FILES. Documents maintained by data processing activities to verify cumulative balances reflected by master or detailed summary cards or tapes.

DISPOSITION: Destroy on supersession or obsolescence.

## 212 - PRIVACY ACT FILES

These files relate to implementing and administering 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.

212-01 PRIVACY ACT GENERAL ADMINISTRATIVE FILES. Records relating to internal Agency implementation and administering of the Privacy Act, including notices, memoranda, routine correspondence, and related records, print-out of DMA systems of records, inventories and changes thereto.

DISPOSITION: Destroy when 2 years old or sooner if no longer needed for administrative use.  
(GRS 14/30)

212-02 PRIVACY ACT AMENDMENT CASE FILES. Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C.522(d)(2); to the individual's request for a refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the Individual against the refusing agency as provided under 5 U.S.C. 552a(g).

DISPOSITION: a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.

Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.

b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.

Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.

- c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.

Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.  
(GRS 14/26)

212-03 PRIVACY ACT REPORTS FILES. Recurring reports and one-time information requirement relating to agency implementation, including the annual report to the Congress of the United States, the Office of Management and Budget, and reports on new or altered systems.

DISPOSITION: a. HQ DMA: Permanent. Offer to NARS with related agency records approved for permanent retention in agency records control schedule or when 15 years old whichever is sooner. (GRS 14/29)

- b. Components: Destroy when 2 years old.

212-04 PRIVACY ACT ACCOUNTING OF DISCLOSURE FILES. Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

DISPOSITION: Dispose of in accordance with the approved disposition instruction for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.  
(GRS 14/27)

212-05 PRIVACY ACT CONTROL FILES. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor.

- 212-05 (continued) DISPOSITION: a. Registers or listings. Destroy 5 years after date of last entry.
- b. Other files. Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later. (GRS 14/28)
- 212-06 PRIVACY ACT REQUESTS FILES. Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.
- DISPOSITION: a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).
- (1) Granting access to all the requested records. Destroy 2 years after date of reply.
- (2) Responding to requests for non-existent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.
- (a) Requests not appealed. Destroy 2 years after date of reply.
- (b) Requests appealed. Destroy as authorized under 2/2-02.
- (3) Denying access to all or part of the records requested.
- (a) Requests not appealed. Destroy 5 years after date of reply.
- (b) Requests appealed. Destroy as authorized under 2/2-02.
- b. Official file copy of requested records. Destroy of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later. (GRS 14/25)

## DMA FUNCTIONAL FILE SYSTEM

## SERIES 300

## FINANCE AND FISCAL FILES

1. Finance and Fiscal files relate to budgeting, disbursement, allocation, accounting for appropriated and nonappropriated funds, civilian pay and accounting, cost accounting, auditing and financial management. Offices responsible for these functions will use this series to identify, maintain, and dispose of records documenting their mission.

2. These files have been assigned the basic file number 300. File numbers, descriptions, retention periods, and disposition procedures are contained in the following subgroups:

- 301 Budget and Program Files
- 302 Finance and Accounting Files
- 303 Civilian Personnel Pay and Accounting Files
- 304 Property and Fund Accounting and Adjustment Files
- 305 Nonappropriated Fund Accounting Files
- 306 Cost Accounting Files

## 301 - BUDGET AND PROGRAM FILES

These files are created during the development, formulation, and execution of programs, budgets, and other related data, which involve the resources required to meet the broad objectives of DMA. These files accumulate in the offices of the DMA Comptrollers. Files which accumulate in other organizational elements relating to these matters are identified in the appropriate common mission files.

301-01 DMA BUDGET PROGRAM DEVELOPMENT FILES. Documents relating to the preparation, coordination, approval, and issue of the DMA Five-Year Defense Program or comparable DMA program document that translates the objectives established by the DMA plans into time-phased schedules of accomplishment. These program documents are approved by the Director of the DMA and the Secretary of Defense and thereafter serve as the basis for development by the DMA Staff of the more detailed program and budget guidance to DMA Components. Included are summaries and descriptive data sheets, program change requests, subject issues, manpower memorandums, minutes of meetings of review committees, coordinating actions, approvals, summary tables, force lists, shopping lists for materiel items, and related papers.

DISPOSITION: a. HQ DMA: Permanent. Cut off at end of the current fiscal year.

b. Components: Destroy when 3 years old.

301-02 PROGRAM AND BUDGET GUIDANCE. Documents relating to the development, review, approval, and issue of program and budget guidance by all echelons of the DMA. Included are program objectives; summary budgets; and directives requiring DMA staff preparation, revision, or updating of program and budget guidance to operating agencies (essentially extracts from the DMA Five-Year Defense Program reflecting those resources programmed for allocation to Component headquarters by DMA together with statements of policy, priorities, standards, and workloads). DMA Components' lower-echelon program and budget guidance to subordinates (may be issued in the form of markups to operating budgets), coordinating actions, operating schedules, and related papers.

- (301-02 continued) DISPOSITION:
- a. Offices of the DMA staff responsible for preparation, approval, and issue: Permanent. Cut off at end of the Current FY.
  - b. Components: Guidance prepared by the Components and issued to subordinates: Destroy after 6 years. Guidance received: Destroy on incorporation in the Component's 5-year program or on supersession or rescission, as applicable.

301-03 DMA BUDGET ESTIMATE FILES. Documents created by the DMA Staff in the preparation, review, and consolidation of budget estimates and in their submission to the Office of the Secretary of Defense for incorporation in the DoD budget. Included are budget estimates prepared by DMA Staff for their functional area of responsibility, minutes of budget committee meetings, consolidated DMA budget estimates, approvals, OSD markups (subject/issues) upon which the President's budget is based, briefings, and presentations on the budget estimates for review offices in DoD and OMB, and related papers.

- DISPOSITION:
- a. Offices responsible for preparation, consolidation, and approval: Permanent.
  - b. Other offices: Destroy when 2 years old or on discontinuance, whichever is first.

301-04 CONGRESSIONAL BUDGET JUSTIFICATION. Documents accumulated by HQ DMA and to a lesser extent by DMA Components in defending DMA budget estimates before Congress and Congressional Committees. Included are copies of opening statements, documents reflecting expected questions and answers thereto, prepared testimony, coordinating actions, resumes of congressional hearings, and related papers. NOTE: Similar documents accumulated in nonprogramming and budgeting channels (i.e., offices responsible for staff supervision of the process or item being justified to the Congress) normally will be filed in the appropriate functional files for that item or process.

(301-04 continued) DISPOSITION: a. Office of the Comptroller, HQ DMA and office responsible for presenting the justification or testimony: Permanent.

b. Other offices: Destroy when 2 years old or on discontinuance, whichever is first.

301-05 ANNUAL FUNDING PROGRAM FILES. Documents used to authorize HQ DMA and Components to incur obligations necessary to permit operation while Congress and OMB complete appropriation and apportionment of funds for the new fiscal year. Included are annual funding programs and documents directly relating to them.

DISPOSITION: a. Office responsible for preparation: Permanent.

b. DMA Components: Destroy 4 years after end of the FY to which they pertain.

301-06 PROGRAM AND BUDGET INPUT FILES. Documents relating to the furnishing of data for DMA program and budget guidance, formulation, and execution. These files accumulate in both HQ DMA and in Components' offices. They reflect data for the various program elements, such as research and development; mapping, charting, and geodesy training and education; materiel, construction, maintenance, transportation, and housing. Included are schedules, coordination papers, justifications, minutes of meetings, plans, and similar or related documents.

DISPOSITION: Offices responsible for preparation and submission: Destroy 2 years after end of target FY or on discontinuance, whichever is first.

301-07 HQ DMA AND DMA COMPONENTS, FIVE-YEAR PROGRAMMING FILES. Documents relating to preparation, review, issue, and change of five-year programs. The programs reflect in detail the planned application of resources (programmed by DMA for availability) toward accomplishment of the assigned mission, goals, and workloads. DMA program guidance amplified, extended, and published constitute the five-year programs.

- 301-07 (continued) DISPOSITION:
- a. Offices responsible for preparation and issue: Destroy 5 years after discontinuance.
  - b. Other offices: Destroy program documents when superseded or no longer needed for reference and destroy other papers when 2 years old or on discontinuance, whichever is first.

301-08 OPERATING BUDGET FILES. Documents relating to the preparation and submission of budget estimates and operating budgets. Lower-order estimates and operating budgets are progressively incorporated into higher-order estimates and operating budgets. Final incorporations will be forwarded to HQ DMA for use in preparing and defending the DMA Budget, the President's Budget, and apportionment requests.

- DISPOSITION:
- a. Preparing office of general or special operating elements: Agency-wide estimates, operating budgets, and related papers: Permanent. Cut off at the end of the target FY.
  - b. Copies of lower-order operating budgets, estimates and related papers: Destroy 1 year after end of the target FY or on discontinuance.
  - c. Component offices: Final published operating budget: Permanent. Cut off at the end of the target FY.
  - d. Other records: Destroy when 3 years old.

301-09 PROGRAM BRIEFING AND OPERATING PROGRAM FILES. Documents which relate to presentations of proposed programs, approved programs, trends, and related data. They also reflect actual performance, progress accomplishments, deficiencies, performance reports, and similar documents.

DISPOSITION: Destroy when 10 years old.

301-10 INTERNATIONAL BALANCE OF PAYMENT BUDGET SCHEDULE FILES. Documents reflecting estimated future transactions which will enter the International Balance of

(301-10 continued) Payments. These budget schedules contain estimated payment and receipt data and become targets of the reporting elements for the periods indicated by the schedules. For example: budget schedules, papers, reflecting approvals or disapprovals, reports or failure to meet targets, and related documents.

DISPOSITION: a. Office of Record: Permanent. Cut off annually.

b. Other offices: Destroy when 5 years old.

301-11 GAO REPORTS OF AUDIT FILES. Reports, summary reports, and draft reports of audit issued by the General Accounting Office (GAO) to determine how DMA and its Components discharge their financial and management responsibilities. Included is the DMA response to GAO findings and recommendations.

DISPOSITION: a. Office of Record: Destroy 6 years, 3 months after period covered by account. (GRS 6/1.a.)

b. Others: Destroy when no longer needed.

301-12 DEPARTMENT OF DEFENSE INTERNAL AUDIT FILES. Reports of audit issued by the Office of Deputy Comptroller for Internal Audits, ASD (Comptroller) to determine the effectiveness and efficiency with which DMA and its Components carry out their managerial responsibilities.

DISPOSITION: a. Office of Record: Destroy 6 years, 3 months after period covered by account. (GRS 6/1.a.)

b. Others: Destroy when no longer needed.

301-13 SECRETARY OF DEFENSE CONGRESSIONAL PRESENTATION FILES. Copies of testimony presented by the Secretary of Defense in his annual appearance before the joint session of the House Armed Forces Committee. This annual statement is reviewed by the HQ DMA Comptroller to determine the impact of DMA-managed programs. Included are papers reflecting appropriate advice and recommendations to the Director and affected staff officials.

DISPOSITION: Destroy 3 years after completion of all actions. (GRS 5/2.a.)

301-14 DOD FIVE-YEAR DEFENSE PROGRAM UPDATE FILES. Documents created in the development of program element changes to the Five-Year Defense Program, which is a summary of the Secretary of Defense's approved plans and programs projected 5 years beyond the current fiscal year. For example: program change decisions calling for updates, related papers which substantiate the DMA submissions to OSD, the DMA submissions, and the OSD ADP listings reflecting the approved updates.

DISPOSITION Destroy 1 year after the close of the fiscal year covered by the budget.  
(GRS 5/4)

## 302 -- FINANCE AND ACCOUNTING FILES

These files relate to finance and accounting activities at all DMA elements. They include disbursing, collection, and maintenance of miscellaneous funds.

302-01 STATUS OF ALLOCATION REPORTS FILES. Copies of reports submitted to OSD depicting the status of funds as of the end of each month. Also included are related papers. File by type of report.

DISPOSITION: Destroy after 6 years, 3 months after period covered by account. (GRS6/1.a.)

302-02 HEADQUARTERS FINANCIAL STATEMENTS. Financial statements not otherwise identified, prepared from summaries and recapitulations of data furnished by Components and subordinate offices' accounts.

DISPOSITION: Destroy when 3 years old. (GRS 6/4)

302-03 REGISTER OF REQUESTS AND REPORTS TO GAO, WAIVER OF OVERPAYMENT OF PAY CLAIMS FILES. Documents reflecting summary data concerning requests for waiver of claims of the U.S. arising from erroneous overpayments of pay and the annual reports to GAO showing amounts of claims, amount waived, and amount refunded to individuals.

DISPOSITION: a. Office of Record: Destroy after 6 years, 3 months after period covered by account. (GRS 6/1.a.)

b. Others: Destroy when no longer needed.

302-04 WAIVER OF OVERPAYMENT OF PAY CLAIMS CASE FILES. Documents pertaining to cases considered for waiver of claims of the U.S. arising out of the erroneous overpayment of pay. For example: requests of investigation; correspondence with GAO; notice to the servicing finance officer when refund is made; correspondence with waiver requester, including notification of decisions and transmittal of refunds when made. File by case number.

DISPOSITION: a. Office of record: Destroy after 6 years, 3 months after period covered by account. (GRS 6/1.a.)

b. Others: Destroy when no longer needed.

302-05 OTHER SPECIAL TYPES OF LISTINGS OR TABULATIONS FILES. Other special types of EAM listing or tabulations pertaining to daily, periodic, or monthly operations.

DISPOSITION: Destroy 3 years after the period of the account. (GRS 6/1.b.)

302-06 SAVINGS BOND FILES. Documents relating to the U.S. Savings Bond Program. Included are periodic reports and correspondence.

DISPOSITION: Destroy when 3 years old. (GRS 2/7)

302-07 ACCOUNTING SYSTEM RECORDS FILE. Documents which support the manual or mechanized recording of allocations, allotments, commitments, obligations, and accrued expenditures paid and unpaid.

DISPOSITION: Cut off each FY, hold 3 years after obligations have been liquidated, and destroy.

- a. EAM cards used in daily operations. Destroy after necessary reconciliations.
- b. Machine tabulations used in daily operations. Destroy when 1 year old.
- c. Periodic summary cards and tabulations. Destroy when 1 year old.
- d. Consolidated EAM cards and tabulations produced from monthly summary or other records, usually for an entire fiscal year. Destroy 4 years after liquidation of obligations.

302-08 ALLOCATION FILES. Documents relating to transactions involving authorizations received from the Comptroller of DoD making specific funds available to HQ DMA for the purpose of issuing allotments. They are accumulated by fiscal administrative elements.

DISPOSITION: Destroy 4 years after the FY for which the funds are available for obligation.

- 302-09 ALLOTMENT FILES. Documents relating to transactions making specific funds allocated to HQ DMA available for obligation to Components, either through allotment or suballotment, and accumulated by fiscal administrative elements in DMA.
- DISPOSITION: Destroy when 4 years old.
- 302-10 LEVEL OF CASH BALANCE REVIEW FILES. Documents covering the periodic reviews of each fund authorization for maintenance by finance and accounting officers and their agents. These documents serve as a basis for reducing or expanding the amount of cash funds held at personal risk and discontinuing such funds when demonstrated need no longer exists.
- DISPOSITION: Destroy when 3 years old or on discontinuance, whichever is first.
- 302-11 SIGNATURE CARD FILES. Documents used in identifying signatures of individuals designated as certifying officers for the purpose of certifying vouchers. Included are signature cards and directly related papers.
- DISPOSITION: Destroy 3 years after revocation of the designation for any reason.
- 302-12 COLLECTION VOUCHER FILES. Copies of documents transmitted to disbursing officer which are accumulated by officials authorized to accept amounts due the United States from individuals, organizations, or Governmental agencies, other than files accumulated by fiscal officers. For example: report of deposits/reimbursements for sale of maps and miscellaneous services; collections for overpayments of TDY, leave, jury duty, etc; schedules of collections; and comparable records. NOTE: When these documents form an integral part of the accounts of files described elsewhere in this manual, they will have the same disposition of that file.
- DISPOSITION: Destroy when 3 years old. (GRS 6/4)
- 302-13 OPERATION REPORTING FILES. Disbursing officers' retained copies of monthly report of operations, report of discounts on contracts and purchase orders, and comparable documents.

302-13 (continued) DISPOSITION: Destroy when 3 years old. (GRS 8/7.a.)

302-14 CONTRACT PROGRESS PAYMENT REPORTING FILES. Reports submitted by contracting officers to HQ DMA indicating progress payments on contracts; recapitulation reports prepared therefrom; and related correspondence.

DISPOSITION: a. HQ DMA: Destroy after 6 years, 3 months after period covered by account. (GRS 6/1.a.)

b. Components: Destroy when 1 year old or on discontinuance, whichever is first.

302-15 IMPREST FUND ACCOUNT FILES. Documents accumulated by imprest fund cashiers which reflect the receipt and accounting for imprest funds. Included are copies of reimbursement vouchers and receipts for funds which reflect acknowledgement of return of funds and statement of balance.

DISPOSITION: Destroy when 3 years old. (GRS 6/4)

302-16 IMPREST FUND SHORTAGE FILES. Documents accumulated by finance and accounting officers which reflect imprest fund shortages, such as reports with supporting and related documents.

DISPOSITION: Destroy 3 years after the case is closed. (GRS 6/4)

302-17 MISCELLANEOUS EXPENSE CONTINGENCY FUND FILES. Documents supporting categories A and B miscellaneous expense contingency funds. For example: requests for approval, justifications for expenditure, estimated cost of projects, approvals, itemized lists of expenses, guest lists, and similar or related documents.

DISPOSITION: Destroy 6 years, 3 months after period covered by account. (GRS 6/1.a.)

302-18 CERTIFICATE OF SETTLEMENT FILES. Certificates of settlement, statements of differences, and related or comparable documents accumulated by accountable officers.

DISPOSITION: a. Destroy certificates covering periodic settlements when subsequent certificate of settlement is received.

302-18 (continued)

- b. Destroy certificates covering closed-account settlements, supplemental settlements, and final balance settlements 2 years after date of settlement and clearance. (GRS 6/3.b.)

302-19 AGENT FINANCE OFFICER ACCOUNT FILES. Documents accumulated in organizations to which agent finance officers are assigned and which reflect the receipt and accounting for funds entrusted to agency officers.

DISPOSITION: Destroy 6 years, 3 months after period covered by account. (GRS 6/1.a.)

302-20 ACCOUNTS PAYABLE FILES CARD. Cards and similar documents indicating the amounts disbursed to payees.

DISPOSITION: Destroy 6 years, 3 months after period covered by account. (GRS 6/1.a.)

302-21 RECORD OF TRAVEL PAYMENTS (CIVILIAN) FILES. Documents used to reflect travel allowance payments made to individual civilian employees. Included are DD Forms 1588, comparable forms, and related documents.

DISPOSITION: Destroy 6 years, 3 months after period covered by account. (GRS 6/1.a.)

302-22 JOURNAL FILES. Documents relating to books of original entry maintained to record all financial transactions and to summarize accounting for monthly postings to the general ledger. Included are the general journal, special journals, and related or similar documents.

DISPOSITION: Destroy 3 years after posting journal data to the general ledger.

302-23 GENERAL LEDGER FILES. Documents relating to general ledgers which contain the accounts necessary to reflect financial operations, such as asset accounts, operating accounts. These accounts are maintained for the purpose of establishing in summary form the status of accounts, operations for the month, and to provide a medium for verifying the accuracy of reports and subsidiary ledgers.

DISPOSITION: Destroy 10 years after the close of the fiscal year involved.  
(GRS 7/2)

302-24 SUBSIDIARY LEDGER FILES. Documents relating to subsidiary ledgers maintained as a source of ascertaining the composition of general ledger accounts, to accumulate detail for analysis and reporting purposes, and verification of accuracy of general ledger accounts. They consist of allotment ledgers, open-allotment ledgers, appropriation/revenue ledgers, transactions for other ledgers, and unapplied Defense Order (DO) Priority Rating deposit funds ledgers.

DISPOSITION: Destroy 3 years after closing ledger accounts. (GRS 7/4.a.)

302-25 TRIAL BALANCE FILES. Documents relating to trial balances prepared from general ledger accounts. Included are trial balance sheets and related papers.

DISPOSITION: Destroy when 3 years old, or on discontinuance, whichever is first.  
(GRS 7/4.a.)

302-26 SUBSIDIARY FILES. DO Priority Rating cash accounts subsidiaries; advances to employees, progress payments to contractors, and advances to contractors' subsidiary records; cash blotters, and check ledgers.

DISPOSITION: Destroy 6 years, 3 months after period covered by the account.  
(GRS 6/1.a.)

302-27 ACCOUNTING DOCUMENT FILES. Documents posted to books of original entry. Included are allotment documents, obligation documents, duplicate copies of disbursement vouchers, collection documents (e.g., cash collections), adjustment documents (e.g., adjustments related to deficiencies and irregularities), and related blocking tickets; checklistings for card checks; check reconciliation statements; check copies, copies of outstanding depository checks, notices of exception, and certificates of deposit; and comparable documents.

DISPOSITION: Exceptions to be held until cleared by GAO. Destroy when 3 years old. (GRS 6/1.b.)

302-28 SURETY BOND FILES. Documents relating to DMA position schedule bonds. For example: official copies of the bond, orders appointing individuals to positions covered by the position schedule bond, and termination of such appointments, reports, correspondence, list of positions, and similar documents.

DISPOSITION: Destroy 15 years after termination of bond. Files pertaining to suits or other similar action will be retained until finalization of such action. (GRS 6/6.a.)

## 303 - CIVILIAN PERSONNEL PAY AND ACCOUNTING FILES

These files accumulate in civilian payroll offices. They include all types of pay and leave account records.

303-01 INDIVIDUAL PAY RECORDS FILES. Individual pay records maintained by payroll officers which show information concerning all earnings, deductions, adjustments, and bond issuances made to each employee during a calendar year. The files are, therefore, cut off at the end of each calendar year and moved in calendar-year blocks. Due to the necessity for quick reference in connection with Bureau of Compensation cases, files normally are maintained in current files areas. Strict compliance with disposition instruction is necessary to ensure availability of files to meet reference requirements at the office of creation and the records center. Prior to shipment, all forms, regardless of size, will be arranged in alphabetical order, except that records of consolidated payroll offices will be arranged (preferably) in alphabetical order by names of employees within each organization.

NOTE: If the records are not arranged in alphabetical order by names of employees, they must be accompanied by an alphabetical index pertaining to the records. Standard Form 135 will be prepared for transmittal of the records to the records center. If audit of the records has been accomplished, an indication of audit completion, showing date letter of notification was received, will be shown on the Standard Form 135.

DISPOSITION: Cut off at end of calendar year and forward (in calendar-year blocks) to National Personnel Records Center, GSA, 111 Winnebago Street, St. Louis, MO 63118, 18 months after cut off or 90 days after receipt of audit completion letter, whichever is first. Destroy 56 years after date of cut off. (GRS 2/1)

303-02 INDIVIDUAL RETIREMENT RECORD FILES. Individual retirement records reflect the amount that has been deducted from the pay of each individual civilian employee subject to the Retirement Act (46 Stat. 468; 5 USC 691-738), as amended, for deposit to the Civil Service Retirement and Disability Funds.

303-02 (continued) DISPOSITION: Transfer folder to National Personnel Records Center (CPR), St. Louis, Missouri, 30 days after separation. NPRC will destroy 75 years after birth date of employee or 60 years after the date of the earliest document in the folder if the date of birth cannot be ascertained, or 5 years after latest separation, whichever is later. (GRS 1/1.b.(2))

303-03 INDIVIDUAL RETIREMENT RECORD CONTROL FILES. Control documents maintained in connection with the retirement records of individual civilian employees. For example: civil service retirement control form, register of separations and transfers, register of adjustments, and comparable documents.

DISPOSITION: Destroy when 3 years old. (GRS 2/21.a.)

303-04 LEAVE RECORD CARD FILES. Standard Form 1137 (Leave Record) or other documents used in lieu thereof for recording official annual accumulation and use of employee's leave.

DISPOSITION: a. Pay or fiscal copies - Destroy when 3 years old. (GRS 2/9.a&b)

b. Other copies - Destroy 3 months after the end of the period covered.

303-05 LEAVE RECORD FILES. Subsidiary record to the official leave record card. Included are time and attendance reports and/or job cards on which leave data were maintained, applications for leave, and similar data.

(303-05 continued)

- a. Prior to disposal, all documents which are pertinent to an outstanding GAO exception will be withdrawn and retained until clearance of the exception.
- b. Unaudited records that have been retained for more than 3 years may be transferred for storage to the Federal Records Center servicing the area in which the records are located. Upon receipt of GAO audit completion letter covering records transferred, a copy will be forwarded to the Federal Records Center storing the records.

- DISPOSITION:
- a. Applications for leave: Destroy on receipt of audit completion letter.
  - b. Remaining Files: Destroy when 6 years, 3 months old, or 90 days after receipt of audit completion letter, whichever is first.

303-06 AUTHORIZED TIMEKEEPER LIST FILES. Documents indicating individuals responsible for timekeeping.

DISPOSITION: Destroy when superseded or obsolete for any reason.

303-07 PAYROLL CONTROL FILES: Documents maintained for payroll control purposes. For example: payroll summary control and certification control documents which include all source documents used to authorize or change payments to employees; and payroll vouchers, bond issuance schedules, payroll change slips, refund vouchers, and adjustment schedules, which relate to these payments; except as otherwise provided in this section.

- a. Documents which involve or relate to a GAO exception will be removed and retained in current files area until clearance of the exception.
- b. Unaudited records that have been retained for more than 3 years may be transferred for storage to the Federal Records Center servicing the area in which the records are located. Upon receipt of GAO audit completion letter

(303-07 continued)

covering records previously transferred, a copy will be forwarded to the Federal Records Center storing the records.

DISPOSITION: Destroy when 3 years old, or 90 days after receipt of audit completion letter, whichever is first.

303-08 PAYROLL WORK FILES. Correspondence and work papers relating to payroll matters. For example: payroll discrepancies, report of balances, recapitulation of payroll data, work or proof sheets, pay or leave information requests, and similar documents. NOTE: Unaudited records that have been retained for more than 3 years may be transferred for storage to the Federal Records Center servicing the area in which the records are located. Upon receipt of GSA audit completion letter covering records previously transferred, a copy will be forwarded to the Federal Records Center storing the records.

DISPOSITION: Destroy when 3 years old, or 90 days after receipt of audit completion letter, whichever is first.

303-09 INDIVIDUAL WITHHOLDING AND DEDUCTION AUTHORIZATION FILES. Documents required as official authorization for continuing withholding or deducting amounts from an individual's wages for such purpose as purchase of savings bonds and health insurance and payment of union dues and allotments. For example: application, change, and cancellation forms and notices completed by individual employees with directly related papers. NOTE: Unaudited records that have been retained for more than 3 years may be transferred for storage to the Federal Records Center servicing the area in which the records are located. Upon receipt of GAO audit completion letter covering records previously transferred, a copy will be forwarded to the Federal Records Center storing the records.

DISPOSITION: On transfer of employee: Transfer to gaining payroll office when required by Finance and Accounting.

(302-09 continued)

On separation of employee (when not transferred), or cancellation of authorization: Destroy when 3 years old or 90 days after receipt of audit completion letter, whichever is first.

303-10 WITHHOLDING TAX EXEMPTION CERTIFICATE FILES. Copies of DMA Form 7300-2a-R executed by civilian employees.

DISPOSITION: Destroy 4 years after form is superseded or obsolete. (GRS 2/18.a.)

303-11 WITHHOLDING TAX FILES. Documents reflecting wages withheld. For example: reports to employees of total earnings and taxes withheld and to the Internal Revenue Service of the total income tax deductions withheld, tax reconciliations, receipts, and related documents. NOTE: Unaudited records that have been retained for more than 3 years may be transferred for storage to the Federal Records Center servicing the area in which the records are located. Upon receipt of GAO audit completion letter covering records previously transferred, a copy will be forwarded to the Federal Records Center storing the records.

DISPOSITION: Destroy when 4 years old, or 90 days after receipt of audit completion letter, whichever is first. (GRS 2/18.a.)

303-12 INDIVIDUAL PAY RECORD TRANSMITTAL LETTER FILES. Copies of letters transmitting the individual pay records to the National Personnel Records Center, GSA, 111 Winnebago Street, St. Louis, MO 63118 and related documents. NOTE: Unaudited records that have been retained for more than 3 years may be transferred for storage to the Federal Records Center servicing the area in which the records are located. Upon receipt of GAO audit completion letter covering records previously transferred, a copy will be forwarded to the Federal Records Center storing the records.

DISPOSITION: Destroy when 2 years old.  
(GRS 2/2)

303-13 SUBSISTENCE AND QUARTERS AUTHORIZATION FILES. Documents relating to authorizations for payment of subsistence and quarters to employees. For example: requests for authorization, discontinuance of authorizations, and related papers. Documents which authorize deviation from prescribed subsistence and quarters rates are permanent and will be retained until discontinuance, then retired. NOTE: Unaudited records that have been retained for more than 3 years may be transferred for storage to the Federal Records Center servicing the area in which the records are located. Upon receipt of GAO audit completion letter covering records previously transferred, a copy will be forwarded to the Federal Records Center storing the records.

DISPOSITION: a. Deviation files: Destroy when 10 years old. /  
b. Other files: Destroy when 3 years old or 90 days after receipt of audit completion letter, whichever is later.

303-14 STATEMENT OF CHARGES FILES. Civilian payroll officer's copies of forms used to list charges against civilian personnel in connection with the loss, damage, or destruction of Government property, such as DD Form 362 (Statement of Charges for Government Property Lost, Damaged, or Destroyed) and comparable forms.

DISPOSITION: Destroy 3 years after settlement.

303-15 PAY TABLE FILES. Record sets of pay tables supplementing the official government salary tables.

DISPOSITION: Destroy on discontinuance of office or activity. Do not retire.

303-16 AUDIT LETTER FILES. GAO notifications of completion of audit of pay and leave accounts with related documents.

DISPOSITION: Destroy when 2 years old or on discontinuance, whichever is first.

303-17 SAVINGS BOND REPORTING FILES. Documents relating to the reporting system for bond sales and purchases, including monthly report of bond deductions, report of bond purchases, bond participation report, and

(303-17 continued) related documents. NOTE: Unaudited records that have been retained for more than 3 years may be transferred for storage to the Federal Records Center servicing the area in which the records are located. Upon receipt of GAO audit completion letter covering records previously transferred, a copy will be forwarded to the Federal Records Center storing the records.

DISPOSITION: Destroy when 3 years old. (GRS 2/7)

303-18 HEALTH BENEFIT FILES. Documents used in connection with the administration of controlling and reporting deductions related to the Federal Employees' Health Benefits program. Included are reports, transmittal letters, and related documents. NOTE: Unaudited records that have been retained for more than 3 years may be transferred for storage to the Federal Records Center servicing the area in which the records are located. Upon receipt of GAO audit completion letter covering the records previously transferred, a copy will be forwarded to the Federal Records Center storing the records.

DISPOSITION: Destroy when 3 years old.

303-19 PERSONNEL EXCEPTION AND INDEBTEDNESS FILES. Documents relating to indebtedness due the U.S. Government by civilian employees. For example: Standard Form 2805 (Request for Recovery of Debt Due the United States), comparable documents, and related attachments.

DISPOSITION: Destroy when 3 years old. (GRS 2/23)

303-20 CIVILIAN PERSONNEL CLAIM FILES. Documents relating to claims against the U.S. Government and filed by civilian employees. Claims pertain to such matters as unpaid compensation, travel allowances, erroneous payroll deductions, and overtime pay. Included are forms requesting payment and related correspondence.

DISPOSITION: Destroy 6 years, 3 months after final disposition of the claim by settlement, transfer to GAO, or discontinuance period covered by account. (GRS 6/1.a.)

303-21 DECEDENT CLAIM FILES. Documents used in making nonroutine deductions from amounts due decedents. For example: copies of vouchers with supporting documents,

(302-21 continued) including Standard Form 1151 (Designation of Beneficiary), Standard Form 1153 (Claim of Designation Beneficiary and/or Surviving Spouse of Unpaid Compensation of Deceased Civilian Employee), DD Form 1351-2 (Travel Voucher), DA Form 2515 Payroll Change Slip), and similar original documents.

DISPOSITION: Destroy 6 years, 3 months after period covered by the account.  
(GRS 6/1.a.)

303-22 UNEMPLOYMENT COMPENSATION DATA REQUEST FILES. Documents relating to request for wage and separation data to be used in connection with unemployment compensation claims. For example: requests for information and replies thereto, notices of determination, and refusal of work offer, and related documents.

DISPOSITION: Destroy when 3 years old.

## 304 - PROPERTY AND FUND ACCOUNTING AND ADJUSTMENT FILES

These files relate to accounting for property and funds, including preparation and review of reports of survey and collection actions.

304-01 PROPERTY ACCOUNT FILES. Files accumulated by offices having supervision of property accounts. For example: copies of reports of audit and status of property accounts, and comparable documents.

DISPOSITION: Destroy when 3 years old.

304-02 REPORT OF SURVEY FILES. Documents maintained for the purpose of reviewing circumstances concerning the loss, unserviceability, or destruction of government property; determination of the question of financial responsibility for the absence or condition of articles or funds; and action taken thereon and documents concerning reports of survey.

DISPOSITION: Destroy 2 years after date of survey action or date of posting medium. (GES 3/10.c.)

304-03 REPORT OF SURVEY CONTROL REGISTER FILES. Registers and related documents maintained to control reports of survey.

DISPOSITION: Destroy 2 years after date of survey action or date of posting medium. (GRS 3/10.c.)

304-04 CHARGE OF COLLECTION FILES: Case files accumulated in connection with the collection of financial charges against individuals as a result of reports of survey or adjustment procedures.

DISPOSITION: Destroy 3 years after final action.

305 - NONAPPROPRIATED FUND ACCOUNTING FILES

These files accumulate from certain revenue-producing and welfare activities designed to contribute to the pleasure, comfort, and physical improvement of military and civilian personnel.

- 305-01 NONAPPROPRIATED FUND STATEMENT AND REPORTING FILES.  
Financial statements and reports, inspection reports and related documents pertaining to nonappropriated funds.
- DISPOSITION: Destroy 6 years, 3 months after period covered by the account.  
(GRS 6/1.a.)
- 305-02 WELFARE FUND ACCOUNT FILES. Documents relating to the administration of activities financed by welfare funds, such as ledgers, journals, council books, cash receipts, and disbursement records; and financial statements, cash vouchers, and other documents relating to welfare fund transactions.
- DISPOSITION: Destroy 6 years, 3 months after period covered by the account.
- 305-03 SUNDRY FUND ACCOUNT FILES. Documents which relate to the administration of activities financed by sundry funds and include documents constituting an integral part of the accounting system for such funds. For example: ledgers and journals, council books, cash receipts and disbursement records, financial statements, cash vouchers, and other documents relating to sundry fund accounts.
- DISPOSITION: Destroy 6 years, 3 months after period covered by the account.
- 305-04 CONSTITUTION AND BY-LAWS OF WELFARE AND SUNDRY FUNDS ACTIVITIES. Constitution and by-laws pertaining to

(305-04 continued) clubs and comparable associations, including documents relating to authorization or establishment.

DISPOSITION: Destroy 7 years after supersession.

305-05 MINUTES OF MEETING FILES. Recorded minutes of meetings of councils and boards of governors appointed to administer nonappropriated funds for welfare and sundry activities.

DISPOSITION: Destroy after 7 years with related accounting records.

305-06 RESERVED

305-07 RESERVED

305-08 RESERVED

305-09 RESERVED

305-10 RESERVED

305-11 NONAPPROPRIATED FUND ACCOUNT FILES. Documents relating to the receipt, disbursement, and administration of nonappropriated funds, such as welfare unit, sundry, post restaurant, and similar funds. For example: ledgers, journals, council books, cash receipts, check books, canceled checks, deposit slips, bank statements, vouchers, invoices, investment records, financial statements, and reports, safekeeping deposits, petty cash vouchers, petty cash summary vouchers, authorization control records, and other documents constituting an integral part of the accounting system for such funds.

DISPOSITION: Destroy 6 years, 3 months after period covered by the account.

## 306 - COST ACCOUNTING FILES

These files accumulate under accounting systems devised to record, classify, summarize, and report cost of material, labor, and overhead incident to the construction, maintenance, and operation of HQ DMA and Component facilities and incident to operations necessary to accomplish various DMA programs. The files described herein normally accumulate in cost accounting subdivisions of finance and accounting offices at all echelons.

306-01 COST LEDGER FILES. Documents containing source data for each cost account. Included are cost control ledgers, cost detail ledgers, comparable documents, and related papers.

DISPOSITION: Destroy when 3 years old. (GRS 8/1)

306-02 COST REGISTER FILES. Documents reflecting cost data by elements and subelements of cost. Included are labor registers, supply register, contractual services registers, similar registers, and related documents.

DISPOSITION: Destroy when 3 years old. (GRS 8/2)

306-03 COST AND PERFORMANCE REPORTING FILES. Documents reflecting actual and programmed accomplishments measured in terms of cost. For example: copies of cost and performance reports and similar or related documents used in preparation of these reports.

DISPOSITION: Destroy when 3 years old. (GRS 8/8.a.)

306-04 COST VOUCHER FILES. Documents containing cost summary data, such as cost distribution, cost summary, civilian labor cost summary vouchers, and similar documents.

DISPOSITION: Destroy when 3 years old. (GRS 8/4)

306-05 LABOR AND WORKLOAD FILES. Documents reflecting detailed costs. For example: distribution of military payroll individual time tickets; foreman's daily reports, record of working time; records of work units; summary of work units, manhours, and labor costs; distribution

(306-05 continued) of working time; civilian personnel time record; loan slip; labor charge to operating cost; and similar documents.

DISPOSITION: Destroy when 3 years old.

306-06 BASIC COST ACCOUNTING REPORTING FILES. Documents accumulated in the preparation of recurring and periodic basic cost accounting reports made by Components and subordinate offices prior to forwarding to HQ DMA. These reports reflect costs in such areas as foreign aid, public information, military personnel procurement, maintenance, repair, critical materials, and similar areas.

DISPOSITION: a. Offices responsible for preparation of report: Destroy when 3 years old. (GRS 8/7.a.)  
b. Other offices: Destroy 1 year after preparation of consolidated report or summary of reports, or after 3 years if consolidation or summary is not made.

306-07 COST REPORT CONSOLIDATION AND SUMMARY FILES. Summaries and consolidations of basic cost accounting reports. These files are prepared from and contain information in the basic cost accounting reports.

DISPOSITION: Destroy when 3 years old. (GRS 8/7.b.)

DMA FUNCTIONAL FILE SYSTEM

SERIES 400

LEGAL - INFORMATION FILES

1. Legal and Information Files pertain to files for legal or congressional and legislative liaison matters, U.S. litigation interests, claims, jurisdictions, patents, copyrights, information activities, and historical data.

2. Offices responsible for these functions will use this series to identify, maintain, and dispose of records documenting these matters.

3. These files have been assigned the basic series number of 400. Common Mission File (201-01 through 201-08) for multipurpose files identification may also be used. File numbers, title descriptions, retention periods, and disposition standards are contained in the following subgroups.

- 401 General Legal Files
- 402 Claims Investigating and Processing Documents
- 403 Patent, Copyright, Trademark, and Proprietary Data Files
- 404 Patent, Copyright, and Data License Proffers, Infringement Claims, and Litigation Files
- 405 Patent, Data, and Related Aspects of Procurement Files
- 406 Litigation Files
- 407 Legislative and Congressional Liaison Files
- 408 Informational ServicesFiles
- 409 Information General Files
- 410 Foreign Liaison Files
- 411 Freedom of Information Act (FOIA) Files

## 401 - GENERAL LEGAL FILES

These files relate to legal opinions, legal assistance matters, employment, and financial interest statements, and related legal records.

401-01 LEGAL OPINION PRECEDENT FILES. Documents reflecting legal opinions concerning interpretations of statutes, laws, regulations, investigations, and similar legal matters, exclusive of documents relating to a specific claim, investigation, or case. Excluded documents will be disposed of with the claim, investigation, or case file to which they pertain.

- DISPOSITION:
- a. HQ DMA and Component Headquarters: Permanent - Cut off on obsolescence or discontinuance.
  - b. Other offices: Destroy on obsolescence or discontinuance.

401-02 EMPLOYMENT AND FINANCIAL INTEREST STATEMENT FILES. Documents reflecting Government employment, private employment, and financial interests of personnel required to file such statements. For example: statements of employment and financial interests, supplementary statements, reports of change, review comments, and related papers.

- DISPOSITION: Destroy 2 years after separation, retirement, reassignment, or death of the individual. (GRS 1/25.b.)

401-03 LEGAL ASSISTANCE CASE FILES. Documents pertaining to personal legal matters. For example: opinions of legal assistance officers and related correspondence.

- DISPOSITION:
- a. HQ DMA and Component Headquarters: Destroy 6 months after completion of the case.
  - b. Other offices: Destroy 1 year after completion of the case. Selected opinions and correspondence withdrawn for use as precedents may be held until no longer required for reference.

401-04 LEGAL ASSISTANCE INTERVIEW RECORD FILES. Documents containing personal data concerning each person given legal assistance, the attorney consulted, a summary of the problems considered, advice rendered, and referrals made.

DISPOSITION: Destroy when 1 year old.

401-05 LEGAL ASSISTANCE OPERATION FILES. Documents relating to the general conduct and operation of the system for furnishing legal advice and assistance.

DISPOSITION: Destroy when 5 years old.

401-06 LEGAL ASSISTANCE REPORTING FILES. Documents containing statistical data concerning special categories of legal assistance and methods rendering such assistance. For example: copies of reports, consolidations and summaries, and related papers.

DISPOSITION: Destroy when 5 years old.

## 402 - CLAIMS INVESTIGATING AND PROCESSING DOCUMENTS

These files relate to the investigation of accidents which may result in claims in favor of or against the Government.

402-01 CLAIM OPERATION POLICY FILES. Record copies of policy books and standard operating procedures on the handling of claims.

DISPOSITION: Destroy 5 years after supersession, obsolescence or discontinuance.

402-02 CLAIM JOURNAL AND INDEX FILES. Documents used for recording pertinent information on each event relating to an actual or possible claim, and cross-indexes of incidents entered in the claims journal.

DISPOSITION: Retain contract claims 6 years and others 3 years unless litigation is pending.

402-03 CLAIM REPORTING FILES. Documents containing statistical and fiscal data concerning the filing, processing, and administrative settlement of claims. Included are copies of reports retained by reporting offices; report consolidations and summaries prepared or retained by HQ DMA; and papers directly related to the reports.

DISPOSITION: Destroy when 5 years old.

402-04 CLAIM INVESTIGATION REPORTING FILES. Documents reflecting the results of investigation of accidents and incidents which could, but have not as yet, resulted in the filing of a claim. Included are investigation reports, marine casualty investigation reports, statements of witnesses, and related papers.

DISPOSITION: a. Reports relating to possible claims against the Government: Cut off at the end of the calendar year in which the pertinent statutory period for filing a claim expires. Destroy when 5 years old.

402-04 (Continued)

- b. Reports relating to possible claims in favor of the Government on which no claim exists: Destroy when 5 years old.

402-05 PERSONAL PROPERTY CLAIM FILES. Case files relating to claims against the Government by DMA personnel for damage, loss, or destruction of personal property incident to their service.

- DISPOSITION:
- a. Disapproved claims and claims involving a minor: Destroy 10 years after final action on the case.
  - b. Approved claims: Destroy 5 years after final action on the case.

402-06 TORT CLAIM FILES. Case files relating to tort claims against DMA for damage, loss, or destruction of property, and for personal injury or death resulting from negligence or wrongful acts or omission of acts by DMA personnel.

- DISPOSITION:
- a. Disapproved claims and claims involving personal injury or a minor: Destroy 10 years after final action on the case.
  - b. Approved claims: Destroy 5 years after final action on the case.

402-07 NONCOMBAT ACTIVITY CLAIM FILES. Case files relating to claims against the Government for death and personal injury, or for damage, loss, or destruction of personal and real property caused by DMA personnel involved in noncombat activities.

- DISPOSITION:
- a. Disapproved claims involving personal injury or a minor: Destroy 15 years after final action on the case.
  - b. Approved claims: Destroy 5 years after final action on the case.

402-08 NONSCOPE OF EMPLOYMENT CLAIM FILES. Case files relating to claims against the Government not cognizable under the act of 76 Stat 767, 9 October 1962, for damage or loss of property, or personal injury or death caused by DMA personnel incident to the use of Government vehicles or property.

- DISPOSITION:
- a. Disapproved claims and claims involving personal injury or a minor: Destroy 15 years after final action on the case.
  - b. Approved claims: Destroy 5 years after final action on the case.

402-09 INDUSTRIAL PERSONNEL SECURITY REVIEW CLAIM FILES. Documents relating to claims against the DMA by industrial personnel for loss of earnings which resulted from unjustified suspension, revocation, or denial of security information access authorization.

- DISPOSITION: Destroy 5 years after final action on the case.

402-10 NONAPPROPRIATED FUND CLAIM FILES. Case files relating to claims against nonappropriated fund activities for damage, loss, or destruction of property and personal injury or death.

- DISPOSITION:
- a. Disapproved claims and claims involving personal injury or a minor: Destroy 15 years after final action on the case.
  - b. Approved claims: Destroy 5 years after final action on the case.

402-11 FOREIGN CLAIM FILES. Case files relating to claims against the U. S. Government by inhabitants of a foreign country or by a foreign government or a political subdivision thereof for damage, loss, or destruction of private property, or for personal injury or death caused by DMA personnel stationed in the country concerned.

- DISPOSITION:
- a. Disapproved claims and claims involving personal injury or a minor: Destroy 15 years after final action on the case.



403 - PATENT, COPYRIGHT, TRADEMARK,  
AND PROPRIETARY DATA FILES

These files relate to certain patent, copyright, trademark, proprietary, and related intellectual property activities. Normally, they are accumulated by the office of Counsel or an equivalent office.

403-01 INTELLECTUAL PROPERTY OPINION FILES. Documents relating to interpreting or rendering opinions on all matters relating to invention, patent, copyright, data, and other intellectual property rights which are not described elsewhere in this series.

DISPOSITION: Destroy on supersession or obsolescence.

403-02 PATENT APPLICATION SECURITY REVIEW FILES. Documents relating to the security review of patent applications, placing of applications under secrecy, modification of secrecy orders, and withdrawing of applications from secrecy pursuant to the Invention Secrecy Act, 35 U.S.C. 181-188.

DISPOSITION: Destroy 10 years after rescission of secrecy order.

403-03 RIGHTS IN EMPLOYEE INVENTION FILES. Documents relating to the administration of policy for disposition of rights in inventions by Government employees pursuant to E.O. 10096, 23 January 1950, as changed by E.O. 10930, 24 March 1961, or any other provision of law or regulation. Included are documents relating to appeal or reconsideration of Agency determinations or decisions of the Commissioner of Patents. NOTE: Documents relating to specific inventions which are accumulated by the office originating the patented file will be filed in the invention disclosure, patent application, or patented file, as appropriate.

DISPOSITION: a. Originating office: Destroy when 25 years old. Cut off on expiration of appeal period or after receipt of confirmatory license or assignment.

b. Other offices: Destroy when 2 years old.

403-04 FOREIGN PATENT FILING FILES. Documents relating to the filing of foreign patent applications by the United States or by another party on behalf of the United States wherein the United States has obtained rights in the foreign patent. Included are documents generated in the cooperative cross-filing of foreign patent applications by governments and foreign patents issued.

DISPOSITION: a. HQ DMA: Destroy when 25 years old.  
Cut off annually after patenting  
or abandonment of foreign patent  
application.

b. Components: Destroy when 2 years old.

403-05 PATENT LICENSE AND ASSIGNMENT. Documents evidencing interests of the Government in or under patents or applications for patents procured on behalf of the DoD, including those required to be recorded in the Register of Government Interest in Patents and Applications for Patents in the United States Patent Office. Included are copies of licenses, assignments, or other instruments, and letters of transmittal. Excluded are documents relating to the administration of or operation under license agreements and follow-up programs, investigations of license proffers, or negotiations of license agreements.

DISPOSITION: a. HQ DMA: Destroy when 25 years old.  
Retire after 5 years.

b. Components: Destroy when 2 years old

403-06 GOVERNMENT-OWNED PATENT LICENSING FILES. Documents relating to the granting of licenses on Government-owned patents. Included are requests for licenses, coordinating actions, retained copies of the licenses, and communications relating to the licensing arrangements. NOTE: Documents of this category accumulated by the office originating the patented file will be filed in the appropriate patented file.

DISPOSITION: a. HQ DMA: Destroy when 20 years old.

b. Components: Destroy when 2 years old.

403-07 COPYRIGHT LICENSE AND ASSIGNMENT FILES. Documents reflecting 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 licenses and assignments, and other instruments.

DISPOSITION: Destroy when 56 years old, or on expiration, if not renewed.

403-08 GOVERNMENT COPYRIGHT AND TRADEMARK LICENSE GRANT FILES. Documents relating to all phases of the granting of licenses on Government-owned copyrights, trademarks, service marks, and related items. For example: requests for information, copies of license grants, and coordinating or follow-up actions taken by the Government relating to the licensing arrangements; opinions expressed that licenses are not required, or that the use of certain material or procedures will not infringe on Government-regulated rights.

DISPOSITION: Destroy when 56 years old, or on expiration, if not renewed.

403-09 DATA RELEASE FILES. Documents relating to clearance of data (other than motion pictures) with respect to copyrights and the Government's rights in the data, for limited purposes or as a general release but, in either event, not for procurement purposes. For example: requests for release or clearance of data, coordinating actions, documents containing clearance or releases, and related papers.

DISPOSITION: Destroy when 10 years old.

403-10 POPULAR NAMES CLEARANCE FILES. Documents relating to clearance of popular names being considered for adoption as designations for DoD equipment.

DISPOSITION: Destroy when 30 years old.

403-11 MOTION PICTURE AND TELEVISION CLEARANCE FILES. Documents concerning legal clearance of motion pictures, video tapes, and kinescope recordings as to copyrights, invasion of privacy, and related matters.

DISPOSITION: Dispose of according to instructions covering the related audiovisual records.

403-12 INVENTION DISCLOSURE FILES. Documents relating to invention disclosures submitted by Government employees and contractors or sources outside the Government on which a patent application may be filed. For Example: invention disclosures, drawings, patentability search reports, evaluation reports, recommendations for disposal, copies of publication of disclosures, documents reflecting disposal by transfer to another agency, and related correspondence. NOTE: When an invention is processed for patenting, the disclosure will be withdrawn and filed in the patent application files. The invention disclosure file will ultimately include only those disclosures on which patent applications were not filed.

DISPOSITION: Destroy when 25 years old. Cut off annually after publication or other disposition, or after decision not to file a patent application.

403-13 PATENT APPLICATION FILES. Documents reflecting application to the U.S. Patent Office for a patent. Included are the applications with the related invention disclosure claims and all amendments, petitions, appeals, and related correspondence. NOTE: When a patent is issued, the related application file will be withdrawn and filed in the patented files. This file will, therefore, ultimately include only abandoned patent applications with related disclosures.

DISPOSITION: Destroy when 25 years old. Cut off annually after issuance of the patent.

403-14 PATENT ISSUED FILES. Documents relating to patents issued but not to inventions patented by contractors. Included are the related invention disclosure and patent application, and other papers relating to the patented invention.

DISPOSITION: Destroy when 25 years old.  
after issuance of the patent.

403-15 COPYRIGHT ASSISTANCE FILES. Documents relating to copyright assistance rendered to employees. Included are applications, prosecution documents, and related correspondence.

DISPOSITION: Destroy when 20 years old.

403-16 TRADEMARK SOLICITING AND OPPOSITION FILES. Documents relating to actions intended to bar the solicitation, registration, or grant of a trademark, service mark, trade name collective mark, or certification mark, and thus prevent future opposition to DoD use of the mark. Included are communications with the Trademark Examiner, U.S. Patent Office, and private concerns and individuals regarding the use of such marks and related papers.

DISPOSITION: Destroy when 25 years old.

404 - PATENT, COPYRIGHT AND DATA LICENSE PROFFERS,  
INFRINGEMENT CLAIMS, AND LITIGATION FILES

These files relate to proffers of license and potential, alleged, or actual infringement or misuse of patent, copyright, or data rights. Specifically, they relate to the investigation, processing, and settlement of license proffers and administrative claims pursuant to Section IX, Defense Acquisition Regulation (DAR), and support furnished the Department of Justice in defense of suits by or against the United States.

404-01 GOVERNMENT-ASSERTED CLAIM FILES. Documents relating to the administrative assertion of claims by the Government for the improper or unauthorized use of Government-owned rights in intellectual property. For example: claims against indemnitors for recoupment of patent infringement liabilities and documents reflecting actions taken to prevent or stop improper use of DoD or Government copyrights, trademarks, service marks, or similar items.

DISPOSITION: Destroy when 25 years old.

404-02 INFRINGEMENT ALLEGATION FILES. Documents relating to allegations of infringement or misuse of patents, copyrights, trademarks, and data which are not recognizable as formal claims under DAR, Section IX. Included are inquiries, investigations, and other reports and other reports and communications concerning the allegations.

DISPOSITION: Destroy when 30 years old. Cut off annually after completion of action.

404-03 PATENT INFRINGEMENT LITIGATION FILES. Documents relating to litigation by or against the U.S. in the Court of Claims, District Courts, or other courts on claims for patent infringement, misuse of patents, or enforcement of agreements and other claims arising from patent problems regardless of cause. Included are reports to the Department of Justice and other documents concerned with providing information to the Department of Defense for prosecution of the suit.

DISPOSITION: Destroy when 30 years old. Cut off annually following termination of litigation.

405 - PATENT, DATA, AND RELATED ASPECTS OF PROCUREMENT FILES

(RESERVED)

## 406 - LITIGATION FILES

These files relate to actual or potential litigation in which the United States has an interest before civil courts, administrative tribunals, and regulatory bodies; to the release of information from DMA records for use in private litigation, and litigation in which the United States has an interest; and to the appearance of DMA personnel as witnesses in private litigation and litigation in which the United States has an interest.

406-01 LITIGATION CASE FILES. Documents relating to actual or potential legal proceedings in which the DMA has an interest. For example: advisory, investigative, and litigation reports; copies of processes and pleadings; communications with other agencies, the Department of Justice, United States Attorneys, and individuals both within and without the Federal Government; and related papers. NOTE: Documents relating to litigation matters involving patents, copyrights, trademarks, and proprietary data, and real property acquisitions, are properly considered a part of and will be filed in those files.

- DISPOSITION: a. HQ DMA: Destroy 15 years after completion of litigation, except that cases mentioned in the annual report of the U.S. Attorney General; heard by the Supreme court; or designated as dealing with precedence, key issues, policy, or significant developments will be retained permanently and cut off on the completion of litigation.
- b. Components: Destroy when 6 years old.

406-02 LEGAL REPRESENTATION FILES. Documents relating to assistance given the Department of Justice in the defense of DMA personnel 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 United States or its instrumentalities. For example: advisory, investigative, and litigation reports; pleadings, communications with the Department of Justice and United States Attorneys; and communications with other organizations, agencies, and individuals, both within and without the Federal Government; and related papers.

406-02 (continued) DISPOSITION: a. HQ DMA: Cases involving litigation: Destroy when 15 years old. Other cases: Destroy 10 years after date of accident or incident.

b. Components: Cases forwarded to Counsel, HQ DMA: Destroy 1 year after forwarding. Other cases: Destroy when 6 years old.

406-03 JUDICIAL INFORMATION RELEASE FILES. Documents relating to the release of information for use in litigation in response to subpoenas, court orders, or requests. For example: requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memoranda of law, coordinating actions, and related papers. NOTE: To the extent possible, these papers will be filed in the particular file to which the information release pertains, e.g., the appropriate personnel, patent, or claim file.

DISPOSITION: a. Safeguarded information: Destroy when 10 years old.

b. Nonsafeguarded information: Destroy when 2 years old.

406-04 APPEARANCE AS COUNSEL IN CIVIL COURT FILES. Documents relating to the appearance of DMA personnel as counsel before civil courts, administrative tribunals, regulatory bodies, or Government agencies. Included are the requests with supporting or related papers, letters, and other documents indicating coordination involved and action taken on the requests. NOTE: These documents will be filed in the litigation file when the appearance concerns litigation involving or of interest to the DMA.

DISPOSITION: Destroy when 2 years old.

406-05 WITNESS APPEARANCE FILES. Documents relating to requests for DMA personnel 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.

DISPOSITION: Destroy when 2 years old.

407 - LEGISLATIVE AND CONGRESSIONAL LIAISON FILES

The files described in this series relate to the initiation, processing, and coordination of legislation, executive orders, and proclamations either sponsored and supported by, or otherwise of interest to the DMA; preparation and coordination of replies to congressional inquiries, liaison with congressional committees investigating DMA activities; and similar matters of a legislative or congressional nature.

407-01 LEGISLATIVE FILES. Documents relating to the preparation and processing of legislation, executive orders, proclamations, and reports on legislation proposed by or of interest to the DMA, but exclusive of appropriation bills. Included are communications containing drafts of legislation proposed by DMA, reports to congressional committees on introduced legislation; comments on legislative proposals and reports on legislation proposed by or the responsibility of the Secretary of Defense, the Navy, the Army, or the Air Force; reports to the Bureau of the Budget on legislation proposed by agencies outside the Department of Defense; coordinating actions on the aforementioned legislative proposals; and related papers. Files accumulated by operating offices of the DMA will be filed in the appropriate functional files.

DISPOSITION: Permanent. Retire 2 years after enactment of a law or on deletion of the proposal from the program.

407-02 LEGISLATION COMMENT FILES. Documents reflecting comments on proposed legislation, executive orders, proclamations, and reports.

DISPOSITION: Destroy when 10 years old.

407-03 CONGRESSIONAL CORRESPONDENCE FILES. Documents relating to congressional inquiries on all matters within the scope and activity of the DMA, except in areas affecting budgets, appropriations, and related financial matters, or concerning the release of safeguarded information.

DISPOSITION: Office responsible for overall coordination of DMA congressional liaison activities: Destroy when 5 years old.

407-04 CONGRESSIONAL INVESTIGATION FILES. Documents reflecting liaison between DMA and congressional committees. Included are papers relating to the selection of witnesses to appear before committees and the presentation of evidence to such committees, information on the activities of congressional committees investigating the activities of DMA, analyses of committee reports, and coordination of congressional committee visits to DMA establishments, including release of documents.

- DISPOSITION:
- a. Offices responsible for the maintenance of liaison between DMA and congressional committees: Permanent.
  - b. Offices of legislative officers or individuals designated to coordinate and control congressional correspondence: Permanent.

407-05 CONGRESSIONAL VISIT REPORTING FILES. Documents reporting visits by members or staff members of congressional committees (except appropriation committees) to any elements of DMA. Included are initial and daily reports reflecting the names of the visiting congressional committee or survey group, subject of the visit, and similar information; and papers directly related to the reports.

- DISPOSITION:
- a. Offices responsible for overall coordination of DMA congressional liaison activities: Destroy when 6 years old.
  - b. Other offices: Destroy when 6 months old.

408 - INFORMATIONAL SERVICES FILES

These files accumulate from the programs designed to keep the public informed of DMA activities, thereby acquiring public understanding, support, confidence, and respect for DMA. Specifically, they relate to the release of information to the public, action taken in conjunction with civic groups to improve DMA community relations, participation in local, national, and international events, industrial cooperations, and similar actions which are taken to maintain and improve public relations.

408-01 CEREMONY FILES. Documents relating to the conduct of ceremonies by the DMA or to DMA participation in ceremonies conducted by other organizations. For example: ceremonies for retirements, reviews, honor guards, displays, exhibits, fairs, observances of local and national holidays, and comparable activities. The files consist of requests for DMA participation or assistance in ceremonies, participation in events of national or international nature, or events requiring coordination with other Government agencies, coordinating actions, and related papers.

- DISPOSITION:
- a. Review for Historical Files when 2 years old. Destroy when 10 years old. NOTE: Documents for Historical File will be transferred to category 408-04 a.
  - b. Other offices: Destroy when 2 years old.

408-02 PUBLIC APPEARANCE SCHEDULE REPORTING FILES. Documents reflecting scheduled speeches and participation by DMA general and flag officers and senior civilians in activities such as panel-type programs sponsored by civilian organizations or for civilian audiences, press conferences or briefings, and radio and television programs.

- DISPOSITION:
- a. Office performing DMA staff responsibility: Destroy when 5 years old.
  - b. Other offices: Destroy when 2 years old.

408-03 PUBLIC INFORMATION REPORTING FILES. Documents reporting data on public information activities. For example: narrative reports on public information and community relations activities, statistical reports on information releases and radio programs, summary reports, and papers relating to the reports.

DISPOSITION: Review for Historical Files when 2 years old. Destroy when 5 years old.

NOTE: Documents for Historical files will be transferred to category 408-04 a.

408-04 NEWS MEDIA AND RELEASE FILES. Documents relating to the preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media of dissemination. For example: printed or processed press releases; speeches; radio, television, and motion picture scripts; and coordinating documents accumulated in obtaining clearances for the releases.

DISPOSITION: a. Offices performing DMA-wide staff responsibility: Permanent. (GRS 14/1)

b. Offices of information or technical liaison officers of HQ DMA and Component Headquarters: Destroy when 6 years old.

c. Other offices: Destroy when 2 years old.

408-05 FEATURE STORY REVIEW FILES. Documents relating to assistance provided to magazine and book representatives. Included are story outlines prepared by the DMA and provided the media representative, advice on proposed stories which are being prepared by other writers, papers relating to reviews of the stories for accuracy when desired by the writer, and similar papers.



(408-07 continued)

- b. Coordinating offices and DMA Components: Destroy when 3 years old, unless service historical file exists; then they will be transferred to that file.

408-08 PUBLIC INQUIRY FILES. Documents relating to release of nonsafeguarded or nonprivileged information in response to requests or inquiries from the public. Included are routine requests for information on DMA activities, requests for photographs of individuals and equipment, correspondence, and related papers.

DISPOSITION: Destroy 3 months after transmittal or reply.

408-09 DMA COMMUNITY RELATIONS FILES. Documents relating to the maintenance and improvement of relations between DMA and the civilian community. Included are papers relating to the work of community relations and civilian advisory committees, meetings with representatives of other military activities located in the community, open-house programs, joint social activities, and other cooperative endeavors of the DMA and the community.

DISPOSITION: Destroy when 3 years old.

408-10 COMMERCIAL FILM CERTIFICATION FILES. Documents relating to certifying commercial motion pictures and television films for DMA cooperation by furnishing access to locations, technical advisors, and equipment. Included are requests for cooperation, and outlines of proposed stories and scripts; papers reflecting coordination and review of the outlines, scripts, and the completed films; notifications of approval for DMA cooperation, recommendations concerning assistance to local premiers, and progress reports from technical advisors and related papers.

DISPOSITION: a. Offices performing DMA staff responsibility: Transfer to history file when 10 years old for disposition thereunder.

(408-10 continued)

- b. Coordinating office of DMA staff:  
Destroy when 5 years old.

408-11 BIOGRAPHY FILES. Biographies, photographs, newspaper clippings, and related documents pertaining to leading military and civilian personalities. Arrange alphabetically.

DISPOSITION: Destroy 2 years after retirement, transfer, separation, or death of the individual concerned.

408-12 NEWS PHOTOGRAPHIC FILES.

a. Still photographs depicting topographic technology, mapping procedures and related data, engineer intelligence, and other photographs of significant agency activities, personalities, procedures, and programmatic responsibilities and developments.

b. Still photography having limited administrative use or interest such as photographs whose subject material is transitory or is of a purely local interest nature as well as photographs or subjects and activities not directly related to agency operations or responsibilities.

c. Additional duplicate prints of items identified in 408-12a.

DISPOSITION: a. Office performing DMA staff responsibility: Destroy when 5 years old or earlier if no longer needed.

b. Coordinating offices and DMA Components: Destroy when 3 years old.

408-13 CORRESPONDENT FILES. Documents relating to processing applications from both United States and foreign information media representatives for accreditation letters or identification credentials. Included are applications for accreditation, letters from officers indicating reasons for the request, and related papers.

DISPOSITION: a. HQ DMA and Component Headquarters:  
Destroy 6 years after expiration.

b. Other offices: Destroy 2 years  
after expiration or disapproval  
of the application.

408-14 COMMERCIAL AUTHORSHIP APPROVAL FILES. Documents reflecting the authorization for DMA personnel to speak or write on a regularly scheduled basis for commercial publications or interests. Included are requests for approval, approvals, and directly related papers.

DISPOSITION: HQ DMA and Component Headquarters:  
Destroy 6 years after expiration  
or revocation.

408-15 CHARITY CONTRIBUTION FILES. Documents relating to contributions to recognized health, welfare, and voluntary fund-raising organizations, such as the American Red Cross and the United Givers Fund.

DISPOSITION: Destroy when 2 years old.

## 409 - INFORMATION GENERAL FILES

These files relate to the program to keep individuals informed of the events, conditions, policies, and actions which may affect them as individuals.

409-01 INFORMATION GENERAL FILES. Documents relating to the general administration of the information program, such as reviews in Component newspapers, observation and analysis of personal opinion, preparation of informational materials, and informing personnel of news events, policies, and official actions, but exclusive of specific files described elsewhere in this series.

DISPOSITION: a. Offices performing HQ DMA responsibility: Permanent.

b. Offices of Component Headquarters: Destroy when 5 years old.

c. Other offices: Destroy when 2 years old.

409-02 INFORMATION PLANNING FILES. Documents reflecting subject areas to be covered, points of emphasis, prescribed subject areas to be covered, information media available for utilization, and similar planning data. Included are information plans and papers relating to the plans.

DISPOSITION: Review for historical file when 2 years old. Destroy when 5 years old.  
NOTE: Documents for Historical File will be transferred to category 408-04 a.

409-03 INFORMATION REPORTING FILES. Documents reflecting data on number of personnel engaged in the information programs, funds expended, narrative accounts of actions taken in support of information subjects, and similar information.

DISPOSITION: Destroy when 2 years old.

409-04 INFORMATION PUBLICATIONS DISTRIBUTION FILES. Documents used in the receipt, storage, and issue of information publications and materials. For example: requisitions, shipping documents, property issue and turn-in slips, documents used to initiate or suspend distribution of news service, radio transcripts, television recordings, and other informational materials, and related papers.

DISPOSITION: Destroy when 2 years old.

409-05 NEWSPAPER FILES. Record sets of DMA news periodicals and bulletins, news summaries, and similar materials.

DISPOSITION: a. HQ DMA and Component Headquarters:  
Permanent.

b. Other offices: Destroy when 2 years  
old. (GRS 13/1.a.)

409-06 NEWS BACKGROUND FILES. Documents related to preparing, editing, and publishing information in DMA news media. Included are edited drafts of articles, photographs, and similar papers.

DISPOSITION: Destroy when 1 year old. Earlier  
disposal is authorized.

## 410 - FOREIGN LIAISON FILES

These files relate to the DMA's relationships with official foreign representatives, and include the planning and handling of visits and tours by these representatives, protocol, and similar matters connected with the visits.

410-01 FOREIGN NATIONAL VISIT ARRANGEMENT FILES. Documents relating to requests for foreign nationals to visit DMA and contractor facilities. Included are requests and authorizations for visits, itineraries, security clearance, assignment of tour director, and related papers.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.

b. Components: Destroy when 2 years old except if service Historical File exists, then they will be transferred to category 408-04 a.

410-02 FOREIGN NATIONAL VISIT REPORTING FILES. Reports concerning visits by foreign nationals and foreign representatives to DMA.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.

b. Components: Destroy when 2 years old or on discontinuance, whichever is first. (GRS 18/18)

410-03 FOREIGN STUDENT OFFICER FILES. Documents relating to relationships with foreign student officers, including matters concerning quotas to attend U.S. schools, their medical care, housing, and related matters.

DISPOSITION: a. Office performing DMA staff responsibility: Destroy when 5 years old.

b. Other offices: Destroy when no longer needed, except if service Historical File exists; then they will be transferred to category 408-04 a.

410-04 FOREIGN REPRESENTATIVES ACCREDITATION FILES. Documents relating to the accreditation of foreign representatives assigned to DMA. Included are accreditation requests, authorizations, and related papers.

DISPOSITION: a. Office responsible for accreditation: Destroy 10 years after termination.

b. Other offices: Destroy when 2 years old or on discontinuance, whichever is first.

410-05 FOREIGN NATIONAL PROTOCOL FILES. Documents relating to matters of protocol as it affects foreign representatives. Included are invitations and other courtesies, honors conferred, ceremonies involving foreign representatives, and related matters.

DISPOSITION: Destroy when 5 years old, except when documentation transferred to Historical Files category 408-04 a.

410-06 FOREIGN GIFTS AND DECORATIONS. Documents relating to the acceptance and retention of decorations and gifts from foreign governments.

DISPOSITION: Destroy when 2 years old, except when documentation transferred to Historical Files category 408-04 a.

## 411 - FREEDOM OF INFORMATION ACT (FOIA) FILES

These files relate to implementing and administering the Freedom of Information Act (FOIA). These records consist of inquiries, replies, and related correspondence; reports and appeals case files; and administrative background material for formal informational release.

411-01 FOIA ADMINISTRATIVE FILES. Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.

DISPOSITION: Destroy when 2 years old, or sooner if no longer needed for administrative use.  
(GRS 14/20)

411-02 FOIA REQUESTS FILES. Files created in response to requests for information under the FOIA consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.

(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Request not appealed.

(b) Request appealed.

(3) Denying access to all or part of the records requested.

(a) Request not appealed.

(b) Request appealed.

b. Official file copy of requested records.

DISPOSITION: a. Documents granting access to records and request not appealed: Destroy 2 years after date of reply.

411-02 (continued)

- b. Request appealed: Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.
- c. Documents denying access not appealed: Destroy 5 years after date of reply.
- d. Official file copy of requested record: Disposed of in accordance with approved agency disposition for the related record, or with related FOIA request, whichever is later. (GRS 14/16.a)

411-03 FOIA APPEALS FILES. Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

- DISPOSITION:
- a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein). Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.
  - b. Official file copy of records under appeal. Dispose of in accordance with approved agency disposition instructions for the related record, or with the related FOIA requests, whichever is later. (GRS 14/17)

411-04 FOIA CONTROL FILES. Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature and purpose of request, and name and address of requestor.

- DISPOSITION:
- a. Registers or listing: Destroy 5 years after date of last entry.
  - b. Other files: Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later. (GRS 14/18)

411-05 FOIA REPORTS FILES. Recurring reports and one-time information requirements relating to the agency implementation of the FOIA, including annual reports to the Congress.

- a. Annual reports at departmental or agency level.
- b. Other reports.

DISPOSITION: a. Annual report HQ DMA: Permanent.

- b. Other reports: Destroy when 2 years old or sooner if no longer needed for administrative use. (GRS 14/19)

## 501 - SIGNAL SECURITY FILES

These files relate to signal security and consist of documentation concerned with cryptosecurity, physical security of COMSEC material, transmission security, electronic security, Red/Black wiring, radiation security (TEMPEST), and COMSEC logistics. Access to cryptographic records, including processing for retirement, storage, or destruction, will be in accordance with appropriate service regulations (i.e., AR 380-40 and AR 604-5). All files accumulated through administration of signal security within the DMA will be destroyed or retired as indicated in this series. Organizations which are ordered to be inactivated, or which have no further need for COMSEC material or signal security files will, prior to disposition of COMSEC material accounting records, secure authorization from the appropriate office of issue to close their account, and dispose of holdings as follows:

a. Destroy or transfer all COMSEC material in accordance with specific instructions from the office of issue.

b. Forward all COMSEC material accounting records and signal security files for appropriate final disposition to appropriate COMSEC account. SF Form 135 (Records Transmittal and Receipt) will be prepared and forwarded with each shipment of records. Do not transfer Signal Security Files to local records holding areas, overseas record centers, or GSA records centers in CONUS.

501-01 SIGNAL SECURITY MANAGEMENT FILES. Documents which are not of a routine nature and which are not specifically covered elsewhere in this series. These files include management documents related to signal security such as a determination as to cryptosystem and equipment authorized and required, and operational and procedural functions of the organization.

DISPOSITION: Permanent. Retire to WNRC 2 years after cut off.

501-02 COMSEC SUPPLY CORRESPONDENCE FILES. Documents relating to the routine supply of COMSEC material.

DISPOSITION: Destroy when 2 years old. (GRS 12/2.a.)

501-03 ITEM REGISTER FILES. Cards maintained to account for all COMSEC material and to show its receipt, movement, and final disposition.

DMA FUNCTIONAL FILE SYSTEM

SERIES 500

SECURITY AND POLICE FILES

1. Security and Police Files relate to matters concerning security, protection of classified information, and the protective maintenance of all elements of the Defense Mapping Agency.

2. These files accumulate in offices responsible for security, signal security, personnel security, and guard protective services.

3. These files have been assigned the basic file number 500. (See Common Mission Files 201-01 through 201-08 for multipurpose files identification.) File numbers, descriptions, and retention periods are contained in the following subgroups:

- 501 Signal Security Files
- 502 Information Security Files
- 503 Guard Protective Service Files
- 504 Personnel Security Files

501-03 (continued) DISPOSITION: Destroy when 6 months old.  
(GRS 12/3.a.)

501-04 DAILY INVENTORY FILES. Documents reflecting daily inventories of legend codes 1 and 2 materials, which are made at the end of each workday and/or between shifts. The documents contain the short titles of each item inventoried, the initials of the person making the inventory, and time of the inventory.

DISPOSITION: Destroy on completion of next quarterly inventory.

501-05 ACCOUNTING REPORTING FILES. Documents reflecting the receipt, possession, inventory, transfer, destruction, and relief from accountability for accountable COMSEC material and documents. Included are destruction, transfer, inventory, and possession reports; document vouchers; certificates of verification, relief from accountability; and related routine COMSEC accounting correspondence.

DISPOSITION: a. COMSEC Central Office of Record: Change of custodian transfer report - Destroy when 1 year old.

b. Other documents - Destroy when 5 years old in CFA.

c. COMSEC Field Office of Record (CFOR): Change of custodian transfer reports and possession reports - Destroy when 1 year old.

d. Other documents - Destroy when 2 years old in CFA.

e. Other offices: Destroy when 1 year old.

501-06 CRYPTO-AREA VISITOR REGISTER FILES. Registers used for recording pertinent information on persons entering the crypto area other than those whose names appear on the authorized entrance list. Sheets of a register involved in a security report or an investigation will become an integral part of the report of investigation and will have the same disposition as the report of investigation.

DISPOSITION: Destroy when 1 year old. Cut off individual sheets at the end of each calendar year.

501-07 SIGNAL SECURITY APPROVAL FILES. Requests for approval to establish, alter, expand, or relocate a facility; exceptions to provisions of appropriate Army, Air Force, or Navy directives; and approval of circuits. Included are questionnaires, reports of approval, and related papers.

DISPOSITION: a. Approving offices: Destroy 1 year after receipt of related superseding approval or after closing of account or facility.

b. Requesting office: Destroy on receipt of related superseding approval or upon closing of account or facility.

501-08 SIGNAL SECURITY INSPECTION FILES. Inspection reports and related correspondence, such as cryptofacility inspection, Red/Black wiring inspection, TEMPEST test report, periodic inspection, and similar inspections.

DISPOSITION: a. Inspection offices: Destroy 1 year after receipt of related superseding inspection or after closing of account or facility.

b. Inspected Office: Destroy on receipt of related superseding inspection or upon closing of account or facility.

501-09 SIGNAL SECURITY REPORTING FILES. Reports including message reports and related correspondence. Included are electronic security reports; cryptosecurity and transmission security analyses; violation and summary reports; reports of violation of physical and cryptographic security; and other reports not specifically covered in other paragraphs of this series. Reports that are the subject of a formal investigation will be filed with the investigation reporting files.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.

b. Components: Destroy when 2 years old in CFA.

501-10 SIGNAL SECURITY INVESTIGATION REPORTING FILES. Reports of investigation concerning the loss or subjection to compromise of COMSEC material and investigations of transmission, physical, and other signal security violations.

DISPOSITION: a. HQ DMA: Destroy 5 years after close of case. (GRS 18/25 a&b)

b. Other offices: Destroy when 2 years old in CFA.

501-11 ENCRYPTED TRAFFIC REPORTING FILES. Copies of DA Form 1997, Encrypted Traffic Report, or similar forms.

DISPOSITION: Destroy when 1 year old.

501-12 ENCRYPTED MESSAGE TEXT FILES. Cipher copies of messages and tapes. Messages involved in an investigation will be retained until the investigation is completed.

DISPOSITION: Destroy after a minimum retention of 5 days and before a maximum retention of 60 days.

501-13 HOLDER RECORD FILES. COMSEC material accounts record which serves as an element record reflecting all items of COMSEC material held by individual organizations.

DISPOSITION: Destroy on receipt of superseding signed destruction or transfer report.

502 - INFORMATION SECURITY FILES

These records are created from the processes of safeguarding defense information in the interest of national security. These processes relate to the dissemination of classified information; the system for classification, regarding, and declassification; and the safekeeping and control of classified information.

502-01 RESERVED

502-02 RESERVED

502-03 CLASSIFIED MATERIAL ACCESS FILES. Documents reflecting authorization to have access to classified files. They include forms containing the individual's name and signature, classification of files concerned, information desired, and signature of an official authorizing access.

DISPOSITION: Destroy 2 years after transfer, reassignment, or separation of the individual. (GRS 18/7)

502-04 SECURITY INFORMATION ACCESS CASE FILES. Documents relating to the review of specific requests for access to classified files or equipment for purposes of research and study.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
b. Other offices: Destroy when 2 years old or on discontinuance, whichever is first.

502-05 SECURITY INFORMATION RELEASE FILES. Documents relating to the review of classified or potentially classified documentary materials for purposes of dissemination or release of information to sources outside DMA; such as the review of manuscripts, photography, lectures, radio and television scripts, and other materials.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
b. Other offices: Destroy when 2 years old or on discontinuance, whichever is first.

502-06 SECURITY INFORMATION EXCHANGE FILES. Documents relating to the exchange of security classified information with other Government agencies, industry, and foreign governments. For example: correspondence relating to the exchange of information, exchange agreements, and related documents.

DISPOSITION: Destroy when 20 years old.

502-07 CLASSIFIED DOCUMENTS INVENTORY FILES. Documents maintained to show the receipt, identity, routing, and location of classified documents. This file number is for use by the office responsible for the central inventory for HQ DMA, a Component, or a subordinate office. Other offices will use file number 104-06. When files are used for other purposes, the following instructions will apply:

- a. Forms, ledgers, or registers that are used as classified document receipts will be disposed of in accordance with disposition instructions for classified document receipts.
- b. Forms, ledgers, or registers that are used as classified document destruction certificates will be destroyed or retired in accordance with disposition instructions for classified document destruction certificates.
- c. Forms, ledgers, or registers that are used as a record of the receipt of registered or insured mail will be destroyed in accordance with the disposition instructions for registered and insured mail receipt files.

DISPOSITION: Individual forms or ledger sheets: Destroy 2 years after all classified documents recorded thereon have been transferred or destroyed. When entries are transferred to a new sheet, or on discontinuance, whichever is first. (GRS 18/5)

502-08 CLASSIFIED MATTER PERIODIC INVENTORY FILES. Documents relating to periodic inventories of classified matter. Included are lists, registers, statements of satisfactory accounting for material, and related papers.

DISPOSITION: Destroy 2 years after completion of the next inventory or on discontinuance, whichever is first, provided all classified matter has been satisfactorily accounted for. (GRS 18/5)

502-09 CLASSIFIED DOCUMENTS RECEIPT FILES. Documents reflecting the receipt, issue, or transfer of classified documents. This file number is for use by the office responsible for the central control of the receipt and dispatch of classified documents within an organization or element. Other offices will use file number 104-05.

DISPOSITION: Destroy when 2 years old in CFA.  
(GRS 18/3)

502-10 NONREGISTERED CLASSIFIED DOCUMENT DESTRUCTION CERTIFICATE FILES. Forms reflecting the destruction of nonregistered classified documents. This file number is for use by the office responsible for maintaining a copy of all destruction certificates prepared within the agency. Other offices will use file number 104-09.

DISPOSITION: Destroy when 2 years old in CFA. (GRS 18/4)

502-11 RESERVED

502-12 RESERVED

502-13 TOP SECRET MATERIAL ACCOUNTABILITY FILES. Documents reflecting the identity, receipt, dispatch, downgrading, source, movement from one office to another, destruction, and current custodian of all TOP SECRET material for which TOP SECRET Control Officer is responsible.

DISPOSITION: Destroy in CFA 5 years after all items on individual pages have been destroyed, downgraded, dispatched, or when entries are transferred to a new page. (GRS 18/6.a.)

502-14 TOP SECRET DOCUMENT RECORD FILES. Documents used to record the names of persons having had access to the TOP SECRET documents, and to record copies of extracts distributed.

DISPOSITION: Destroy when related document is destroyed, transferred, or downgraded. (GRS 18/6.b.)

502-15 SECURITY COMPROMISE CASE FILES. Documents relating to investigations of alleged security violations, such as missing documents, unauthorized disclosure of information, unattended open security containers, documents not properly safeguarded, and matters of a similar nature.

- DISPOSITION:
- a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations. Destroy 5 years after close of case. (GRS 18/25 a.)
  - b. All other files, exclusive of papers placed in official personnel folders. Destroy 2 years after completion of final action or when no longer needed, whichever is sooner. (GRS 18/25 b.)

502-16 SECURITY INSPECTION AND SURVEY FILES. Documents relating to inspections and surveys primarily conducted by security officers to determine the adequacy of measures taken to protect security information against the hazards of fire, explosion, sabotage, and unauthorized access. Included are reports, recommendations, and related papers.

DISPOSITION: Destroy when 3 years old. (GRS 18/10)

502-17 SECURITY EQUIPMENT FILES. Documents relating to the determination of uses and types of security equipment for protecting classified documents and materials such as alarm systems, safes, and other security equipment.

DISPOSITION: Destroy when 10 years old.

502-18 INDUSTRIAL INFORMATION SECURITY FILES. Documents relating to the protection of classified information in the possession of industry, including documents relating to the issuance of clearance certificates, and related papers.

DISPOSITION: Destroy 2 years after termination of clearance or contract. (GRS 18/7)

502-19 SECURITY CONTAINER INFORMATION FILES. Up-to-date record of all office safe and padlock combinations, together with other information necessary to identify and locate the safes or containers and the individuals having knowledge of the combination.

DISPOSITION: Destroy on supersession or on turn-in of the container. (GRS 18/8)

503 - GUARD PROTECTIVE SERVICES FILES

These files relate to guard activities concerned with the protection and security of DMA facilities. Included are personnel identification, vehicle and firearms registration, traffic law enforcement, and physical security surveys.

503-01 SECURITY IDENTIFICATION ISSUE FILES. Documents pertaining to the issue of security identification cards and badges. Included are applications and similar or related documents.

DISPOSITION: Destroy when 3 years old.

503-02 SECURITY IDENTIFICATION ACCOUNTABILITY FILES. Documents used to maintain accountability for identification cards and badges. Included are registers and similar or related documents.

DISPOSITION: Destroy 3 years after last card or badge number entered has been accounted for.

503-03 FIREARMS AUTHORIZATION FILES. Documents authorizing DMA civilian guards to carry firearms. Included are firearms authorization cards and related papers.

DISPOSITION: Destroy on expiration of authorization.

503-04 PARKING PERMIT CONTROL FILES. Documents relating to the allotment of parking spaces, recording of violations by holders of parking permits.

DISPOSITION: Destroy on transfer or separation of parking permit holder, or when permit is superseded or revoked, whichever is first.

503-05 VEHICLE REGISTRATION AND DRIVER RECORD FILES. Documents used to register privately owned motor vehicles and to record traffic violations and accidents of individual drivers.

503-05 (continued) DISPOSITION: Destroy 1 year after revocation or expiration or on discontinuance, whichever is first.

503-06 MISSING VEHICLE REGISTER CARD FILES. Cards reflecting the description of missing or stolen vehicles. Included are vehicle registers and similar papers.

DISPOSITION: Destroy 1 year after recovery of the vehicle, or 3 years after the end of the year of creation if not recovered, or on discontinuance, whichever is first.

503-07 TRAFFIC LAW ENFORCEMENT FILES. Documents relating to traffic enforcement activities such as surveys, accidents, and traffic violations. Included are traffic law enforcement surveys, accident reports, traffic violation reports, notices, and summons. Excluded are documents relating to traffic accidents that are forwarded to and held by claims officers.

DISPOSITION: Destroy after 1 year or on discontinuance, whichever is first.

503-08 TRAFFIC SURVEY FILES. Documents reflecting the results of traffic surveys conducted to achieve maximum flow and control of traffic. Included are reports, recommendations, and related papers.

DISPOSITION: Destroy when 2 years old, or on discontinuance, whichever is first.

503-09 KEY ACCOUNTABILITY FILES. Documents relating to the issue, return, and accountability for keys to secure areas.

DISPOSITION: a. Files relating to keys to restricted security areas: Destroy 3 years after turn-in of key or on discontinuance, whichever is first.

b. Files relating to keys to other areas: Destroy 6 months after turn-in of key or on discontinuance, whichever is first.  
(GRS 18/17)

503-10 GUARD REPORTING FILES. Retained copies of the Guard Report which is prepared daily and is submitted to the Component Director or his authorized representative.

DISPOSITION: Destroy when 2 years old, or on discontinuance, whichever is first.  
(GRS 18/14.b)

503-11 GATE GUARD FILES. Documents relating to measures taken to guard Government facilities. Included are assignment sheets, gun registers, registers reflecting movement of personnel or vehicles into or out of Government facilities, package passes, routine or negative reports, and similar papers.

DISPOSITION: Destroy when 6 months old, or on discontinuance, whichever is first.

503-12 PATROL REPORTING FILES. Police patrol report files and guard service control files. Included are reports of patrols, guard check sheets, door slips, routine and negative reports, round reports, service reports on interruptions and tests, punch clock dial sheets, and similar papers.

DISPOSITION: Destroy when 1 year old, or on discontinuance, whichever is first. (GRS 18/20.b)

503-13 PHYSICAL SECURITY SURVEY FILES. Documents relating to surveys that are concerned with examination of the physical measures designed to safeguard personnel and prevent unauthorized access, sabotage, damage, or theft of equipment and facilities. Included are survey reports, recommendations, and related papers.

DISPOSITION: Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner. (GRS 18/10)

503-14 COMPLAINT AND INCIDENT FILES. Documents relating to complaints and incidents observed or reported. Included are reports with supporting documents such as statements, affidavits, DD Form 1569, and related papers.

DISPOSITION: Destroy 2 years after completion of final action or when no longer needed, whichever is sooner. (GRS 18/25.b)

504 - PERSONNEL SECURITY FILES

These files accumulate from the administration of the security program relating to clearance of DMA personnel for access to classified information.

504-01 SECURITY CLEARANCE INFORMATION FILES. Documents containing the security clearance of individual personnel and the accreditation of personnel for access to classified files requiring special access authorizations. Included are cards, printouts, and other lists or indexes. Reports of investigation, counterintelligence case files, and clearance documents filed in the official personnel folders are excluded.

DISPOSITION: Destroy on transfer or separation of individual, or on supersession, as applicable. (GRS 18/24)

504-02 SECURITY BRIEFING AND DEBRIEFING FILES. Documents relating to security briefing and debriefing of personnel authorized access to classified material. Included are briefing statements, debriefing statements and certificates, and related papers.

DISPOSITION: Destroy 1 year after separation, retirement, or obsolescence.

## DMA FUNCTIONAL FILE SYSTEM

## SERIES 600

CIVILIAN, MILITARY, AND GENERAL PERSONNEL  
MANAGEMENT AND SAFETY FILES

1. Civilian, Military, and General Personnel Management and Safety Files pertain to personnel management, manpower resources, manpower utilization, position and pay management, employment services, individual employees, training, career management, grievance, welfare, reduction-in-force, and safety programs.

2. Offices responsible for these functions will use this series to identify, maintain, and dispose of records documenting these subject areas.

3. Files relating to the major functional categories of personnel management and safety have been assigned the basic series number of 600. Common Mission Files (201-01 through 201-08) may be used for multi-purpose identification. File numbers, title descriptions, retention periods, and disposition standards are contained in the following subgroups:

- 601 Civilian Personnel Program Files
- 602 Civilian Personnel Position and Pay Files
- 603 Employment Services Files
- 604 Employment Application Files
- 605 Equal Employment Opportunity Files
- 606 Individual Civilian Personnel Files
- 607 Civilian Personnel Action Files
- 608 Civilian Personnel Training Files
- 609 Promotion, Placement, and Career Management Files
- 610 Civilian Personnel Welfare and Grievance Files
- 611 Civilian Personnel Reduction-In-Force Files
- 612 Labor Management Relations Files

DMAM 5015.1

613 Awards Files

614 Military Personnel Files

615 Safety Management Program Files

## 601 - CIVILIAN PERSONNEL PROGRAM FILES

These files relate to statistical reporting and inspections of civilian personnel activities.

601-01 CIVILIAN PERSONNEL PROGRAM REPORTING FILES. Documents which provide data concerning various aspects of civilian personnel management activities. For example: consolidations, summaries, and extracts of statistical and narrative reports; and similar or related documents.

DISPOSITION: Destroy when 2 years old. (GRS 1/16)

601-02 CIVILIAN PERSONNEL INSPECTION FILES. Documents reflecting inspections conducted by the HQ DMA Personnel Office, Office of Personnel Management, and other authorized agencies. For example: reports of inspection and corrective actions taken, reclaims, and similar or related documents.

DISPOSITION: a. HQ DMA: Destroy when 3 years old.

**(GRS 1/3)**

b. Components: Destroy when 5 years old. ~~(GRS 1/3)~~

## 602 - CIVILIAN PERSONNEL POSITION AND PAY FILES

These files relate to pay rates and other monetary benefits for civilian employees, including the determination of job classification for pay purposes.

602-01 JOB NUMBER LOG FILES. Documents reflecting a continuing list of numbers assigned and other identifying data pertaining to evaluated jobs. For example: registers, logbooks, and similar or related documents.

DISPOSITION: Destroy when position is cancelled, or when a new numbering system is prescribed. (GRS 1/11)

602-02 MASTER JOB DESCRIPTION FILES. Documents used in analyzing a specific position to determine whether the position matches an existing job. Included are job descriptions and similar or related documents.

DISPOSITION: a. Record Copy. Destroy 5 years after position is abolished or description superseded.

b. All other copies. Destroy when position is abolished or description superseded. (GRS 1/7.b.)

602-03 ORGANIZATION FILES. Documents reflecting a complete record of jobs in each organizational element. For example: individual folders containing organizational chart, job descriptions, and questionnaires, and similar or related documents.

DISPOSITION: Destroy when superseded or obsolete. (GRS 1/7.b.(2))

602-04 JOB STANDARD FILES. Documents which provide guidance in evaluation of jobs and consist of Office of Personnel Management and DoD classification and qualification standards. For example: job evaluation decisions, post-audit reports by Office of Personnel Management, and other data which affect standards, and similar or related documents.

DISPOSITION: Destroy 5 years after position is abolished or description is superseded. (GRS 1/7.a.(1))

602-05 JOB STANDARD DEVELOPMENT FILES. Documents relating to the development of classification or qualification standards. For example: tentative drafts of standards, correspondence, project schedules materials, and similar or related documents.

DISPOSITION: a. Case file. Destroy 5 years after position is abolished or description is superseded.

b. Review file. Destroy when 2 years old.  
(GRS 1/7.a.(2))

602-06 DIFFERENTIAL AND ALLOWANCE FILES. Documents which provide overseas civilian personnel offices with a means of documenting an employee's eligibility for foreign post differential, foreign quarters, and post allowances. Included are Standard Forms 1190 (Foreign Allowances Application, Grant, and Report) and similar or related documents.

DISPOSITION: Destroy when 3 years old.  
(GRS 1/7.b.)

602-07 WAGE RATE FILES. Documents relating to the determination and application of base rate schedules for wage board jobs. Included are tentative and revised schedules of full-scale wage surveys, and requests for changes to surveys, and requests for changes to survey schedules; minutes of meetings; comments, recommendations, and justifications, collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives, and shift differentials; data summaries; wage schedules; notifications of wage schedule applications, and similar or related documents.

DISPOSITION: Destroy after completion of second succeeding wage survey.  
(GRS 2/24)

603 - EMPLOYMENT SERVICES FILES

These files relate to selecting and retaining employees for the Defense Mapping Agency.

603-01 CIVIL SERVICE ELIGIBILITY CERTIFICATE FILES. Documents providing a record of requests to the Office of Personnel Management for certification of eligibles and reports of action taken on certificates of eligibles. For example: Standard Forms 39 (Certification Form), CSC Forms 1844 (Certificate for Eligibles), SF 62 (Statement of Reasons for Objecting to an Eligible or Passing Over a Preference Eligible), and similar or related documents.

DISPOSITION: Destroy when 2 years old, in CFA.  
(GRS 1/5)

603-02 REEMPLOYMENT FILES. Documents reflecting persons separated by reduction in force or for military service, or having other restoration or reemployment rights. Included are interview and evaluation records, skills listings, and similar or related documents.

DISPOSITION: Destroy when 5 years old.  
(GRS 1/3.b.)

603-03 SPECIAL DEFERMENT FILES. Documents pertaining to each request for deferment or action in support of deferment. For example: DD Form 97 (Summary of Occupational Deferment Actions) and similar or related documents.

DISPOSITION: Destroy 1 year after transfer or separation of individual or on termination of deferment.

604 - EMPLOYMENT APPLICATION FILES

These files relate to considering, rating, and processing applications for employment by the Defense Mapping Agency.

604-01 ROSTER FILES. Documents providing an index to applications of qualified eligibles; governing the order of selection of applicants for appointment; and providing a basis for determining subsequent recruiting needs, a reference to determine action taken on specific applications, and a reference to the Qualification Standards File.

DISPOSITION: Destroy after OPM inspection.

604-02 QUALIFICATION STANDARD FILES. Documents used in rating applications for appointments and approving non-competitive actions. Included are index to standards; CSC Handbook X-118, CSC Departmental Circular 588 (Supplement 4); examination announcements; special standards, such as promotion and training agreements; and similar or related documents.

DISPOSITION: Destroy when qualification standard is superseded. (Superseded standards may be retained until OPM inspection covering period during which the standard was applicable.)

604-03 ACTIVE APPLICATION FILES. Documents pertaining to individuals who can be considered for appointment. For example: applications and related documents.

DISPOSITION: Destroy when 2 years old. (GRS 1/5)

604-04 INACTIVE APPLICATION FILES. Documents pertaining to applicants for federal employment rated as not qualified for consideration for appointment, applicants for whom there are adequate civil service registers, applicants who decline or will not be available for appointment for an indefinite period of time, and applicants for whom employment determination precludes selection. Included are applications and related documents.

DISPOSITION: Destroy when 2 years old, in CFA.

605 - EQUAL EMPLOYMENT OPPORTUNITY FILES

These files relate to DMA compliance with Federal Government policy guaranteeing equal employment opportunity to all persons without regard to race, creed, sex, color, or national origin.

605-01 EQUAL EMPLOYMENT OPPORTUNITY REPORTING FILES. Documents related to reporting on activities and conditions related to equal employment opportunity. For example: statistical and narrative reports, summaries, consolidations, and similar or related documents.

DISPOSITION: Destroy when 5 years old. (GRS 1/26.f.)

605-02 EQUAL EMPLOYMENT OPPORTUNITY SURVEY FILES. Documents related to conducting surveys of the implementation and effectiveness of the equal employment opportunity program. For example: reviews, appraisals, recommendations, final survey reports, and similar or related documents.

DISPOSITION: Destroy when 3 years old, or when superseded or obsolete, whichever is applicable. (GRS 1/26.g.)

605-03 EQUAL EMPLOYMENT OPPORTUNITY COMPLAINT CASE FILES. Documents reflecting complaints of personnel concerning equal employment opportunity. For example: complaints, transmittal letters, investigative data and summaries, finding-of-fact statements, final disposition reports, acceptance statements, withdrawal notices, and similar or related documents.

DISPOSITION: Cases resolved within the agency. Destroy 4 years after resolution of case.

NOTE: Case resolved by Office of Personnel Management - the official case file is retained by OPM according to their records control schedule. (GRS 1/26a.)

## 606 - INDIVIDUAL CIVILIAN PERSONNEL FILES

These files document the service of each individual employee of the Defense Mapping Agency.

606-01 OFFICIAL PERSONNEL FOLDER FILES. Documents which reflect qualifications, efficiency, promotions, awards, certificates of clearance and/or security determination under EO 10450, and similar information on a civil service employee. For example: individual personnel folders. NOTE: For purposes of this definition, the material discussed in CPR R1.3.2c (records containing information of a personal nature not deemed appropriate for inclusion in the employee's official personnel folder during employment) is considered a part of this file although it is maintained separately under the personal supervision of the Civilian Personnel Officer.

DISPOSITION: a. Transfer of employee: Transfer folder to new employing office.

b. Separation of employee: Retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, Missouri 63118, 30 days after separation unless retention is indicated by CPR R1.3. NPRC will destroy 75 years after date of birth or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, or 5 years after latest separation, whichever is later. (GRS 1/1)

606-02 EMPLOYEE SERVICE RECORD FILES. Documents reflecting the service of civil service employees. For example: Standard Form 7, and similar or related documents.

DISPOSITION: Destroy 3 years after separation or transfer of employee. (GRS 1/2.b.)

606-03 EXPERT AND CONSULTANT DATA FILES. Documents reflecting the names, designations, rates of compensation, duties, and number of days' service of experts and consultants.

(606-03 continued) For example: extra copies of personnel actions, descriptions of services to be performed, and similar or related documents.

DISPOSITION: Destroy when 5 years old.  
(GRS 1/3.b.)

606-04 CIVILIAN SERVICE EMBLEM CONTROL FILES. Documents reflecting eligibility for, or award of, civilian service emblems. For example: cards, printouts, and similar or related documents.

DISPOSITION: Destroy when superseded or obsolete. (GRS 1/12.d.)

606-05 ADVERSE ACTION FILES. Documents relating to a proposed adverse personnel action such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction in force. Included are notice of proposed adverse action, employee's reply, statement of witnesses, notice of decision, and similar or related documents. Letters of reprimand are not included.

DISPOSITION: Destroy when 4 years old, unless employee appeals; in which case, transfer to File No. 610-03.  
(GRS 1/31.b.)

607 - CIVILIAN PERSONNEL ACTION FILES

These files relate to processing personnel actions pertaining to civilian employees of the Defense Mapping Agency.

- 607-01 PERSONNEL LOCATOR FILES. Documents reflecting the organizational segment to which the employee is assigned. Included are flexoline strips; plain, ruled, and punched cards; and similar or related documents.
- DISPOSITION: Destroy when position is cancelled or new strip is prepared.  
(GRS 1/11)
- 607-02 JOB DESCRIPTION EXTRA COPY FILES. Extra copies of job descriptions used for distribution to employees and filing in official personnel folders when personnel actions are processed.
- DISPOSITION: Destroy when superseded or when job is abolished.
- 607-03 CHRONOLOGICAL JOURNAL FILES. Documents used for preparing reports, review of actions previously processed, and Office of Personnel Management and Department of Defense inspections. For example: Standard Form 50 (Notification of Personnel Action) and similar or related documents.
- DISPOSITION: Destroy in CFA when 2 years old. Cut off at end of each month. (GRS 1/14.a.)
- 607-04 GROUP ACTION REQUEST LIST FILES. Documents related to processing personnel and position actions resulting from job surveys.
- DISPOSITION: Destroy when superseded or obsolete.  
(GRS 1/7.c.(1)(b))

## 608 - CIVILIAN PERSONNEL TRAINING FILES

These files relate to training civilian employees of the Defense Mapping Agency and its nonappropriated fund activities by various methods of on-the-job and off-the-job training.

608-01 TRAINING AND PROMOTION AGREEMENT FILES. Documents related to negotiating master training and promotion agreements with the Office of Personnel Management in professional fields for which there is a current and continuing DMA-wide shortage of available personnel. For example: requests for establishment of training programs not currently authorized by regulations, agreements, program approvals, and similar or related documents.

- DISPOSITION:
- a. Office responsible for negotiating the agreement: Destroy 5 years after completion of a specific training program. (GRS 1/30 b.(1))
  - b. Other offices: Destroy when 2 years old or on discontinuance, whichever is first.

608-02 RESEARCH AND STUDY FELLOWSHIP FILES. Documents relating to the award of the Secretary of Defense's Research and Study Fellowship to enable outstanding career employees to make contributions to the DMA through study and research. Included are applications, recommendations of local training committees, comments on the proposed study project, approvals performing final review and award, completed project reports, and similar or related documents. NOTE: Research and study reports requiring action by the employee's organization will be filed in the appropriate functional file.

- DISPOSITION:
- a. HQ DMA staff office performing final review: Destroy when 5 years old.  
(GRS 1/30 C)
  - b. Reviewing offices: Destroy when 2 years old or on discontinuance, whichever is first.

608-03 CIVILIAN TRAINING WAIVER FILES. Documents related to authorizing waivers to the criteria for selection and assignment of employees for training in non-Government facilities. Included are requests for waivers, recommendations, approvals, and similar or related documents. NOTE: Operating personnel offices will use File No. 608-09, Contract Training Files.

DISPOSITION: a. Offices responsible for authorizing the waiver: Destroy when 5 years old. (GRS 1/30 c.)  
 b. Other offices: Destroy when 2 years old.

608-04 NON-GOVERNMENT TRAINING CONTRIBUTIONS FILES. Documents relating to authorizations for civilian employees to accept contributions from non-Government organizations incident to training in non-Government facilities, or to accept payment for travel, subsistence, and other expenses incident to attendance at meetings. For example: requests for approval of acceptance, certifications as to the tax-exempt status of the organizations making the contribution, acceptance authorizations, and similar or related documents.

DISPOSITION: Destroy when 5 years old, or on discontinuance, whichever is first. (GRS 1/30 c.)

608-05 FOREIGN TRAINING APPROVAL FILES. Documents related to approving the use of facilities of foreign government or international organizations for the training of civilian employees. For example: recommendations for use of foreign training facilities, approvals, and similar or related documents. Excluded are contractual documents and personnel assignment documents.

DISPOSITION: a. HQ DMA: Destroy when 5 years old, after withdrawal of authorization. (GRS 1/30 c.)  
 b. Components: Destroy when 2 years old.

608-06 CIVILIAN TRAINING REPORTING FILES. Documents reflecting the status of civilian training in Government and non-Government facilities. Included are reports and related documents.

DISPOSITION: Destroy when 5 years old or when superseded or obsolete, whichever is first. (GRS 1/30.c.)

608-07 CIVILIAN TRAINING PROGRAM FILES. Documents relating to the establishment, management, and evaluation of local training programs for civilian employees. Included are minutes of training and development committee meetings, training plans, reviews of training requirements, apprentice training program registration with the Department of Labor, higher echelon approvals, and similar or related documents.

DISPOSITION: a. Operating personnel offices: Destroy when 5 years old, or 5 years after completion of a specific training program. (GRS 1/30 b.)

b. Other Offices: Destroy when 2 years old or on discontinuance, whichever is first.

608-08 TRAINING FILES. Documents reflecting attendance and progress of employees in specific courses involving off-the-job and/or on-the-job training. For example: completed forms reflecting training attendance, ratings, timetables, and similar or related documents.

DISPOSITION: Destroy in CFA when 5 years old, or 5 years after completion of a specific training program. (GRS 1/30.b.(1))

608-09 CONTRACT TRAINING FILES. Documents reflecting contract training of civilian employees in non-Government facilities. For example: requests for approval of the training, justification, obligated services agreements, recommendations for waivers, approvals, and similar or related documents.

DISPOSITION: Destroy in CFA 5 years after completion of training or upon expiration of obligated service agreement. (GRS 1/30.c.)

608-10 RECORD OF TRAINING FILES. Documents reflecting information pertinent to individual trainee participation in off-the-job training courses, the second copy of the completed record of training forms, and similar or related documents.

DISPOSITION: Review annually and destroy that portion pertaining to individuals who are no longer employed with the agency.

608-11 CIVILIAN TRAINING MATERIAL FILES. Documents used in the training of civilian personnel through short, local in-house training courses and instructional conferences. For example: minutes and agenda of instructional conferences, course outlines, handouts, instruction sheets, and similar or related documents.

DISPOSITION: a. Offices preparing materials for DMA-wide use: Destroy 3 years after superseded or obsolete. (GRS 1/30 a.(1))

b. Offices preparing materials for local use: Destroy 1 year after superseded or obsolete, or destroy on discontinuance, whichever is first.

608-12 INDIVIDUAL APPRENTICE TRAINING FILES. Documents related to apprenticeship training. For example: apprenticeship applications and agreements; notices of authorization of training and subsistence allowance; Veterans Administration certificates of eligibility and entitlement; daily progress records; monthly reports of progress; and similar or related documents.

DISPOSITION: Destroy when 5 years old, or when superseded or obsolete, whichever is first. (GRS 1/30.c.)

608-13 APPRENTICE TRAINING EXAMINATION FILES. Documents reflecting an apprentice's achievement in the apprentice training programs. Included are examinations and related documents.

DISPOSITION: Destroy when 5 years old or when superseded or obsolete, whichever is first. (GRS 1/30.c.)

609 - PROMOTION, PLACEMENT, AND CAREER MANAGEMENT FILES

These files relate to the promotion, placement, overseas employment, and career management of civilian employees.

609-01 REFERRAL AND SELECTION FILES. Documents reflecting placement and promotion actions under the Merit Placement and Promotion Program. For example: referral and selection register forms and similar or related documents. NOTE: Maintain in chronological order by effective date of personnel action. File provides cross reference to chronological file of Standard Form 50 for inspection purposes.

DISPOSITION: Destroy when 3 years old or after a regularly scheduled OPM inspection, whichever is first. (GRS 1/3.a.)

609-02 PLACEMENT CONSIDERATION FILES. Documents pertaining to employees considered to fill a vacancy but not selected and held for future consideration of employment. For example: requests for consideration, vouchers, results of interviews, qualification summaries, copies of notices of eligibility, stopper lists, and similar or related documents.

DISPOSITION: Destroy in CFA when 3 years old. (GRS 1/3.a.)

609-03 EMPLOYEE EVALUATION RECORD FILES. Documents reflecting qualifications, personal data, interviews, training data, and evaluations which are used as a tickler for follow-up interviews. Included are DD Forms 237 (Interview and Evaluation Record) and similar or related documents.

DISPOSITION: Destroy 6 months after transfer or separation of employee. (GRS 1/8)

609-04 CAREER MANAGEMENT FILES. Documents related to formulating and directing a planned system for the progressive development of employees and to provide a source of input to meet continuing staffing requirements within

609-04 (continued) designated career occupational fields. For example: coordinating actions, studies, interpretations, and published record copies of instructions; letters; messages; technical newsletters; and similar or related documents.

DISPOSITION: Destroy when 3 years old. (GRS 1/3.a.)

609-05 OCCUPATIONAL INVENTORY FILES. Documents reflecting qualifications, availability, appraisals, and other data on persons registered in specific career fields. For example: forms, printouts, and similar or related documents.

DISPOSITION: Destroy in CFA 5 years after individual is no longer eligible for consideration. (GRS 1/3.b.)

609-06 CIVILIAN CAREER REFERRAL FILES. Documents related to requesting and furnishing names of individuals from occupational inventory files or general information concerning career programs. Included are replies to requests and similar or related documents.

DISPOSITION: Destroy when 5 years old, or after OPM inspection, whichever is first. (GRS 1/3.b.)

609-07 INDIVIDUAL OVERSEAS EMPLOYMENT REFERRAL FILES. Documents pertaining to individuals registered in the Overseas Employment Referral Program. Included in each folder are the application; name, skills, grade levels, and locations for which registered; offers received and action taken; correspondence with registrant; date dropped from system and reasons; and similar or related information.

DISPOSITION: Destroy 5 years after individual is dropped from system or destroy 2 years after discontinuance, whichever is first. (GRS 1/3.b.)

609-08 CAREER TRAINEE INPUT REQUIREMENT FILES. Documents reflecting trainee input requirements in occupational fields. For example: letters, forms, printouts, and similar or related documents.

DISPOSITION: Destroy when 3 years old.  
(GRS 1/3.a.)

609-09 OCCUPATIONAL QUALIFICATION LIST FILES. Documents reflecting employees' skills or special qualifications. Retain when necessary as an integral part of an in-service placement program, in lieu of recording skills on service record cards. For example: occupational qualification lists and similar or related documents.

DISPOSITION: Destroy when 3 years old.  
(GRS 1/3.a.)

609-10 SEPARATED CAREER EMPLOYEE FILES. Documents relating to the separated career employee program as authorized by CPR R3.6. For example: displacement orders issued by regional offices of the Office of Personnel Management, noncareer indefinite employee position record forms, and similar or related documents.

DISPOSITION: Destroy 3 years after completion of action. (GRS 1/3.a.)

609-11 REPROMOTION ELIGIBILITY FILES. Documents pertaining to employees demoted without personal cause and eligible for placement in former or higher grade. Included are lists or cards recording names, title, grade, and positions for which employees meet minimum qualification requirements.

DISPOSITION: Destroy when employee is placed in former or higher grade.

610 - CIVILIAN PERSONNEL WELFARE AND GRIEVANCE FILES

These files pertain to civilian employee work schedules, services and facilities, and grievances.

610-01 HOURS OF WORK FILES. Documents relating to the establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the work schedule of civilian employees. For example: coordinating actions, studies, interpretations, and published record copies of instructions; letters; messages; and similar or related documents.

DISPOSITION: a. HQ DMA: Destroy 2 years after superseded.  
b. Components: Destroy 1 year after no longer effective.

610-02 EMPLOYEE SERVICE CASE FILES. Documents related to considering, approving or disapproving, and establishing or discontinuing specific employee services or facilities, such as food, medical, and health services; transportation; housing; recreation; and shopping facilities. For example: studies, letters, orders, and similar or related documents.

DISPOSITION: a. Approved case files: Maintain in CFA. PIF on discontinuance of service or facility.  
b. Disapproved or discontinued case files: Destroy when 5 years old.

610-03 APPEAL AND GRIEVANCE CASE FILES. Documents reflecting actions taken on appeals and grievances submitted by civil service employees. Included in each case are employee grievance record; decisions delivered, records of grievance committee; review decisions; and similar or related documents.

DISPOSITION: Destroy 3 years after case is closed.  
(GRS 1/31.a.)

611 - CIVILIAN PERSONNEL REDUCTION IN FORCE FILES

These files relate to the reduction-in-force of civilian personnel.

611-01 REDUCTION-IN-FORCE CARD FILES. Documents reflecting reduction-in-force data; including name of employee, date, position, grade, last performance rating, competitive-level code, and similar information. For example: plain, ruled, and punched cards, card forms, and similar or related documents.

DISPOSITION: Destroy on separation of employee. However, work cards used for preparation of retention registers will be destroyed on completion of the activity for which they were established.

611-02 COMPETITIVE LEVEL LOG FILES. Documents reflecting competitive levels within areas serviced by the civilian personnel officer which are used as a basis for preparing retention registers. Included are cards, listings, and similar or related documents.

DISPOSITION: Destroy on discontinuance of the organization.

611-03 RETENTION REGISTER FILES. Documents reflecting retention groups of employees according to tenure, length of service, performance ratings, and veterans preference. For example: Registers and similar or related documents.

DISPOSITION: Destroy when 3 years old.  
(GRS 1/3.a.)

## 612 - LABOR MANAGEMENT RELATIONS FILES

These files relate to employee-management cooperation to increase efficiency within the DMA and contribute to the well-being of employees.

612-01 BASIC LABOR RELATIONS FILES. Documents relating to overall labor relations between DMA elements and labor organizations. Included are petitions for recognition, election plans, lists of employees eligible to vote and participate, certifications of election results, letters of recognition, union complaints, and related or similar documents.

DISPOSITION: Destroy in 5 years. (GRS 1/29.a.(1))

612-02 LABOR NEGOTIATION FILES. Documents relating to contract negotiations between DMA elements and labor organizations. For example: labor organizations proposals, counter proposals, minutes of meetings, transcripts, draft and approved agreements, supplements, and related or similar documents.

DISPOSITION: a. HQ DMA: Destroy 5 years after final resolution of case. (GRS 1/29 b.)

b. Components: Destroy 1 year after termination of agreement. If negotiations are resumed before the year expires, agreements may be retained until approval of new agreement is obtained.

613 - AWARDS FILES

These files relate to awards and other forms of recognition given to DMA personnel.

613-01 DMA AWARDS BOARD FILES. Records reflecting the origin of the award; copies of general orders; the citation, recommendation, and approval of the award; and proceedings of the DMA Awards Board. For example: DMA Forms 1348-1, 1348-2, 1348-3, and similar forms and related documents.

DISPOSITION: Destroy when 2 years old.

613-02 DMA INCENTIVE AWARDS FILES. Correspondence relating to the general administration of awards for suggestions, acts, or superior accomplishments which have contributed to outstanding efficiency and economy in the administration and operation of the DMA, including letters of appreciation or commendation for individuals of DMA elements.

DISPOSITION: Destroy when 2 years old.  
(GRS 1/12.a(1))

613-03 AWARD CEREMONY FILES. Documents relating to ceremonies arranged for presentations of awards. For example: requests for troop support diagrams, citations, and similar or related documents.

DISPOSITION: Destroy when 2 years old.

613-04 AWARD PUBLICITY FILES. Documents related to publicizing or encouraging participation in specific awards programs such as the employee suggestion program. For example: record copies of posters, placards, cartoons, newspaper items, photographs, letters, and similar or related documents.

DISPOSITION: a. Office performing DMA-wide staff responsibility: Destroy when 2 years old.  
b. Other offices: Destroy when 1 year old.

613-05 EMPLOYEE AWARDS FILES

a. General Awards Files.

- (1) Case files including recommendations, approved nominations, memoranda, correspondence, reports related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.

DISPOSITION: Destroy 2 years after approval or disapproval.

- (2) Correspondence or memoranda pertaining to awards from other government agencies or private organizations.

DISPOSITION; Destroy when 2 years old.

b. Length of Service and Sick Leave Awards File. Records including correspondence, memoranda, reports, computations of service and sick leave, and list of awardees.

DISPOSITION: Destroy when 1 year old.

c. Letters of Commendation and Appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the Official Personnel Folder.

DISPOSITION: Destroy when 2 years old. (GRS 1/12 a.(1))

d. Lists or Indexes to Agency Award Nominations. Lists of nominees and winners, and indexes of nominations.

DISPOSITION: Destroy when superseded or obsolete.

e. Departmental Level Awards Files. Records relating to awards made at the departmental level or higher (Secretary's Awards, Presidential, etc.)

DISPOSITION: Submit SF 115, Request for Records Disposition Authority.

613-06 INCENTIVE AWARDS PROGRAM REPORTS. Reports pertaining to the operation of the Incentive Awards Program.

DISPOSITION: Destroy when 3 years old. (GRS 1/13)

## 614 - MILITARY PERSONNEL FILES

These files relate to the military personnel assigned to the Defense Mapping Agency.

614-01 OFFICIAL PERSONNEL RECORDS (MILITARY) FILES. Enlisted and officer personnel folders. (This file designation is for overall identification of the files series only and will not be placed on the folders.)

DISPOSITION: Retain in accordance with parent service directives.

614-02 MILITARY SERVICES ADMINISTRATIVE RECORDS FILES. Copies of leave records, finance documents, transmittals, personnel rosters, physical examinations, personnel action files, locator cards, trip reports, morning reports and diaries, copies of orders, reassignment, and master processing clearance records.

DISPOSITION: Destroy in accordance with parent service directives.

614-03 MILITARY PERSONNEL PROCUREMENT FILES. Nominations of individuals and the evaluation, acceptance, and/or rejection thereof.

DISPOSITION: a. Nominations resulting in assignment: Hold 6 months after separation from DMA; destroy after information has been transferred to procurement card.

b. Nominations not resulting in assignments: Destroy after information is transferred to procurement cards.

614-04 LINE-OF-DUTY FILES. Documents related to determining line-of-duty status and investigating incidents concerning individual members requiring line-of-duty determination. For example: included are statements of medical examination and duty status reports of investigation, line-of-duty and misconduct status, notification of findings, and similar or related documents.

DISPOSITION: Destroy when 5 years old.

614-05 MILITARY JOB DESCRIPTION FILES. Documents reflecting duties of military positions. For example: job descriptions and similar or related documents.

DISPOSITION: Destroy when superseded or obsolete.

614-06 ORGANIZATION ROSTER FILES. Documents reflecting military personnel on duty with each organization, and used for verifying and reconciling personnel accounting. For example: rosters and similar or related documents.

DISPOSITION: Destroy when superseded or obsolete.

614-07 MORNING REPORTING FILES. Documents used for daily accounting of military personnel. For example: morning report forms and similar or related documents.

DISPOSITION: Destroy in CFA when 1 year old.

614-08 ENLISTED PERSONNEL PASS FILES. Documents authorizing enlisted personnel to be absent on other than leave, such as DD Form 345 (Armed Forces Liberty Pass) and similar or related documents.

DISPOSITION: a. Destroy DD Form 345 or similar forms upon return of the individual from pass, except when required as evidence in proceedings.

b. Destroy other related forms upon departure of the individual from assigned unit or upon invalidation, whichever is first.

614-09 GENERAL MILITARY TRAINING RECORD FILES. Documents relating to individual's involvement in physical fitness, weight control, level of physical fitness, and general military training. Maintained by the unit.

DISPOSITION: Retain in accordance with parent service directives.

614-10 MILITARY ON-THE-JOB TRAINING RECORD FILES. Documents relating to the career upgrade training of military personnel. For example: Career skill testing results, records involving career training status prior to testing, or to the assignment or award of skill level and continuous proficiency training. Maintained by supervisor.

DISPOSITION: Retain in accordance with parent service directives.

614-11 PRIVILEGE CARD APPLICATION FILES. Documents reflecting applications for privilege cards. Included are DD Forms 1172 (Application for Uniformed Services Identification and Privilege Card) and similar or related documents.

DISPOSITION: Destroy when 3 years old.

614-12 IDENTIFICATION CARD REGISTER FILES. Documents used for maintaining accountability for military identification or privilege identification cards. Included are registers and similar documents.

DISPOSITION: Cut off after last entry to register. Destroy when 6 years old.

614-13 INFORMATIONAL PERSONNEL FILES. Documents accumulated at the various command levels exercising administrative jurisdiction or as a result of routing correspondence through normal military channels. Included are copies of documents filed in the military personnel records jacket; transmitting documents; documents reflecting duty assignment and appointment; changes in personnel data; leave authorizations; branch transfers and details; authorization for separate rations, quarters, or wearing civilian clothing; and similar or related actions.

DISPOSITION: Destroy one year after transfer or separation of individual.

- 614-14 MILITARY PERSONNEL ASSIGNMENT FILES. Documents related to assigning or reassigning specific commissioned officers, warrant officers, and enlisted personnel to their places and/or types of duty. Included are requisitions, nominations, applications and preference statements of individuals, assignment orders or instructions, deferments, delays or restrictions, terminations or extensions, and similar or related documents.

DISPOSITION: Destroy in CFA 1 year after discontinuance.

- 614-15 INDIVIDUAL PERSONNEL CHANGE FILES. Documents prepared for reporting a change to and updating of the data processing activity file. Included are punched cards, DA Forms 3815, and similar or related documents.

DISPOSITION: Disposition in Current Files Area in accordance with DA Pam 600-8 series.

- 614-16 PERSONNEL DATA CARD FILES. DA FORM 2475-2 (SIDPERS Personnel Data Card) reflecting historical data and information bearing on the legal and financial rights of the individual and other personnel information and actions reported on SIDPERS change report remarks on members assigned/ attached to a military unit. Only the SIDPERS Personnel Data Card will be maintained and retired under this file number.

DISPOSITION: Transfer to National Personnel Records Center (MPR) 1 year after separation of individual from unit. NPRC will destroy 75 years after the birth of employee or 60 years after the date of the earliest document in folder if date of birth cannot be ascertained. Destroy 75 years after last entry or date of GSA FRC accession.

- 614-17 PROMOTION LIST NUMERICAL FILES. Documents reflecting continuous seniority sequence of individual officers for promotion purposes. Included are cards, listings, and similar or related documents.

DISPOSITION: Destroy in CFA when 2 years old.

614-18 ENLISTED PROMOTION FILES. Documents related to considering enlisted personnel for promotion. Included are approved requests, disapproved requests, orders, promotion lists, and similar or related documents.

DISPOSITION: Destroy in CFA when 2 years old.

614-19 APPROVED MILITARY AWARD CASE FILES. Documents relating to the recommendation, review, and approval of military awards for individual. Included are approved requests and related documents.

DISPOSITION: Destroy in CFA 1 year after discontinuance.  
NOTE: Essential documents which are the basis for issuing orders will be filed in the appropriate background instruction files.

## 615 - SAFETY MANAGEMENT PROGRAM FILES

These files are a result of the development, interpretation, and implementation of policies, standards, and requirements covering the occupational safety program in accordance with Department of Defense and Labor and other statutory authorities. These files embrace the eight major functional areas of safety which include: administration; training; promotion; research and engineering; accident, injury, and illness investigations; analysis and reporting; standards; committees; and inspections.

## 615-01 SAFETY RESEARCH AND ENGINEERING - HAZARD CONTROL FILES.

Documents relating to safety research or engineering projects applicable to improving employee safety and health. For example: reports of industrial hygiene surveys, studies conducted, follow-up action taken as a result of the findings, and administrative programs in effect for controlling safety and environmental hazards.

DISPOSITION: Destroy when 3 years old. (GRS 1/3.a.)

## 615-02 SAFETY COUNCILS/COMMITTEES FILES. Documents relating to the establishment of Agency safety committees, councils, etc.; their functions, performance, participation, and accomplishment; and other field/federal safety councils or committee participation.

DISPOSITION: Destroy 5 years after termination.

## 615-03 SAFETY PUBLICITY AND PROMOTION FILES. Documents relating to the promotional techniques and methods used for conducting campaigns, contests, and disseminating safety information to increase employee interest and participation. For example: Component or individual achievements, contributions, awards, etc.

DISPOSITION: Destroy when 3 years old. (GRS 1/3.a.)

## 615-04 SAFETY TRAINING AND EDUCATION FILES. Documents relating to educational and training material. For example: types and extent of training conducted for various levels of employees; that is, safety officials, specialists, inspectors, supervisors, representatives of employee groups and employees; and special job training for high-risk jobs, safety orientation, first aid, etc.

DISPOSITION: Destroy when 3 years old. (GRS 1/3.a.)

615-05 SAFETY STANDARDS FILES. Material reflecting the development of the DMA Safety Manual. For example: recommendations, coordination actions, etc.

DISPOSITION: Destroy when superseded or obsolete.

615-06 SAFETY DEVIATION FILES. Documents relating to deviations, waivers, and exemptions from safety regulations established for operations, machines, quantity distances, buildings, or facilities. For example: requests for waiver deviation or exemption; approvals or disapprovals; sketches; drawings; and similar or related documents.

DISPOSITION: Destroy on expiration or disapproval of the waiver, deviation, or exemption.

615-07 ANNUAL SECRETARY OF LABOR OCCUPATIONAL SAFETY AND HEALTH PROGRAM REPORT FILES. Calendar year summary report compiled from HQ DMA and Component input covering the Agency's safety and health program achievements, objectives, goals, and other major activities which embrace the eight major functional areas of safety.

DISPOSITION: Destroy when 5 years old.

615-08 QUARTERLY ACCIDENT AND INJURY REPORTS FILES. Copies of quarterly reports on accidents, injuries, and property damages resulting from accidents occurring within DMA. These reports are compiled from HQ DMA and Component input per DoD/DMA requirements.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
b. Components: Destroy when 2 years old.  
(GRS 1/32)

615-09 LOG OF FEDERAL OCCUPATIONAL INJURIES FILES. Occupational Safety and Health Act record (OSHA Form 100F) used for the collection of occupational injury and illness data.

DISPOSITION: Destroy when 5 years old. (GRS 1/32)

615-10 QUARTERLY SUMMARY REPORT OF FEDERAL OCCUPATIONAL INJURIES AND ILLNESS FILES. Copies of quarterly reports designed to provide for the collection of civilian occupational injury and illness data, OSHA Form 102F.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
b. Components: Destroy when 2 years old.  
(GRS 1/32)

615-11 ACCIDENTAL INJURY/DEATH REPORTING RECORDS FILES. Copies of OSHA Form 101F, used to report all injuries, including fatalities resulting from accidents to persons (military and civilian) assigned to DMA.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
**(GRS 1/32)**  
b. Components: Destroy when 2 years old.  
~~(GRS 1/32)~~

615-12 SAFETY INSPECTIONS FILES. Documents relating to HQ DMA and Component annual safety inspection reports -- the consolidated report of the overall DMA inspection results, its evaluation and recommendations, reinspection, and corrective action taken to correct unsafe conditions and practices uncovered by inspections. Included are reports of other safety inspections conducted by the HQ DMA and Component Safety Officials.

DISPOSITION: a. HQ DMA: Destroy when 3 years old, or upon discontinuance of facility whichever is first. (GRS 18/10)  
b. Components: Destroy when 2 years old.

615-13 ACCIDENT, ILLNESS INVESTIGATIONS, AND ANALYSES FILES. Documents relating to the investigation of serious accidents, job related illnesses, reports of unsafe working conditions, results of these investigations, and recommendations for corrective actions to be taken. Also included are documents relating to routine and periodic analyses of statistics used to determine casual factors, and preventative measures and efforts taken to eliminate the principal accident and illness causes.

DISPOSITION: Destroy when 5 years old. (GRS 1/32)

DMA FUNCTIONAL FILE SYSTEM

SERIES 700

(RESERVED)

DMA FUNCTIONAL FILE SYSTEM

SERIES 800

MAPPING, CHARTING, AND GEODETIC FILES

1. Mapping, Charting, and Geodetic (MC&G) Files relate to the mission of the Defense Mapping Agency that provides support to the Secretary of Defense, Military Departments, Joint Chiefs of Staff, and other DoD Components, as appropriate, on matters concerning these subjects.

2. MC&G files accumulate in offices responsible for the carrying out of functions pertaining to mapping, charting, geodesy, and Inter American Geodetic Survey.

3. MC&G files have been assigned the basic file number 800. Common Mission Files (201-01 through 201-08) for multipurpose files identification may also be used. However, files pertaining to:

a. MC&G schools are contained in Series 1000, DMA Training School.

b. Research and development are contained in Series 1300, Research and Development Files.

c. MC&G automation are contained in Series 1500, Machine-Readable Records.

4. File numbers, descriptions, retention periods, and disposition standards for Series 800 are contained in the following subgroups:

- 801 DMA Topographic, Hydrographic, and Aerospace Files
- 802 Map and Chart Specifications and Design Files
- 803 Collection/Acquisition Files
- 804 Geographic Names Files
- 805 Aeronautical Charting and Flight Information Files
- 806 Nautical and Navigational Files
- 807 Gravity Files

- 808 Geodetic Files
- 809 Hydrographic Files
- 810 Photographic Files
- 811 Topographic Files
- 812 Intelligence Files
- 813 Production Files
- 814 Distribution and Storage Files
- 815 Air Target Materials (ATM) Files
- 816 Digital Data Base Files
- 817 Geomagnetism Files

## 801 - DMA TOPOGRAPHIC, HYDROGRAPHIC, AND AEROSPACE FILES

These files relate to the general management of the MC&G Program. Included are mapping agreements, studies, investigative projects, and mapping and geodetic reporting files.

801-01 MAPPING, CHARTING, AND GEODESY AGREEMENTS FILES. Documents relating to agreements and arrangements with U.S. agencies and foreign governments concerning world-wide mapping, charting, and geodesy. For example: International Cooperative Agreements, International Standardization Agreements, Exchange Agreements, and specific operational arrangements within the framework of ratified agreements.

- DISPOSITION: a. Office responsible for consummation of agreement: Permanent. Cut off on termination.
- b. Other offices: Destroy on supersession or obsolescence.

801-02 MAPPING, CHARTING, AND GEODESY STUDY FILES. Technical studies prepared to furnish background information or solve problems in mapping, charting, and geodesy activities. For example: digests of facts pertaining to mapping, charting, and geodetic matters; studies of technical, procedural, and production problems; and compendiums of intelligence information in the field of mapping, charting, and geodesy.

- DISPOSITION: a. Office responsible for preparation: Permanent. Cut off on completion of study.
- b. Other offices: Destroy on supersession or obsolescence.

801-03 MAPPING AND GEODETIC CONFERENCE FILES. Documents created by conferences having international or domestic interagency membership which concern the cartographic and geodetic activities of member organizations. For example: conference reports, documents concerning operational relationships and areas of responsibility, standardization of mapping procedures, and decisions on cartographic and geodetic matters.

DISPOSITION: a. HQ DMA: Permanent.  
b. Components: Destroy when no longer required for reference.

801-04 MAPPING, CHARTING, AND GEODESY PLAN FILES. These files consist of long-, medium-, and short-range plans to carry out the mission for mapping, charting, and geodetic functions.

DISPOSITION: a. Office of Record: Permanent.  
b. Other offices: Destroy when superseded or obsolete.

801-05 MAPPING, CHARTING, AND GEODESY REQUIREMENTS, INVESTIGATIONS, AND VALIDATIONS FILES. Directives, statutes, correspondence, reports, surveys, studies, investigations, prototypes, and other records used as a basis for initiating, modifying, updating, or discontinuing MC&G programs.

DISPOSITION: Maintained and used by cognizant Directorate of Operations offices:  
Retire as permanent when no longer needed to support the program.

801-06 MAPPING, CHARTING, AND GEODESY DEVELOPMENT PROJECT FILES. Produced or nonproduced technical cartographic data and documentary evidence of sources of methods used and results of background studies or reports created to facilitate or support charting production programs.

DISPOSITION: a. Office of Record: Permanent. Cut off on completion of project.

801-06 (continued)

- b. Other offices: Destroy when superseded or obsolete.

801-07 QUESTIONNAIRE SURVEY FILES. Individual and summary questionnaires relating to surveys to determine user requirements or to evaluate experimental products designed to satisfy previously determined requirements.

- DISPOSITION:
- a. Summary questionnaires: Permanent. Cut off upon consolidation of summary.
  - b. Individual questionnaires: Destroy when 3 years old or on discontinuance, whichever is first.

801-08 MAPPING, CHARTING, AND GEODESY PROGRAM FILES. Documents created in the establishment and maintenance of comprehensive programs for mapping, charting, and geodesy. Included are operating directives and program documents, change orders to operating program directives, and related papers.

- DISPOSITION:
- a. Office responsible for establishment of the program: Permanent. Cut off on completion of program.
  - b. Other offices: Destroy on supersession or obsolescence.

801-09 MAPPING, CHARTING, AND GEODESY PROGRAM PRIORITY FILES. Documents relating to the establishment of priorities for programs and projects established by the DMA Mapping Committee, including periodic changes or revisions.

- DISPOSITION:
- a. HQ DMA: Destroy when 5 years old.
  - b. Other offices: Destroy when 1 year old.

801-10 MAPPING, CHARTING, AND GEODESY PROJECT HISTORY FILES. Documents produced for DMA use which define and delimit areas charted, contents of charts, and publications (including lithographic copies and techniques and methods followed); and also may include compilation reports, job specifications, and specific reference to aerial photography and other source materials used for such information, cultural and natural features, place names, boundary lines, aeronautical information, and similar data basic to the content, accuracy, and reliability of charts and publications.

DISPOSITION: Permanent. Cut off on completion or cancellation of the project.

801-11 MAPPING, CHARTING, AND GEODETIC PUBLICATION RECORD SET FILES. Record copies of such publications as military grids, grid tables, trig lists, gazetteers, glossaries, magnetic declination data, topographic symbols books, topographic mapping specifications, reading aids, periodic bulletins, memorandums, technical instructions, exchange lists, monthly publications lists, lithographic and reproduction reports, technical reports on newly developed or improved techniques, and other publications used as aids or guides in the production of military maps, charts, geodetic control, or as assistance to the map and chart user.

DISPOSITION: a. Office responsible for preparation and issue: Permanent.

b. Other offices: Destroy when no longer needed.

801-12 PUBLISHED MAP AND CHART RECORD FILES. One copy of each edition or variant of each printed or processed military map and chart of the issuing agency or organization. For example: planimetric, topographic, hydrographic, and aerospace and relief maps; photomosaics; and maps prepared for special military purposes. NOTE: The maintenance of one separate and complete set of all maps produced by DMA agencies and organizations is of great importance. No material from this file will be charged out. Directors will take appropriate action to ensure that these files are retired.



802 - MAP AND CHART SPECIFICATION AND DESIGN FILES

These files include documents which define and delimit areas to be mapped, contents of maps, and techniques to be followed in map preparation and production. Included are specifications and supplements to specifications. Specifically excluded from these files are publications such as technical manuals and other publication reference items which are used without further implementation by the map producing activity.

802-01 DMA SPECIFICATION FILES. Standard basic specifications for the preparation of common map compilations for joint use of the DMA Centers.

- DISPOSITION:
- a. Office responsible for coordination and issue: Permanent. Cut off upon publication.
  - b. Other offices: Destroy on supersession or obsolescence.

802-02 MAP, CHART, AND GEODESY ACCURACY FILES. Documents which define and specify the exactitude of placement of data on a map or chart the degree of exaggeration allowed in symbolization, the accuracy of horizontal and vertical control, the allowable error in sheet edges for matching, the accuracy of geodetic positioning of map and chart sheets in consonance with datum base, and accuracy of source materials from which maps will be compiled. Included are graphic presentations, correspondence, and related papers.

- DISPOSITION:
- a. Office of Record: Permanent. Cut off on supersession or obsolescence.
  - b. Other offices: Destroy on supersession or obsolescence.

802-03 MARGINAL DATA FILES. Documents relating to the content and standardization of marginal data on maps and charts, and implementation of the accepted specifications concerning this part of the map or chart. Included are graphic presentations, correspondence, and related papers.



802-07 MAPPING AND CHARTING CONTRACT SPECIFICATION FILES.

Specifications which define and control work to be done by contractors in the production of maps and charts. These specifications may pertain to any or all phases of map and chart production.

DISPOSITION: a. Office of Record: Permanent.  
b. Other offices: Destroy on supersession or obsolescence.

802-08 HYDROGRAPHIC CHART CORRECTION HISTORY FILES. Notice to Mariners to correct charts and other similar documents.

DISPOSITION: Destroy when 10 years old.

802-09 MAP AND CHART CORRECTION FILES. Documents reporting errors or omissions noted on military maps.

DISPOSITION: Destroy 1 year after publication of resultant map.

## 803 - COLLECTION/ACQUISITION FILES

These files relate to the collection and/or acquisition of topographic, hydrographic, and aerospace source materials, library functions, intelligence data, and similar records.

803-01 MAPPING, CHARTING, AND GEODETIC COLLECTION GUIDANCE AND SUPPORT FILES. Documents created or acquired to assure the availability of current source materials for existing and anticipated mapping, charting, intelligence, and geodetic programs. Included are manuals, instructions, and guidance letters.

DISPOSITION: a. Office of Record: Permanent.  
b. Other offices. Destroy when superseded or obsolete.

803-02 COLLECTION REQUIREMENTS FILES. Correspondence and documents pertaining to levy and collection actions.

DISPOSITION: a. HQ DMA: Permanent.  
b. Other offices: Destroy 1 year after cancellation or completion.

803-03 INTELLIGENCE COLLECTION FILES. Documents relating to the procurement and selection of intelligence information, including intelligence collection plan, scheduling of collection requirements, and monitoring and evaluating collection priorities.

DISPOSITION: a. HQ DMA: Permanent.  
b. Other offices: Destroy 2 years after completion.

803-04 MAPPING, CHARTING, AND GEODETIC REPORTING FILES. Documents accumulated in reporting mapping and geodetic evaluations and findings. Included are feeder, consolidated, and special reports, and related papers.

DISPOSITION: a. HQ DMA: Feeder Reports - Destroy when 1 year old.  
b. Remaining Files: Permanent.  
c. Components: Destroy when 1 year old.

## 804 - GEOGRAPHIC NAMES FILES

These files relate to linguistic and geographic names advice and services to the DoD and other agencies; technical staff services for the Board on Geographic Names (BGN); development and maintenance of the DoD Foreign Place Names Files.

804-01 GEOGRAPHIC NAMES GENERAL FILES. Documents relating to the overall or general routine administration of Geographic Names; such as, the preparation of informational material name inquiries, but exclusive of specific files listed in this section.

DISPOSITION: Destroy when 2 years old.

804-02 GEOGRAPHIC NAMES REFERENCE FILES. Documents consisting of material which has repetitive or multiple application. Included are published processed reports, studies, and other documents containing Geographic Names data, maintenance copies of indexes, list errata, and similar items maintained in operating elements on a continuing basis.

DISPOSITION: Destroy on supersession or obsolescence.

804-03 GEOGRAPHIC NAMES SOURCE DATA FILES. Geographic Names information on intelligence reports, map availability announcements, advisory letters, newspaper clippings, extracts from periodicals, glossaries, language place names lists, and transliteration systems.

DISPOSITION: Destroy when no longer needed.

804-04 GEOGRAPHIC NAMES AGREEMENTS/CONFERENCE FILES. Documents relating to agreements and arrangements with U.S. agencies and foreign governments and documents created by conferences having international or domestic interagency membership which are concerned with the Board on Geographic Names. For example: Relationships/Agreements with Geographic Names members, such as legal structures, arrangements, and agendas; inter-agency agreements



(804-07 continued)      DISPOSITION: Destroy 1 year after published correction.

804-08    GEOGRAPHIC NAMES STUDY FILES. Technical studies prepared to furnish background information or solve problems in regard to Geographic Names activities. For example: agreements, BGN glossaries, correspondence decisions, linguistics studies, name lists, conventional name (Exonym) studies, and data bank studies.

DISPOSITION:    a. Documents originating in the office of record: Permanent. Cut off on completion of study.

                  b. Copies of studies: Destroy when superseded, obsolete, or no longer needed.

804-09    GEOGRAPHIC NAMES SPECIFICATION FILES. Basic specifications for source materials and linguistic policies to be followed in the preparation of or revision of a foreign geographic names files.

DISPOSITION:    a. Office responsible for coordination and issue: Permanent. Cut off on publication.

                  b. Other offices: Destroy on supersession or obsolescence.

804-10    GEOGRAPHIC NAMES PROJECT HISTORY FILES. Documents produced for Geographic Names use which define agreements, contract specifications, cost analysis and time estimates, instructions for treatment of geographic names, glossaries, linguistics policy and systems, planning studies, procedures, production reports, project summaries, and project assignment instructions.

DISPOSITION:    a. Office of Record copy: Permanent. Cut off on completion of project.

                  b. Other offices: Destroy when no longer needed.

804-11 GEOGRAPHIC NAMES FEATURE DEFINITION FILES. Documents generating research of definitions of cultural and physical features including notations of those countries in which the defined features occurred. File is designated to facilitate search by the designatory term or code word.

DISPOSITION: Destroy when no longer needed.

804-12 GEOGRAPHIC NAMES AUTOMATED FILES. Magnetic tapes, card listings, or microfilm of official DoD foreign standard place names approved by the U.S. Board on Geographic Names and including variant names and related information.

DISPOSITION: Destroy when superseded.

804-13 DoD FOREIGN PLACE NAMES CARD FILES. These are file cards comprising the Central Names Files of Geographic Names Division. These cards are cumulative evidence cards which record the history of naming of a particular place over the last quarter of the half century. The cards also record many essential details about each place; such as, the other names or spellings by which it has been known; the source maps and text in which it can be found; and the recorded actions of the U.S. Board on Geographic Names with respect to the place in question.

DISPOSITION: Permanent. Do not retire.

804-14 GEOGRAPHIC NAMES AREA CLASSIFICATION NUMBERS FILES. Documents based on the Boggs-Lewis Area Classification System but modified to accommodate changes of countries and internal administrative divisions. The numerical codes are used as area and administrative unit code entries in BGN gazetteers and magnetic tape name files.

DISPOSITION: Destroy when superseded.

## 805 - AERONAUTICAL CHARTING AND FLIGHT INFORMATION FILES

These files include various forms of aeronautical, targeting, and weather charts; sensor simulation plates and similar products; and the various flight information products.

805-01 AERONAUTICAL INFORMATION AUTOMATED FILES. Includes magnetic tapes, cards, listings, or other medium on which data is recorded by a machine, or created for interpretation and use by a machine.

DISPOSITION: Destroy when superseded, obsolete, or no longer needed, or after 1 year, whichever is sooner.

805-02 AIRFIELD PLOTTING DATA. Consisting of airfield plotting information, textual and graphic, used in the precise geographic positioning and in plotting airfields and seaplane stations on charting products.

DISPOSITION: Destroy upon deletion of airfield from the AIF/AAFIF.

805-03 OBSTRUCTIONS DATA RECORDS FILES. Records consisting of a listing of pertinent vertical obstructions.

DISPOSITION: Destroy upon deletion of airfield from the AIF/AAFIF.

805-04 AIR INTELLIGENCE SOURCE RECORD FILES. Records consisting of lists of source material used to establish, change, or confirm an evaluation of airfield description, equipment, or services including navigation aids and communications, maintenance, special-purpose equipment, transportation, and meteorological information.

DISPOSITION: Destroy upon deletion of airfield from the AIF/AAFIF.

805-05 AERONAUTICAL INFORMATION PUBLICATIONS FILES. Records consisting of final reproduced copies of flight planning documents, en route high/low altitude charts, terminal flight information publications, foreign clearance guides, and similar documents.

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(805-05 continued) DISPOSITION: Destroy when superseded, obsolete, or no longer needed.

805-06 AERONAUTICAL INFORMATION SOURCE MATERIALS FILES. These may include NOTAMS, airfield photographs, engineering drawings, communications from AF activities, FAA, C&GS, Navy Oceanographic Office, and other Government agencies.

DISPOSITION: a. Original or unique: Permanent.  
b. Other copies: Destroy when no longer needed to support production programs.

805-07 PRINTED, PHOTOPROCESSES, AND SIMILARLY PRODUCED CHARTS AND MAP FILES. These consist of domestic/foreign charts, maps, atlases, portfolios, photomaps, and related indexes in map or other forms.

DISPOSITION: Destroy when superseded, obsolete, or no longer needed.

805-08 CHARTING SOURCE MATERIAL FILES. Includes geodetic control data; terrestrial and aerial photographs and charts; evaluated reports of prior mapping, hydrographic, magnetic, gravimetric, oceanographic, and meteorological data and descriptive or related intelligence reports.

DISPOSITION: a. Original or unique: Permanent.  
b. Other copies: Destroy when no longer needed to support production programs.

805-09 SEQUENTIAL CAMERA CARD DECK FILES. Tabulating cards which contain varityped aeronautical information. These card decks are used to produce DoD Aeronautical Information Products. These files are kept current by inserting new cards and removing obsolete cards.

DISPOSITION: Destroy obsolete cards upon removal from deck.

805-10 NOTICE TO AIRMEN (NOTAM) FILES. Records, notices, and NOTAM summaries relating to the establishment, condition, or change in any aeronautical facility, service, procedure, or hazard.

DISPOSITION: Destroy when 2 years old.

806 - NAUTICAL AND NAVIGATIONAL FILES

These files are created by the Hydrographic/Topographic Center in connection with the production of nautical charts and publications, and the preparation and evaluation of navigational systems.

806-01 NAUTICAL/NAVIGATIONAL FILES. These files consist of records created or required in connection with the production of nautical charts and publications and the preparation and evaluation of navigational systems and related reports and publications. Records that are not covered by the below-listed descriptions will be included in this general description until a detailed review can be performed.

DISPOSITION: a. Documents originating in the office of record: Permanent.

b. Copies of these documents: Hold until superseded, obsolete, or no longer needed.

806-02 NAUTICAL/NAVIGATIONAL AUTOMATED FILES. Magnetic tapes, cards, listings, or other media generated in support of nautical or navigational operations.

DISPOSITION: a. Office of Record: Permanent.

b. Temporary or working documents: Destroy when superseded, obsolete, or no longer needed.

806-03 DoD NAUTICAL CHART LIBRARY FILES. Standard nautical charts and special-purpose charts, automated tape files of holdings, general and special-purpose catalogs, library accession listings, and other related holdings.

DISPOSITION: Destroy when obsolete, superseded, or no longer needed.

806-04 NAUTICAL/NAVIGATIONAL SOURCE DATA. Data of any type collected or accumulated in the process of producing charts and publications and the operation and evaluation of navigational systems. Included are observation reports, weather data used in compiling Pilot Charts, Sailing Directions, standards for wreck charts, ship route reports of route tracks, reports on underwater obstructions, wind data for pilot charts, aerial and terrestrial photographs, intelligence documents, and other data.

- DISPOSITION:
- a. When not published or completely duplicated in resultant product and determined to be unique and to have continuing value: Permanent.
  - b. When published and completely duplicated in resultant product and no longer required for reference or other purposes: Retain 1 year after final completion and publication.

806-05 AIDS TO NAVIGATION FILES. Documents, reports, publications, and other data collected, evaluated, and prepared to provide navigational aids to the military and civilian communities. Included are Notices to Mariners, sailing directions, worldwide data on lighted aids, fog signals, radio and electronic stations providing navigational and weather data.

- DISPOSITION:
- a. Office of Record copy of published aids: Permanent.
  - b. Copies held by other offices: Destroy when no longer needed.

806-06 HAZARDS TO NAVIGATION FILES. Data collected, evaluated, and promulgated in the form of advisories, warnings, and publications. Included are radio navigational warnings, Notices to Mariners, and daily memoranda.

- DISPOSITION:
- a. Office of Record copy of published document: Permanent.
  - b. Copies held by other offices: Destroy when no longer needed.

## 807 - GRAVITY FILES

These files relate to gravity phenomenon, collectively considered, exhibited by the earth and its atmosphere, and by extension of the gravity phenomena in interplanetary space.

- 807-01 GRAVITY DATA AUTOMATED FILES. These files consist of magnetic tapes, cards, listings, and other media on which gravity data has been recorded by machine or created for interpretation by a machine for use by users.
- a. Gravity Point Anomaly - An automated storage and retrieval system for point gravity data such as observed gravity, station location by geographics, elevations, computed Bouguer and free air anomaly values, reference base station, security classification, and station number. This file is updated weekly.
  - b. Mean Elevations File (MEF) - An automated file of 1°x 1° and 5'x 5' mean elevations used in support of mean anomaly computations and prediction studies. The 1°x 1° mean elevations are available worldwide.
  - c. Mean Anomaly Files - (Modified) contains 1°x 1°, 5°x 5°, and 10°x 10° mean free air anomalies and Bouguer anomalies. (Standard) contains the 1'x 1', 5'x 5' and 15'x 15' anomalies. Information available is: method of computation, anomaly values, accuracy, etc. The files provide recovery capabilities for the support of DMA users. Updates are made quarterly or as needed.
  - d. Reference Base Stations (RBS) - Automated files of selected gravity stations used to reference gravity surveys to a gravity station used to reference gravity surveys to an established unified system. Information on each RBS such as - location, description, adopted value, and new information. Used to establish a world-wide datum to which all surveys and networks can be tied and adjusted. Continuous updating as required.



807-03 (Continued)

c. Other offices: Destroy when no longer needed.

d. NOTE: Machine-readable records will be managed in accordance with the 1500 Series.

807-04 RESERVED

807-05 RESERVED

807-06 RESERVED

807-07 GRAVIMETRY AND ISOSTASY FILES. Data consisting of historical reports, reports of results of specific gravimetric surveys, isostatic reductions, and positions determined for gravimetric surveys.

DISPOSITION: Permanent. Retire when no longer needed for reference.

## 808 - GEODETIC FILES

These files relate to acquiring, analyzing, reducing, evaluating, and distributing geodetic and geophysical information required by the Hydrographic/Topographic Center and other DMA elements.

808-01 GEODETIC REFERENCE FILES. Documents consisting of material which has repetitive or multiple application. Included are published processed reports, studies, and other publications containing geodetic data usually maintained in library-type activities; maintenance copies of map overlays, indexes, list errata; and similar items maintained in operating elements on a continuing basis.

DISPOSITION: Destroy on supersession or obsolescence.

808-02 FIELD SURVEY RECORD FILES. Field notebooks or records recording data derived during the progress of satellite tracking surveys or conventional geodetic surveys. For example: Doppler, astronomic, triangulation, traverse trilateration (HIRAN, SHIRAN, etc.), and leveling observations; horizontal control field survey books such as horizontal direction and angle, baseline data, distance measuring, and astronomic observation books; and vertical control field survey books such as spirit level, altimeter leveling, and zenith distance observation books. (Observed data may be recorded on film or tape or hand recorded in field books or on forms.)

DISPOSITION: a. Microfilm: Permanent. Retire when no longer needed.

b. Tape files: Destroy when superseded or obsolete.

c. Field notebooks: Destroy after approval of archival microfilm test by HTC. Field notebooks pertaining to a foreign country should be returned to that country.

808-03 CONTROL POINT DESCRIPTION FILES. Notes made in the field concerning horizontal and vertical control points which are established, recovered or used, and give the description, sketch, and condition of the control

(808-03 continued) points. Notes may be in the form of control point description books, station recovery or description cards, and/or benchmark description or recovery cards.

DISPOSITION: Permanent. Retire when superseded or obsolete.

808-04 CONTROL PHOTOGRAPHY FILES. Field control photography, pinpricked in the field, which depicts exact location of horizontal or vertical ground control stations; picture points; and accuracy test points. Office control photography, pinpricked in the office which depicts exact location of horizontal or vertical ground control stations; location of pass points and exact location of nadir points established by HIRAN, SHIRAN, etc.

DISPOSITION: a. Field control photographs: Permanent. Retire when superseded or obsolete.

b. Office control photographs: Destroy upon completion of mapping project if positions of points have been determined photogrammetrically.

c. All other photographs: Permanent. Retire when superseded or obsolete.

808-05 PLANETABLE FIELD SURVEY DRAWING FILES. Manuscript maps covering a prescribed area prepared in the field from local observations and measurements. Included are uncontrolled maps made in connection with field reconnaissance, traverse surveys, and general sketches of areas.

DISPOSITION: Permanent. Retire when no longer needed.

808-06 PRELIMINARY GEODETIC CONTROL DATA FILES. Data initially processed by foreign countries and other U.S. Government Agencies performing the survey on computations and are maintained in the DoD Geodetic Library. The data are maintained as sole source until completion of final computations or adjustments for a particular project. For example: Various types of

808-06 (continued) data concerning engineer drawings; geographic positions; grid coordinates; leveling data; baseline measurements; astronomic data; tidal benchmark data; control diagrams; survey project reports; geodetic control cards; lists and abstracts of directions, computations, and adjustments of triangles; computations and conversions of geographic positions, conversions of rectangular coordinates; computations and adjustments of traverses; baseline computations; abstracts of zenith distance observations; Satellite data; Terrain Profile Recorded data; electronic distance measurements; and similar type geodetic data.

- DISPOSITION:
- a. Destroy individual items when superseded, obsolete, or no longer needed upon completion of final computations or adjustments for a particular project. Refer to file 808-07 for final geodetic control data files.
  - b. Records determined as unique may be offered to the National Archives.

808-07 FINAL GEODETIC CONTROL DATA FILES. Final adjusted or reduced values derived from satellite tracking systems or conventional geodetic surveys, such as Doppler observations, astronomic, triangulation, trilateration, traverse, maintained in the DoD Geodetic Library. For example:

- a. Astronomic latitude, longitude, and azimuth records; limited to computations; summary and solution sheets; result cards; and radio and chronometer comparison sheets.
- b. Electronic distance measurements, baseline measurements limited to reduce chord distances, mean sea level distances, and summary of results.
- c. Calibration data pertaining to tape, instrument, or other equipment calibration/constants.
- d. Vertical control data, limited to: abstracts of spirit leveling, zenith distances, and target heights; "C" factor determinations, final adjustment of elevations, tidal benchmark records, and final computations.

- (808-07 continued)
- e. Horizontal control data, limited to abstracts of directions, lists of directions, and final adjustments.
  - f. Project reports, evaluation reports, and reconnaissance reports.
  - g. Final diagrams of horizontal and vertical control and control photograph plots.
  - h. Final master control data cards and Doppler Receiver geodetic summary cards.
  - i. Satellite systems data: includes observed data on magnetic tape (TRANET Doppler and portable Doppler equipment), precise ephemeris on magnetic tape, Doppler point position solutions (computer printouts), and orbit determinations (computer printouts).

- DISPOSITION:
- a. DoD Geodetic Library: Permanent.  
Retire when superseded or obsolete.
  - b. The following data may be destroyed:
    - (1) Horizontal control: Destroy Abstracts of Directions for third- and lower-order control measurements.
    - (2) Satellite systems data: Destroy punched paper tapes after observations have been transferred to magnetic tape.

808-08 GEODETIC COMPUTATION CONTROL FILES. Machine-punched cards, magnetic tapes, or other media into which are inserted geodetic data.

DISPOSITION: Destroy on supersession or obsolescence of individual items.

808-09 PRELIMINARY GEODETIC COMPUTATION FILES. Preliminary computations made prior to final computations, adjustment of triangulation, traverse, and leveling.

DISPOSITION: Destroy on completion of all final computations for a particular project.

808-10 GEOGRAPHIC POSITION AND UNIVERSAL TRANSVERSE MERCATOR COORDINATE FILES (UTM). Listing of the geographic position, UTM coordinates, station names, and agency code numbers for all available horizontal control stations within geographic areas. Tabulations are arranged by country and quadrangle areas and provide UTM coordinates and an index to the control established by the surveying organizations of each country.

DISPOSITION: a. DoD Geodetic Library: Permanent. Retire when superseded or obsolete.

b. Other offices: Destroy 1 year after supersession.

808-11 GEODETIC RESEARCH DATA FILES. Research data obtained in the field of geodesy on satellite, lunar, occultation, experimental physics, datum geoid, and similar types of research projects.

DISPOSITION: a. Office of Record: Permanent. Cut off on completion of project; hold 1 year and retire.

b. DoD Geodetic Library: Destroy when superseded or obsolete, except records determined as unique may be offered to the National Archives.

809 - HYDROGRAPHIC FILES

These files relate to the measurement and description of the physical features of oceans, seas, rivers and their adjoining coastal areas, and serve as an informational source data for the DMA Hydrographic/Topographic Center.

809-01 HYDROGRAPHIC GENERAL FILES. Documents pertaining to measurement and description of physical features of oceans, seas, rivers, and coastal areas. NOTE: Documents that are not covered by descriptions below will be included in this general description until a detailed file review is performed.

DISPOSITION: Documents originating in the office of record: Permanent. Copies will be held until superseded, obsolete, or no longer needed.

809-02 HYDROGRAPHIC AUTOMATED FILES. Computer programs and subroutines developed to produce magnetic command tapes to operate the automatic cartographic data processing system.

DISPOSITION: Permanent pending review.

809-03 DoD BATHYMETRIC LIBRARY FILES. Documents resulting from the establishment and maintenance of procedures for acquisition of bathymetric data and for supplying evaluated data to users.

DISPOSITION: a. Original documents or those of continued value: Permanent.  
b. Other copies or related papers: Destroy when superseded, obsolete, or no longer needed.

809-04 HYDROGRAPHIC SOURCE DATA. Data of any type collected or accumulated for the production of hydrographic maps and charts. Included are hydrographic maps and charts, sketches, drawings, observations, computations, manuscript compilations, intelligence documents, written reports, and other related data.

- 809-04 (continued) DISPOSITION:
- a. When not published or completely duplicated in resultant product and determined to be unique and to have continuing value: Permanent.
  - b. When published and completely duplicated in resultant product and no longer required for reference or other purposes: Retain 1 year after final completion and publication.

809-05 HYDROGRAPHIC CONTROL DATA. Geographic positions and plane coordinates of triangulation and traverse stations and the elevations of benchmarks which are used as the bases for hydrographic surveys of the coastal waters and other related items.

DISPOSITION: Permanent.

## 810 - PHOTOGRAPHIC FILES

These files relate to obtaining, evaluating, indexing, storing, and servicing photography.

810-01 AERIAL MAPPING FILM AND PHOTOGRAPHIC PRINT FILES. Documents created for use in geodetic preparation of maps, either by contract or by other agencies. Included are vertical and oblique aerial film and prints made from the film.

DISPOSITION: a. Film created under contract: Permanent. Cut off on publication of map.

b. Film of other agencies: Return to agency on publication of the map.

c. Prints: Destroy on supersession or obsolescence.

810-02 PHOTO INDEX FILES. An overlay, keyed to a base map, indicating the location and area covered by individual photographs, and/or the flight strips. Also called photo plot, plot map, sortie plots.

DISPOSITION: Permanent. Retire when no longer needed.

810-03 PHOTO MOSAICS FILES. Record sets of aerial mosaics and similar prints covering selected areas.

DISPOSITION: Permanent. Retire when no longer needed.

810-04 DIAPOSITIVE FILES. Positive photographic prints on a transparent medium, usually glass, prepared from aerial film. They are used in plotting instruments or projectors in preparing a map or stereophotogrammetric drawing.

DISPOSITION: Destroy on publication of the map, unless required for use in large-scale mapping of the same area.

811 - TOPOGRAPHIC FILES

These files consist of raw or basic information required in the compilation of maps.

811-01    CARTOGRAPHIC REFERENCE FILES. Documents reflecting current information necessary for map compilation. Included are materials which have respective or multiple application; published or processed maps or other publications usually maintained in library-type activities; and copies of map overlays, errata lists, and similar items which are maintained in operation elements on a continuing basis.

DISPOSITION: Destroy when superseded, obsolete, or no longer needed.

811-02    MAPPING SOURCE DATA FILES. Geographic information covering cultural and physical aspects of a country or regional area for support of DMA map programs maintained as an Area Research Data Bank. Included are area documents of boundaries sovereignty, cities, towns, communications, culture features (industries, public works, landmarks, military data) drainage and water resources, railroads, roads, highways, terrain features, vegetation and woodland, weather and climate, parklands, forests, search requirements (gaps in information and sources to be exploited) and other related documents.

DISPOSITION: Destroy when superseded, obsolete, or no longer needed.

811-03    INTERMEDIATE MANUSCRIPT FILES. Manuscripts created by map compilation or stereocompilation methods wherein information from aerial photography, maps, or documents is combined to become the original drawing of a new map. Included are manually prepared overlays, photographic negatives, proof copies, hand pulls, and similar media created in the preparation of final reproduction manuscript negatives.

DISPOSITION: Destroy on preparation and acceptance of final reproduction manuscript negatives.

811-04 FINAL REPRODUCTION MANUSCRIPT NEGATIVE FILES. Photographic negatives from which lithographic press plates are made for the printing of completed maps, and negative molds of three-dimensional terrain models from which production molds are cast for the forming of three-dimensional relief maps.

DISPOSITION: Destroy on supersession or cancellation.

811-05 REPRODUCTION MANUSCRIPT CONTROL FILES. Documents pertaining to the procurement, use, transfer, and loan of reproduction manuscript material.

DISPOSITION: Destroy when 5 years old.

811-06 REPRODUCTION MANUSCRIPT CANCELLATION FILES. Documents which officially cancel reproduction manuscript material and form the basis for destruction of such material.

DISPOSITION: a. Office of record: Destroy when 5 years old.

b. Other offices: Destroy when 1 year old.

812 - INTELLIGENCE FILES

These files consist of intelligence data that are collected and used in mapping, charting, and geodesy.

812-01 INTELLIGENCE REFERENCE FILES. Copies of documents received from intelligence offices and used as a library for mapping and charting reference; such as intelligence reports, publications, studies, and similar documents.

DISPOSITION: Destroy when superseded or obsolete.

812-02 CAPTURED DOCUMENT FILES. Documents captured or confiscated in wartime under the provisions of international law including records of foreign governmental, military, private, and other institutions. Maintain as separate entity to preserve administrative origin and arrangement to the fullest extent practicable. This description does not include captured cryptologic records. NOTE: Immediately after a DMA organization has completed intelligence or other exploitation of captured documents, it will request disposition instruction from HQ DMA, ATTN: Records Administrator.

DISPOSITION: Permanent.

813 - PRODUCTION FILES

These files pertain to map, chart, and geodetic preparation and are created from the process of specifying the mapping, charting, and geodetic work to be done and the sequence of actions to be taken to accomplish that work.

813-01 WORK ASSIGNMENT FILES. Assignment of map and chart projects including assignments to units under operational control.

DISPOSITION: Destroy 1 year after completion of assignment.

813-02 MAP PROJECT ASSIGNMENT FILES. Documents which initiate map and chart project and specify the work to be done and the sequence of operations. Included are sets of instructions and reproduction tissues.

DISPOSITION: a. HQ DMA: Permanent. Retire 2 years after completion of assignment.  
b. Components: Destroy 1 year after completion of assignment.

813-03 PRODUCTION AND PROJECT ORDER MEMORANDUM FILES. Documents prepared as supplements to amplify, modify, or clarify requirements, or treat subjects not covered in a map and chart project assignment instruction.

DISPOSITION: a. HQ DMA: Permanent. Cut off on completion of project.  
b. Components: Destroy 1 year after completion of project.

813-04 MAP AND CHART PREPARATION GUIDE (FORMERLY COMPILATION RECORD SHEET FILES). Compilation records and supporting papers containing job specifications and specific reference to aerial photos, and other source materials used for cultural and natural features, place names, boundary lines, and similar data basic to the content, accuracy, and reliability of mapping and charting.

DISPOSITION: Permanent. Cut off on completion of project.

- 813-05 PRODUCTION AND REPRODUCTION CONTROL FILES. Documents which control and reflect the progress of mapping, charting, and geodetic projects. Included are priorities and schedules, manuscript checks, quality inspections, progress reports, memoranda, and related papers.
- DISPOSITION: a. HQ DMA: Destroy when 5 years old.
- b. Components: Destroy when 1 year old.
- 813-06 QUALITY SURVEILLANCE FILES. Production identification charts, personnel distribution and duty assignment charts, product inspection records and summaries, procedures and systems reviews and summaries, discrepancy and corrective action records and summaries, quality trend charts and summaries, comparable forms, and related papers.
- DISPOSITION: Destroy 1 year after action has been completed.
- 813-07 QUALITY SURVEY FILES. Special survey records, staff summary reports, and related papers.
- DISPOSITION: Destroy when 2 years old.
- 813-08 QUALITY REPORTING FILES. Quality inspections, deficiency reporting, and related records.
- DISPOSITION: Destroy when 3 years old.
- 813-09 PRODUCTION REPORTS FILES. Documents which control and reflect the progress of mapping, charting, and geodetic projects. Included are priorities and schedules, manuscript checks, quality inspections, progress reports, memoranda, and related papers.
- DISPOSITION: a. HQ DMA: Destroy when 5 years old.
- b. Components: Destroy when 1 year old.

814 - DISTRIBUTION AND STORAGE FILES

Control of the worldwide DoD map, chart, and geodesy requirements, procurement, inventory management, cataloging, distribution, and operating the DMA map, chart, and geodesy depot.

814-01 MAP DISTRIBUTION POLICY FILES. Documents specifying the condition and authority for release and issue of maps and related publications. Included are authority for automatic distribution, specific release authority for issuing maps and publications to certain individuals and organizations, and general release authority specifying conditions under which maps and publications will be released from distribution stocks.

DISPOSITION: a. Office responsible for formulating policy: Permanent.  
b. Other offices: Destroy on supersession or obsolescence.

814-02 MAP STOCK LEVEL FILES. Documents created by map distribution activities in the establishment and maintenance of stock levels sufficient to satisfy requirements of elements serviced.

DISPOSITION: Destroy on supersession or obsolescence.

814-03 MAP REQUISITION FILES. Documents relating to the requisitioning and shipment of maps and related publications. Included are requisitions, shipping orders and authorizations, and related documents.

DISPOSITION: Destroy when 2 years old.

814-04 MAP SERIES FILES. Documents created in the review of maps and map series to determine which will be maintained as active distribution items and which will be inactivated.

DISPOSITION: Destroy 1 year after determination.

814-05 PUBLIC SALES POLICY FILES. Documents received and issued on procedural guidance for release, sale, and non-reimbursable supply of DMA products to the general public, other U.S. Government agencies, foreign governments and nationals, treaty organizations, and other organizations.

DISPOSITION: a. Office of record: Permanent.  
b. Other offices: Destroy when superseded or obsolete.

814-06 PUBLIC SALE OF DMA PRODUCTS FILES. Request for and issuance of DMA products, such as copies of cash sale invoices, monthly statements of issues of sales to agents, quarterly statements, issue invoices, credit invoices for cancelled or obsolete charts and publications, and shipping orders. (See Series 300 for accounting and disbursing records.)

DISPOSITION: Destroy when 1 year old.

814-07 STOCK DUE-IN DOCUMENTS FILES. Documents reflecting quantity and type of material due-in which are used as a record of due-in shipments, as a notification of shipment, or for purposes of warehouse space utilization planning. Included are copies of requisitions, purchase orders, shipping and delivery orders, and similar documents; but excluded are documents when filed with vouchers to the stock record account.

DISPOSITION: Destroy 6 months after receipt of shipment, or when they have served their purpose, whichever is first.

814-08 REQUISITION SUSPENSE AND STATUS FILES. Documents maintained by the requisitioner which reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions.

DISPOSITION: Destroy 3 months after completion of supply action, or on cancellation of requisition.

814-09 ISSUE HISTORY FILES. Documents reflecting the record of each material request release order and all supply actions taken on the request. These documents may be in the form of hard copy, punched card, or tape.

DISPOSITION: Destroy when 2 years old.

814-10 REQUISITION REGISTER FILES. Registers maintained to record requisitions submitted for supplies to be furnished DMA by other Government agencies.

DISPOSITION: Destroy when 1 year old.

814-11 STATION SUPPLY REPORTING FILES. Reports concerning the status of supply, excess stock, and the redistribution of stock, including station stock status report and report on the status of equipment.

DISPOSITION: Destroy when 2 years old.

814-12 STOCK INVENTORY AND RECONCILIATION FILES. Stock balance sheets or comparable work papers used for purposes of inventory, reconciliation, or adjustment of stock balance.

DISPOSITION: Destroy when 6 months old, or on completion of next inventory, reconciliation, or adjustment, whichever is first.

814-13 STOCK LEVEL CONTROL FILES. Documents relating to the establishment and amendment of stock levels at stations and depots. Included are requests by stations to depots for revision in stock level and depots to control points for revision to depot stock level.

DISPOSITION: Destroy when 1 year old.

814-14 FOREIGN GOVERNMENT RECEIPT FILES. Documents bearing the signature of a representative of a foreign government or other duly authorized representative, such as freight forwarder, carrier, or in-country representative. Normally, files consist of, but are not limited to, signed supply manifests including supporting manifest copies of shipping

(814-14 continued) documents, U.S. Postal Service receipt forms, and other types of records evidencing receipt of material from DMA by a foreign country.

DISPOSITION: Retire when 2 years old and destroy 10 years after retirement.

814-15 LOCATOR RECORD FILES. Documents constituting a part of a location system for supplies and equipment, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards, bin tags, and comparable documents.

DISPOSITION: Destroy when superseded or obsolete.

814-16 STORAGE IDENTIFICATION AND INSPECTION REPORTING FILES. Documents relating to the identification, classification, and inspection of items in storage or received for storage from sources other than contractors, reflecting the physical condition of the items, packing procedures used, and the examination and testing of items, for the general purpose of determining the suitability of storage methods and conditions, and to assure that the supplies and equipment will be in usable condition at all times. Included are surveillance inspection reports, quality history records, test data sheets, stock discrepancy reports, classification reports, and comparable papers.

DISPOSITION: Destroy when 2 years old.

814-17 STORAGE REGISTER FILES. Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.

DISPOSITION: Destroy when 2 years old.

814-18 STORAGE REPORTING FILES. Reports relating to overall storage operations which are made to higher headquarters. Included are depot space and operating reports, monthly materials handling reports, and similar reports.

DISPOSITION: Destroy when 3 years old.

814-19 SUPPLY ITEM REFERENCE FILES. Standard nomenclature lists, interchangeable stock numbers lists or cards, standard stock catalogs, supply catalogs, and similar supply reference aids.

DISPOSITION: Destroy on supersession or obsolescence.

815 - AIR TARGET MATERIALS (ATM) FILES

These files relate to specific ATM products and projects that are production active and include correspondence relative to the responsibility, assignment, status, and application of approved products and service.

815-01 MC&G LARGE-SCALE CHART PRODUCTION. Documents created as a result of chart production and associated problems resulting from changes in schedules, resources and uses of new products, and the maintenance of inventory items.

DISPOSITION: a. Office of Record: Permanent.  
Review annually.

b. Other offices: Destroy when superseded or obsolete.

815-02 MC&G POINT POSITIONAL DATA. Documents created as a result of the production and maintenance of specific horizontal and vertical positions for strategic and tactical uses as navigational and strike reference positions.

DISPOSITION: a. Office of Record: Permanent.  
Review annually.

b. Other offices: Destroy when superseded or obsolete.

815-03 POINT POSITIONAL DATA BASES. Documents created as a result of the production and maintenance of data base materials and associated problems resulting from changes in requirement, production, schedules, and resources related thereto.

DISPOSITION: a. Office of Record: Permanent.  
Review annually.

b. Other offices: Destroy when superseded or obsolete.

## 816 - DIGITAL DATA BASE FILES

These files relate to studies, developmental support, and production of digital data having specific MC&G applications.

- 816-01 DIGITAL RADAR LANDMASS SIMULATION (DRLMS). Documents created as a result of the production of DRLMS data files. International cooperation in production of DRLMS and related correspondence.
- DISPOSITION: a. Office of Record: Permanent.  
Review annually.
- b. Other offices: Destroy when superseded or obsolete.
- 816-02 TERCOM. Files and digital terrain data documents covering support of terrain-following weapons.
- DISPOSITION: a. Office of Record: Permanent.  
Review annually.
- b. Other offices: Destroy when superseded or obsolete.
- 816-03 DIGITAL DATA BASE GENERAL FILE. Documents created as a result of multiprogram production and maintenance of digital data. Interrelationship files of digital data information for several products, requirements, and/or users.
- DISPOSITION: a. Office of Record: Permanent.  
Review annually.
- b. Other offices: Destroy when superseded or obsolete.
- 816-04 VERTICAL OBSTRUCTION DATA (VOD). Documents created as a result of production and maintenance of VOD bases and related requirements, schedules, and resources.
- DISPOSITION: a. Office of Record: Permanent.  
Review annually.
- b. Other offices: Destroy when superseded or obsolete.

816-05 DIGITAL TERRAIN ELEVATION DATA (DTED). Documents created as a result of production and maintenance of DTED and related requirements, schedules, and resources.

DISPOSITION: a. Office of Record: Permanent.  
Review annually.

b. Other offices: Destroy when superseded or obsolete.

816-06 FIREFINDER. Documents created as a result of production and maintenance of FIREFINDER and related requirements, schedules, and resources.

DISPOSITION: a. Office of Record: Permanent.  
Review annually.

b. Other offices: Destroy when superseded or obsolete.

816-07 PERSHING II. Documents created as a result of production and maintenance of PERSHING II and related requirements, schedules, and resources.

DISPOSITION: a. Office of Record: Permanent.  
Review annually.

b. Other offices: Destroy when superseded or obsolete.

## 817 - GEOMAGNETIC FILES

These files relate to measurements of the earth's magnetic field, its relationship with the outer atmosphere and its interaction with inter-planetary magnetic fields.

817-01 INTELLIGENCE DATA HANDLING SYSTEM (IDHS). These files consist of magnetic tapes, cards, listings, and other media on which geomagnetic data has been recorded.

- a. Source Information File (SIF). This is an information file. It contains parameters such as track spacing, platform type, instrumentation, navigation aids, and other information which will enable the user to evaluate data accuracies and whether it suits his particular application.
- b. Product Information File (PIF). This file contains information which describes any chart produced from a geomagnetic survey. Examples are chart projection, scale, title, chart number, geomagnetic elements portrayed, and other information that allows the user to evaluate the product in terms of his own applications.
- c. Reference Information File (RIF). This file contains information which describes any publications or evaluations which may have been produced as a result of a geomagnetic survey. It contains such information as publication title, date, availability, and other information that allows the user access to publications and evaluations of geomagnetic surveys. Retrievals from any of above files provided on request.

- DISPOSITION:
- a. DoD Geomagnetic Data Library:  
Retain current files as permanent.
  - b. Non current: Destroy when obsolete.
  - c. Other offices: Destroy when obsolete.

817-02 TOTAL INTENSITY DATA FILES. This file contains Digital Total Magnetic Intensity values from geomagnetic surveys conducted worldwide. Retrievals by area are made upon request.

- 817-02 (continued) DISPOSITION:
- a. DoD Geomagnetic Data Library: Retain current files as permanent.
  - b. Non current: Destroy when obsolete.
  - c. Other offices: Destroy when obsolete or when no longer needed.

817-03 AWC 75 MODEL OF THE EARTH'S MAGNETIC FIELD. This file contains a set of spherical harmonic coefficients and provides the basis for the geomagnetic information portrayed on all nautical and aeronautical charts published by DMA. Data are furnished directly or computer programs can be provided for computing values, from the coefficients.

- DISPOSITION:
- a. DoD Geomagnetic Data Library: Retain current files as permanent; coefficients are updated every 5 years.
  - b. Non current: Destroy when obsolete.
  - c. Other offices: Destroy when obsolete. Update every 5 years.

817-04 D-RESIDUAL FILE. This file contains values of residual declination and portray anomalous values of declination by showing differences between observed and computed values. These values are useful in evaluating how well the AWC model fits the observed data in particular areas. Residual data are provided by area and on request. File is updated every 5 years in conjunction with the production of new geomagnetic field models.

- a. DoD Geomagnetic Data Library: Retain current files as permanent.
- b. Non current: Destroy when obsolete.
- c. Other offices: Destroy when obsolete.

817-05 HARD COPY FILES. This file contains hard copies of charts and publications produced by various organizations involved in geomagnetic surveys (foreign and domestic) on a worldwide basis. Indexes, reproductions, and other supporting information provided by area and on request.

- DISPOSITION:
- a. DoD Geomagnetic Data Library: Retain current files as permanent.
  - b. Non current: Destroy when obsolete.
  - c. Other offices: Destroy when obsolete.

DMA FUNCTIONAL FILE SYSTEM

SERIES 900

MEDICAL AND HEALTH SERVICES

1. Medical and Health Services Files relate to the providing or assuring availability of health, medical, radiation protection, and other related services for personnel of the Defense Mapping Agency.

2. Individual-type records, which by regulation or normal practice are maintained by the personnel office as a part of the individual's official personnel folder, are excluded from these files.

3. These files accumulate in offices responsible for medical, health, and radiation protection services.

4. These files have been assigned the basic series number of 900. Common Mission File (201-01 through 201-08) for multipurpose files identification may also be used. File numbers, title descriptions, retention periods, and disposition standards are contained in the following subgroups.

- 901 Medical and Health Program Files
- 902 Radiation Protection Program Files

901- MEDICAL AND HEALTH PROGRAMS FILES

These files relate to the administration of medical and health programs of the Defense Mapping Agency.

- 901-01 HEALTH AND MEDICAL SERVICES ADMINISTRATION (GENERAL) FILES.  
Documents relating to health and medical matters,  
of a general nature.  
  
DISPOSITION: Destroy 6 years after last entry.  
(GRS 1/21)
- 901-02 DISPENSARY ADMINISTRATIVE FILES. Documents relating to  
the administration of dispensaries and/or other  
medical treatment facilities.  
  
DISPOSITION: Destroy 6 years after last entry. (GRS 1/19)
- 901-03 MILITARY HEALTH RECORDS FILES. Individual health  
records relating to military personnel maintained  
by dispensaries or medical treatment facilities.  
  
DISPOSITION: Transfer with related individual  
personnel records.
- 901-04 CIVILIAN EMPLOYEE MEDICAL FILES. Forms, correspondence and  
records relating to an employee's medical history,  
occupational injuries or diseases, physical examinations,  
and treatment received in the Health Unit - EXCLUDING  
pre-employment physical examinations, and disability  
retirement and fitness for duty examinations which are  
filed in the Official Personnel Folder (OPF) upon separation  
of employee (Ref: FPMS 293-31). Those records not  
required for filing in the OPF, if not retained by the  
agency, may be transferred to the local Federal Records  
Center. Under no circumstances should the files be  
sent to the National Personnel Records Center (CPR).  
  
DISPOSITION: Destroy 6 years after last entry.  
Upon transfer of employee, the records  
will be put in a sealed envelope and  
transferred with the employee.  
(GRS 1/21)

901-05 MEDICAL REPORTS FILES. Periodic reports prepared or received reflecting statistics regarding treatment given, number of individuals treated, or population served, occupational health hazards and control measures, and similar reports.

DISPOSITION: Destroy 2 years after date of summary or report. (GRS 1/22)

901-06 BLOOD PROGRAM FILES. Documents related to administering the DMA Blood Program. Included are documents relating to blood grouping, blood collection, procurement of blood, method of payment, interchange of blood between installations, notification of existence or activation of blood donor centers, and similar matters.

DISPOSITION: a. Individual record: Donors - destroy 20 years after retirement. Non-donors - destroy 1 year after retirement, separation, or transfer.

b. Other records: Destroy when no longer needed.

901-07 ALCOHOL AND NARCOTIC CONTROL FILES. Documents relating to alcohol and narcotic control of DMA personnel. Included are letters, messages, extracts of directives, cards, printouts, and similar or related documents.

DISPOSITION: Destroy when 3 years old. (GRS 1/27.b.)

902 - RADIATION PROTECTION PROGRAM FILES

These files result from efforts to minimize the hazards to personnel and property resulting from the use of sources of ionizing radiation and to document the effectiveness of the efforts to that end. For brevity, the offices accumulating these files are referred to as "radiological protection offices."

902-01 RADIOLOGICAL PROTECTION TRAINING FILES. Documents related to preparing and presenting local training courses on methods of controlling, preventing, and dealing with exposure of people and the environment to ionizing radiation. Included are locally developed training material and aids, notification of training sessions, and similar or related documents.

DISPOSITION: a. Training course materials and aids: Destroy when superseded or obsolete.  
b. Other documents: Destroy when 2 years old.

902-02 RADIOLOGICAL SOP FILES. Documents maintained by radiological protection officers that prescribe procedures for procurement, use, disposal, and control of each source of ionizing radiation. Included are standard operating procedures and similar or related documents.

DISPOSITION: Destroy when SOP is superseded or on disposition of the source of ionizing radiation.

902-03 INSTRUMENT AND SOURCE CALIBRATION FILES. Documents related to calibrating sources of ionizing radiation and instruments used to measure radiation. Included are calibration logs, manufacturer's and locally developed calibration standards, and similar or related documents.

DISPOSITION: a. Calibration standards: Destroy on supersession or on disposal of the related sources of ionizing radiation.  
b. Logs and other papers: Destroy when 1 year old.

902-04 RADIOACTIVE MATERIAL ACCOUNTING FILES. Documents accumulated by radiological protection officers in controlling the receipt, transfer, use, storage, and disposal of sources of ionizing radiation. Included are records of material movements, instructions concerning movements, registers, issue receipts, inventory material, accounting records, waste disposal reports, and similar or related documents.

DISPOSITION: Destroy in CFA after 3 years or 3 years after log and/or card is filled.

902-05 RADIATION FILM BADGE CONTROL FILES. Documents reflecting the issue and control of dosimetry film badges. Included are requests for issue and turn-in of badges, documents used to record issues and turn-ins, and similar or related documents.

DISPOSITION: Destroy when 1 year old. Earlier disposal is authorized.

DMA FUNCTIONAL FILE SYSTEM

SERIES 1000

DMA TRAINING SCHOOL FILES

1. DMA Training School Files relate to the need for, conduct, and administration of training schools and training centers for mapping, charting, and geodesy throughout the Defense Mapping Agency.

2. Offices responsible for the training and education of DMA personnel will use these files to identify, maintain, and dispose of records accumulated in documenting training courses and programs, student evaluations, requests for training aids, etc.

3. Series 608, Civilian Personnel Training Files, will be used for all other types of training not included in this series.

4. DMA School Files have been assigned the basic file number of 1000. Common Mission Files (201-01 through 201-08) for multi-purpose may also be used. File numbers, descriptions, retention periods and disposition standards are contained in the following subgroups:

- 1001 Training Schools and Curriculum Files
- 1002 Student Selection and Academic Records
- 1003 Training School Aids

## 1001 - TRAINING SCHOOLS AND CURRICULUM FILES

These files pertain to the administration and academic curriculum of DMA Training Schools.

1001-01 TRAINING SCHOOL REQUIREMENT FILES. Documents related to determining requirements for a training school: For example: requirements for acquisition, activation, retention, utilization, expansion, consolidation, inactivation, or disposition; studies; justifications; maps; and similar or related documents.

DISPOSITION: Destroy when 10 years old.

1001-02 TRAINING SCHOOL OPERATING FILES. Documents related to planning and conducting resident and support of nonresident training for general technical and MC&G training programs.

DISPOSITION: Permanent.

1001-03 TRAINING MEDIA FILES. Documents related to training operations mutual support programs, self-paced instruction and programmed texts, training literature, schedules, programs, lesson plans, memorandums, directives, and similar or related documents.

DISPOSITION: Destroy when 3 years old or when ; superseded or obsolete.

1001-04 RESERVED

1001-05 DOCTRINAL TRAINING LITERATURE AND CURRICULUM FILES. Documents related to controlling and approving the establishment, content, and conduct of individual school courses for accuracy, currency, applicability, need, and compliance with doctrine. Included are recommendations concerning the elimination of overlap and duplication between courses; course approvals, copies of special texts and programs and courses of instruction; and similar or related documents.

DISPOSITION: Permanent.

1001-06 COURSE PUBLICATION FILES. Documents related to establishing, revising, and discontinuing courses of instruction. Included are programs of instruction, courses of instruction; lesson plans; social texts or syllabuses; coordinating actions; approvals for establishment, revision, or discontinuance of the courses; and similar or related documents.

DISPOSITION: a. School catalogs: Permanent.  
b. Other Documents: Destroy 5 years after revision or discontinuance of the course. Earlier destruction is authorized.

1001-07 SCHOOL PLANNED INPUT AND QUOTA FILES. Documents related to the planning, execution, and revision of personnel inputs for school courses. Included are planned inputs, allocations of school quotas to input agencies, coordinating documents, requests for quotas, estimated quota requirements, invitational quotas, final approved quotas, and similar or related documents.

DISPOSITION: Destroy when 3 years old.

1001-08 CLASS SCHEDULE FILES. Documents reflecting programmed classes and their starting dates, approved personnel inputs for each class, and related data. Included is the annual consolidated schedule of classes for the DMA school system and related documents.

DISPOSITION: Destroy when 1 year old.

1001-09 SCHOOL REPORTING FILES. Documents reflecting such information as the number of school enrollments, turnbacks, graduates, and failures; number of personnel enrolled from military services; number of Reserve components students; Civilian organizations and similar data. Included are forms, printouts, correspondence, and similar or related documents.

DISPOSITION: Destroy when 5 years old.

1001-10 SCHOOL TRAINING REPORT AND TEST FILES. Documents relating to Active Military and Reserve Components. Included are training evaluation reports, unit test files, active, reserve, ANACDUTRA attendance reports; and related documents.

DISPOSITION: Destroy when 5 years old.

1001-11 FACULTY DEVELOPMENT PROGRAM FILES. Documents accumulated by schools to provide a locally available record of qualifications, experience, effectiveness, and comparable information on potential instructors, assigned instructors, and guest speakers. They are used in requesting assignment or employment of instructors, utilizing instructors, and determining their need for additional training. Included are instructor evaluation forms, qualification data, biological sketches, and similar or related documents.

DISPOSITION: Individual files place in inactive file on transfer or separation of instructor. Destroy 3 years thereafter.

1002 - STUDENT SELECTION AND ACADEMIC RECORDS FILES

These files relate to the selection, attendance, proficiency, and evaluation of individuals participating in various types of MC&G training.

1002-01 MC&G COURSE EVALUATION FILES. Documents relating to evaluation of individual students attending MC&G training courses. Included are report summary sheets, rating sheets, summary evaluation reports, reaction test observations, leadership evaluation and similar or related documents.

DISPOSITION: Destroy when 1 year old.

1002-02 SCHOOL FACULTY BOARD REVIEW FILES. Documents pertaining to the class standing, rating, classification, and proficiency of students. Included are minutes of school faculty board meetings and similar or related documents.

DISPOSITION: Destroy 1 year after transfer or separation of individual.

1002-03 RESERVED

1002-04 FOREIGN TRAINING PROGRAM FILES. Documents related to training of foreign nationals. Included are training programs and control, foreign student records of training and reports such as selection of nationals to be trained, and similar or related documents.

DISPOSITION: Destroy when 3 years old.

1002-05 STUDENT SELECTION FILES. Documents relating to the selection of personnel for attendance at DMA schools. Included are requests for and allocations of school quotas; waivers of qualifications and choices for assignment, prerequisites for attendance, recommendations for school training, availability of school funds, transfer or relief of students, and similar or related documents.

DISPOSITION: Destroy 2 years after transfer or separation of individual.

1002-06 INDIVIDUAL ACADEMY RECORD FILES. Documents indicating courses of attendance, length of each course, extent of completion of courses, and results thereof; aptitudes and personal qualities and documents relating to extension courses.

DISPOSITION: Destroy when 40 years old. Cut off annually.

1002-07 COLLATERAL INDIVIDUAL TRAINING RECORD FILES. Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long-term records. Included are absentee reports, progress reports of individuals, delinquency reports, registration forms, examination papers, and similar or related documents.

DISPOSITION: Destroy on graduation or elimination of individual, or on completion of the course, whichever is applicable.

1002-08 RESERVED

1003 - TRAINING SCHOOL AIDS

These files relate to the preparation and use of training films, photographs, devices, and other training aids.

1003-01 RESERVED

1003-02 RESERVED

1003-03 RESERVED

1003-04 TRAINING AID WORK ORDER FILES. Documents reflecting requests for construction or manufacture of training aids. Included are work orders, cost estimates and data, sample illustrations, photographs, clippings, correspondence, and similar or related documents.

DISPOSITION: Destroy 1 year after completion of the related work or on discontinuance, whichever is first.

DMA FUNCTIONAL FILE SYSTEM

SERIES 1100

COMMUNICATIONS - MAIL - AUDIO-VISUAL SERVICES FILES

1. Communications, Mail, and Audio-Visual Services Files relate to electronics or communications; audio-visual services; receipt, dispatch, and delivery of mail by mailrooms; and postal services.
2. Offices responsible for communications, mail, and audio-visual functions will use this series to identify, maintain, and dispose of documents relating to these operations.
3. These files have been assigned the basic series number of 1100. Common Mission Files (201-01 through 201-08) for multipurpose files identification may be used. File numbers, descriptions, retention periods, and disposition standards are contained in the following subgroups:

1101	Communications Requirements Files
1102	Postal and Mail Services Files
1103	Audio-Visual Services Files

## 1101 - COMMUNICATIONS REQUIREMENTS FILES

These files relate to the development and reporting requirements for communication-electronic facilities and equipment. In addition, they relate to electromagnetic compatibility and reduction of interface.

1101-01 COMMUNICATION REPRESENTATION FILES. Documents relating to representation on and recommendations to other agencies. Included are implementation of decisions on communications, electronic policies, radio frequency allocations, call signs, radio interference, and radio propagation matters.

DISPOSITION: Destroy 2 years after expiration or cancellation of agreement. (GRS 12/2.e.)

1101-02 NONTACTICAL TELECOMMUNICATIONS PROJECT FILES. Documents relating to the preparation, validation, and approval of nontactical telecommunication requirements (including COMSEC requirements); and the design, engineering, construction, and installation of nontactical telecommunications services, equipment, facilities, networks, and systems. Included are project case files containing requirement statements, project approval letters, bills of material, design and engineering data, specifications, installed communication equipment property cards, and related documents.

DISPOSITION: Destroy 2 years after expiration or cancellation of agreement. (GRS 12/2.e.)

1101-03 ELECTRONIC EQUIPMENT ENVIRONMENTAL FILES. Documents reflecting data collected for use in connection with the Electromagnetic Compatibility Program, the object of which is to ensure that electronic systems will not suffer degradation due to the effects of mutual interference. Included are summaries containing environmental data; letter reports of changes to operational data; letter reports of changes to operational environments due to modification, removal, or replacement of the equipment; and related papers.

DISPOSITION: Destroy 2 years after expiration or cancellation of agreement. (GRS 12/2.e.)

- 1101-04 TELECOMMUNICATION REPORTING EXCEPTION FILES. Documents relating to exceptions granted to the required submission of report.
- DISPOSITION: Destroy on termination of the exception.
- 1101-05 SERVICE SPEED ANALYSIS REPORTING FILES. Documents reflecting data on message transit time from time of filing at designated originating communications centers to the time of availability for delivery at designated terminating communications centers. Included are reports and related papers.
- DISPOSITION: Destroy when 6 months old. (GRS 12/3.a.)
- 1101-06 TELEPHONE TRAFFIC DATA REPORTING FILES. Reports reflecting telephone traffic data, estimated future lines and stations, summary of equipment, and related documents.
- DISPOSITION: Destroy when 3 years old. (GRS 12/2.b.)
- 1101-07 TELEPHONE EQUIPMENT DATA REPORTING FILES. Reports containing data on the type and current usage of telephone facilities. Included are annual and interim reports and related papers.
- DISPOSITION: Destroy when 3 years old. (GRS 12/2.b.)
- 1101-08 TELEPHONE EQUIPMENT AND SERVICE CONTROL FILES. Documents containing data on equipment and service control, status of equipment, recurring charges, change in service and equipment, summaries of authorized equipment and services, and similar data and related papers. NOTE: Permanent records are maintained by the Defense Telephone Service, Washington, D. C.
- DISPOSITION: Destroy on supersession or on discontinuance of the organization or element, whichever is first.
- 1101-09 TELEPHONE SERVICE WORK ORDER FILES. Documents used to request and authorize telephone service on Government-owned systems. Included are requests for telephone service, work orders, and related papers.
- DISPOSITION: Destroy when 3 years old. (GRS 12/2.b.)

- 1101-10 TELEPHONE TOLL TICKET FILES. Tickets prepared for all outgoing telephone toll calls and used to check the commercial toll statement at the end of the billing period.
- DISPOSITION: Destroy when 3 years old. (GRS 12/2.b.)
- 1101-11 TELEPHONE TOLL CALL REPORTING FILES. Reports of all authorized official outgoing prepaid or incoming collect calls.
- DISPOSITION: Destroy when 6 months old, except when discrepancies between these records and toll tickets are found; in which case the files will be held until corrective action has been completed. (GRS 12/3.a.)
- 1101-12 COMMUNICATIONS ACCOUNTS FILES. Documents relating to telephone, teletype, and telegraph accounting. Included are vouchers, vendor's invoices, and correspondence.
- DISPOSITION: Destroy when 1 Fiscal year old. (GRS 12/2.d.)
- 1101-13 COMMUNICATIONS CENTER MESSAGE FILES. Copies of incoming and original authenticated copies of outgoing messages maintained in communications centers, message centers, and official mailrooms.
- DISPOSITION: Communications centers: Destroy when 2 years old.

1102 - POSTAL AND MAIL SERVICES FILES

These files relate to the postal and mail functions performed by mailrooms, and by military postal activities.

1102-01 POSTAL ACTIVITIES REPORTING FILES. Reports containing data on postal activities such as postal operations, and dispatch reports and related documents.

DISPOSITION: a. HQ DMA: Destroy when 6 years old.  
b. Other offices: Destroy when 2 years old. (GRS 12/7)

1102-02 POSTAL LOSS AND SHORTAGE FILES. Documents relating to the recording, reporting, and investigating of losses and shortage of postage stamps and stamped paper; losses or destruction of mail, including delay; and accident, occurrence, or depreciation (theft and/or rifling) involving mail. Included are reports containing facts surrounding the loss or shortage, investigation progress reports, final investigation reports, records or postal claims, records of lost or rifled mail, and related papers.

DISPOSITION: Destroy 1 year after completion of the investigation. (GRS 12/5.c.)

1102-03 MAIL DISTRIBUTION FILES. Mail distribution and data listing Military/Government Post Offices which serve units and organizations.

DISPOSITION: Destroy upon receipt of revised distribution list.

1102-04 MAIL ROUTING GUIDE FILES. Documents prepared to facilitate mail delivery, reduce routing errors, and aid in training new routing clerks. Included are cards, manuals, indexes, and similar papers used as mail routing guides.

DISPOSITION: Destroy on supersession or obsolescence, except background papers relating to the guide will be destroyed after 1 year. (GRS 12/6.g.)

- 1102-05 POSTAL DIRECTORY FILES. Cards used in maintaining a locator system to facilitate the delivery of mail to individuals. Included are locator cards and locator card file inspection record.
- DISPOSITION: Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable. (GRS 12/6.h.)
- 1102-06 MAIL MANIFEST FILES. Documents used to manifest mail shipments between postal activities.
- DISPOSITION: Destroy when 1 year old. (GRS 12/5.a.)
- 1102-07 AUTHORIZATION DELIVERY ORDER FILES. Documents used by individuals to authorize representatives to pick up their mail on a continuing basis.
- DISPOSITION: Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable. (GRS 12/6.h.)
- 1102-08 MAILROOM ACCOUNTABLE MAIL RECEIPT FILES. Documents reflecting the receipt and dispatch of registered, numbered insured, and certified mail by mailrooms. Included are records for accountable mail, firm record books for mailing and delivery of registers, certified numbered insured, dispatch books, accountable mail ledger books, and related or similar documents.
- DISPOSITION: Destroy when 1 year old. (GRS 12/5.a.)
- 1102-09 MAIL CONTROL FILES. Documents relating to the control of incoming and outgoing mail. Included are routing and suspense slips, delivery receipts, logs of incoming and outgoing mail, records of messages, trips, and similar papers.
- DISPOSITION: Destroy when 6 months old. (GRS 12/6.f.)

1102-10 MAIL KEY CONTROL FILES. Forms indicating the serial number of each rotary and LA key issued by custodians of postal effects to responsible individuals, data of receipt, current location, and signature of responsible individual.

DISPOSITION: Destroy after all keys listed have been returned to Custodian of Postal Effects (COPE).

1102-11 ACCOUNTABLE EQUIPMENT FILES. Documents maintained by custodians of postal effects who are required to account for the receipt, control, repair, and turn-in of equipment. Included are equipment requisitions, supplies and equipment receipts, and related documents.

DISPOSITION: Destroy on receipt of revised or updated accountable equipment records; or 6 months after reclassification or discontinuance, whichever is first.

1102-12 POSTAL LOCATOR FILES. Documents reflecting the organizational segment to which employees are assigned. Included are flexoline strips, plain cards, ruled cards, punched cards, and similar or related documents.

DISPOSITION: Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable. (GRS 12/6.h.)

## 1103 - AUDIOVISUAL RECORDS FILES

These files relate to the operation and administration of audiovisual activities, and the furnishing of pictorial and audiovisual support. Audiovisual services include the production, procurement, storage and issue, or loan of still pictures, color transparencies, motion picture and television film or recordings, and sound recordings.

## 1103-01 AUDIOVISUAL MANAGEMENT POLICY FILES.

- a. Records relating to the initiation, development, and implementation of policies, guidelines, and standards for audiovisual management.
- b. Documents relating to requirements, acquisition, utilization, and disposition of audiovisual products and productions.
- c. Records relating to audiovisual resources: equipment and facility reports; standards; authorization, consolidation, and elimination documents; Annual AV Report (completed DD Form 2054).
- d. Records relating to Management inspection of DMA audiovisual activities.

- DISPOSITION:
- a. Permanent. Transfer to RHA when 10 years old. Offer to NARS when 15 years old.
  - b. Transfer to RHA when 5 years old. Destroy when 10 years old.
  - c. Transfer to RHA when 5 years old. Destroy when 10 years old.
  - d. Transfer to RHA when 5 years old, or when superseded by a new inspection.

1103-02 RESERVED

1103-03 RESERVED

1103-04 RESERVED

- 1103-05 FILM NEWSLETTER FILES. Documents providing information on new films, filmstrips, and transparencies available; new developments in audiovisual techniques and equipment; and related matters. Included are film newsletters and related papers.
- DISPOSITION: Destroy on supersession or obsolescence.
- 1103-06 PROJECTIONIST LICENSE CONTROL FILES. Documents relating to the issuance of licenses to individuals successfully completing a required projectionist course of instruction. Included are cards and registers containing individual's name, assignment, and school grade; date of completion of courses; date of issuance of license; and similar data.
- DISPOSITION: Destroy when 5 years old.
- 1103-07 RESERVED
- 1103-08 AUDIOVISUAL EQUIPMENT LOAN FILES. Documents used to request and loan audiovisual equipment. Included are projection and audiovisual equipment loan orders and comparable forms.
- DISPOSITION: Destroy when equipment is returned.
- 1103-09 PHOTOGRAPHER IDENTIFICATION FILES. Photographers' identifications or permits and related control documents used to record the issue.
- DISPOSITION: Destroy on expiration or transfer
- 1103-10 PHOTOGRAPHIC WORK ORDER FILES. Documents used to request photographic work and record work performed. Included are laboratory and photographic work orders.
- DISPOSITION: Destroy when 1 year old.
- 1103-11 NEGATIVE REGISTER BOOK FILES. Photographic negative register books reflecting the job number in numerical sequence, negative and work order number, date, subject, related caption file identity, photographer, and disposition of negatives and prints.
- DISPOSITION: Dispose in accordance with instructions covering the related audiovisual records.

1103-12 PHOTOGRAPHIC CAPTION FILES. Copies of captions or other descriptive material identifying exposures submitted to the photographic facility by the photographer and maintained as caption files.

DISPOSITION: Destroy when 1 year old. Cut off at end of each month. Earlier disposal is authorized.

1103-13 STILL PICTURE FILES. Still photographs, slide sets, filmstrips, posters, original artwork, and other pictorial records that:

a. Provide documentation of the organization functions, policies, procedures, and essential transactions of DMA; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art.

(1) Still photographs

(a) Black and white photography - the original negative and a captioned print.

(b) Color photography - the original color transparency or color negative, a captioned print, and an internegative, if one is available.

(2) Other still pictorial records - the original and a reference print of each.

b. Are included as part of a project file, case file, report, or a similar type of record.

c. Are not permanent records as described under item a.

d. Are faulty or technically poor photography.

e. Photographs approved for release of senior DMA officials.

DISPOSITION: a. Permanent. Break file every 5 years. Offer to NARS when no longer needed administrative use or when 10 years old.

b. Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part. (Except any original negatives meeting criteria of 1103-13a, which should be disposed of in accordance with the disposition instruction in a. immediately above.)

1103-13 (continued)

- c. Destroy when no longer needed for administrative use.
- d. Destroy immediately.
- e. Retain as long as public or news media interest require, then destroy.

1103-14 RELATED DOCUMENTATION FILES. Finding aids files relating to audiovisual records including:

- a. Finding aids consisting of any of the following: shelf lists, visual aid cards, data sheets, indexes, caption lists catalogs, or other documentation in a textual, microform, or machine-readable form that is necessary or helpful for the proper identification, retrieval, and use of the audiovisual records.
- b. Production files or similar files which include production contracts, scripts, transcript, and other documentation bearing on the origin, acquisition, release, and ownership of the production.

- DISPOSITION:
- a. Dispose of in accordance with instructions covering the related audiovisual records.
  - b. Dispose of in accordance with instructions covering the relating audiovisual records.

1103-15 VIDEO RECORDING FILES. Video recordings that:

- a. Provide documentation, functions, policies, procedures, and essential transactions of DMA; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant technology and represent an advance in the state of the art. Included are the original or earliest generation of the recording.
- b. Are included as part of a project file, case file, report or a similar type of record.
- c. Have been transferred by visual or electronic processes to motion picture film.
- d. Are not permanent records as described under item a.

- 1103-15 (continued)      DISPOSITION:
- a. Permanent. Offer to NARS when no longer needed for administrative use or when 5 years old.
  - b. Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.
  - c. Dispose of after verifying the adequacy of the film copy.
  - d. Dispose of when no longer needed for administrative use.

1103-16      MOTION PICTURE FILES. Motion picture films including negatives, masters, and prints of productions and unedited outtakes and trims that:

- a. Provide documents of the organization, functions, policies, procedures, and essential transactions of DMA; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant new technology and represent an advance in the state of the art.
  - (1) DMA sponsored films intended for distribution - the original negative or color original plus separate optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print.
  - (2) Films produced by or for DMA that are intended for internal staff use - the original negative or color original plus sound and a projection print.
  - (3) Films acquired by DMA - two projection prints.
  - (4) Unedited outtakes and trims, the discards of film productions, which have been appropriately arranged, labeled, and described - the original negative or color original and a work print.
  - (5) Films resulting from a visual or electronic transfer of video recordings.

- 1103-16 (continued)
- b. Are included as part of a project file, case file, reports or a similar type of record.
  - c. Are not permanent records as described under item a.
  - d. Are faulty or technically poor photography.
- DISPOSITIONAL
- a. Permanent. Offer to NARS when no longer needed for administrative use or when 5 years old.
  - b. Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.
  - c. Destroy when no longer needed for administrative use in accordance with FPMR 101-42.303-1.
  - d. Destroy immediately in accordance with FPMR 101-42.303-1.

1103-17 SOUND RECORDINGS FILES. Sounds recordings on tape or disc that:

- a. Provide documentation of the organization, functions, policies, procedures, and essential transactions of DMA; or contain information that is unique in substance, arrangement or manner of presentation and unavailable in another form; or document actual events or phenomena which are significant; or utilize a significant new technology and represent an advance in the state of the art.
  - (1) Conventional mass-produced, multiple copy disc recordings - the master tape, matrix or stamper, and one disc pressing.
  - (2) Magnetic audio tape recording (reel-to-reel, cassette, or cartridge) the original tape or the earliest generation of each recording and a "dubbing" if one exists.
- b. Are included as part of a project file, case file, reports or a similar type of record.
- c. Are not permanent records as described under item a.
- d. Are faulty or technically poor recordings.

- 1103-17 (continued)      DISPOSITION:
- a. Permanent. Offer to NARS when no longer needed for administrative use or when 5 years old.
  - b. Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.
  - c. Dispose of when no longer needed for administrative use.
  - d. Dispose of immediately.

1103-18      GRAPHIC ARTS FILES.      Graphic Arts documents consisting of the following:

- a. Viewgraphs.
- b. Routine artwork for handbills, flyers, posters, letterhead and other graphics.
- c. Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.
- d. Line copies of graphs and charts.

- DISPOSITION:
- a. Destroy on year after use or when no longer needed.
  - b. Destroy when no longer needed for publication or when no longer needed.
  - c. Destroy when no longer needed for publication or reprinting.
  - d. Destroy one year after final production or when no longer needed.

## DMA FUNCTIONAL FILE SYSTEM

## SERIES 1200

## LOGISTICS, SUPPLY MAINTENANCE, AND TRANSPORTATION FILES

1. Logistics, Supply Maintenance, and Transportation Files relate to the procurement, storage, issue, disposition, maintenance, and accountability of all types of supplies and equipment. These files also relate to the management of administrative motor vehicles, such as the direction, control, and supervision of transportation functions; expediting supply shipments; and the use of bills of lading.

2. Offices responsible for logistics, supplies, and transportation functions will use this series to identify, maintain, and dispose of records pertaining to these functions or operations.

3. This series has been assigned the basic file number of 1200. Common Mission Files (201-01 through 201-08) may be used for multipurpose identification. File numbers, descriptions, retention periods, and disposition standards are contained in the following subgroups.

1201	Procurement Files
1202	Individual Procurement Transaction Files
1203	Materiel Standardization Files
1204	Stock Control and Requisition Files
1205	General Supply Accounting Files
1206	Self-Service Supply Files
1207	Concessionaire Files
1208	Maintenance Files
1209	Storage Files
1210	Library Supply Files
1211	Personnel Travel and Transportation Files
1212	Property Disposal Files
1213	Motor Vehicle Supply Files

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- 1214 Administrative Motor Vehicle Management Files
- 1215 Traffic Management and Freight Movement Files
- 1216 Small Business Program Files

1201 - PROCUREMENT FILES

These files relate to the supervision and administration of procurement of supplies, equipment, and services.

1201-01 CONTRACT STATUTORY RESTRICTION FILES. Documents used in developing standard contract forms and clauses and in authorizing deviations from them. Included are copies of statutory requirements; coordination documents; studies; requests, approvals, and disapprovals of deviations; and similar documents.

DISPOSITION: Destroy concurrently with contract to which the deviation, clause, or restriction applies.

1201-02 DETERMINATION AND FINDINGS FILES. Documents related to determinations and findings required prior to negotiation of contracts. Included are determinations and findings and directly related correspondence. NOTE: Offices administering contracts which result from the determinations and findings will file the documents with the resulting contract.

DISPOSITION: Destroy when 6 years old.  
(GRS 3/4)

1201-03 CONTRACT FINANCING FILES. Documents relating to actions designed to provide financial aid to contractors. Included are applications for contract financing, investigation documents, coordination documents, approvals, disapprovals, and similar documents.

DISPOSITION: Destroy when 12 years old. (GRS 3/4)

1201-04 CONTRACT REVIEW FILES. Documents used in 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.

DISPOSITION: Destroy 6 years after completion of contract. (GRS 3/4)

1201-05 BID AND AWARD FILES. Documents relating to actions taken with respect to correcting mistakes in bids and in settling protests of award. Included are copies of bids, contracts, and notices of award; decisions, copies of statutes; similar document; and related papers.

DISPOSITION: a. Offices authorized to perform final review: Destroy 10 years after final determination. (GRS 3/4)

b. Other offices: File and dispose of with related contract files.

1201-06 CONTRACT APPEAL FILES. Documents compiled by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representative pursuant to Appendix A, Defense Acquisition Regulation (DAR). Included are all documents pertinent to the appeal, such as findings of facts, and the decision from which the appeal is taken; the contract and pertinent plans, specifications, amendments, and change orders; correspondence between the parties; transcripts of testimony taken during the course of the proceedings on the matter in dispute prior to filing the notice of appeal with the Board; and such additional documents as the contracting officer may consider essential or as may be designated by the Board.

DISPOSITION: a. Final actions and decisions of the Board: Destroy 10 years after final decision.

b. Remaining files of Board: Destroy after 5 years. Cut off on final decisions of the Board.

1201-07 CONTRACT TERMINATION REPORTING FILES. Reports and directly related correspondence pertaining to the status of contract termination.

DISPOSITION: Destroy when 3 years old.

1201-08 CONTRACT TERMINATION REVIEW FILES. 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 DMA procurement instructions.

DISPOSITION: Destroy when 6 years, 3 months after final payment, except that documents filed with the contract will be destroyed therewith. (GRS 3/4a.(1)(2)(3))

1201-09 CONTRACTOR RESPONSIBILITY FILES. Documents maintained for the purpose of determining contractor's responsibility as defined in Part 9, Section I, DAR. Included are brochures; replies to questionnaires; financial data, such as balance sheets, profit and loss statements, cash forecasts, financial history of contractor and affiliated concerns; current and past production records; personnel data; lists of tools, equipment, and facilities; analyses of operational control procedures; and similar documents. Affirmative determinations of responsibility signed by the appropriate contracting officer are to be filed in the pre-award portion of the applicable contract file.

DISPOSITION: Documents pertaining to specific contracts: Destroy 6 years, 3 months after final payment.  
(GRS 3/4. (1)(2)(3))

1201-10 PROCUREMENT MISCONDUCT CASE FILES. Documents accumulated as case files which deal with specific incidents relating to fraud, 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.

DISPOSITION: a. Offices authorized to make final determination: Destroy 10 years after final determination.  
b. Other offices: Destroy 1 year after close of case.

1201-11 DEBARRED BIDDER LIST FILES. Documents relating to the suspension of bidders that prohibit contractual relationship with 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 or related documents.

DISPOSITION: a. Offices responsible for final determination as to whether or not a bidder is placed on the list: Destroy 6 years, 3 months after list is superseded. (GRS 3/6 a,b)

b. Other offices: Destroy when superseded or obsolete.

1201-12 BIDDER LIST FILES. Cards and lists used to determine which contractors are eligible to receive invitations for bid for specific items.

DISPOSITION: Destroy when superseded, obsolete, or no longer required for current operations. (GRS 3/6 b.)

1201-13 TECHNICAL DATA PACKAGE FILES. Copies of documents or microfilm images assembled for the purpose of providing prospective bidders complete information relative to materiel required. The performance-type technical data package includes documents that establish performance requirements supplemented by quality assurance provisions and form and fit limits. These documents express in narrative form, the output, function, or operation and leave the detailed design, fabrication, and internal working to the manufacturer's option. The design-type technical data package includes data necessary to manufacture a product conforming to established design. These packages contain data essential to ensure proper performance and to permit manufacture of the item by a competent manufacturer. Included are lists of contents, drawing numbers, parts, Government-furnished equipment, package data sheets, supplementary quality assurance provisions; specifications standards, engineering drawings; gauge numbers; lists and drawings; purchase descriptions, and similar data.

DISPOSITION: Destroy when superseded, obsolete, or no longer required for current operations. (GRS 3/6 b.)

1201-14 ADVANCE PLANNING PROCUREMENT FILES. Documents relating to the release of advance planning information to industrial firms for their use in future planning and to aid in submitting bids for required material. Included are synopses of advance procurement planning information, lists of bidders, inquiries from industrial firms and answers thereto, reports, similar documents, and related papers.

DISPOSITION: Destroy when 6 years, 3 months old.  
(GRS 3/4 a. (1)(2)(3)) .

1201-15 INDIVIDUAL ITEM PRICING FILES. Documents used in determining standard prices for use in obtaining improved pricing on purchase and accounting for sale and issue of items, for comparative pricing purposes, and for analyzing price trends. Included are ledger sheets, card records, and related papers.

DISPOSITION: a. Documents used for establishing revised standard prices: Destroy when 4 years old.

b. Documents used for comparative pricing and evaluating price trends: Destroy when obsolete or when no longer required for current operations.

1202 - INDIVIDUAL PROCUREMENT TRANSACTION FILES

These files relate to the administration of individual procurement transactions which include data relating to the negotiation, commitment, and placement of contracts, purchase orders, and comparable instruments.

1202-01 TRANSACTIONS FOR \$10,000 OR LESS. Contracts, purchase orders, or comparable instruments for amounts of \$10,000 or less.

DISPOSITION: Destroy 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.) (GRS 3/4 (2))

1202-02 UNSUCCESSFUL BID FILES. Documents relating to unsuccessful bids, proposals, and quotations for contracts of \$10,000 or less. Included are unsuccessful bids (including tie bids), unsuccessful proposals and quotations, and related documents. NOTE: Unsuccessful bids filed with contract files will be destroyed with the contract.

DISPOSITION: Destroy on final payment of related contract or 1 year after date of award of contract, whichever is first. (GRS 3/6 a.)

1202-03 TRANSACTIONS FOR MORE THAN \$10,000. Contracts, purchase orders, or comparable instruments for amounts of more than \$10,000.

DISPOSITION: Destroy 6 years and 3 months after final payment. (Place in inactive file on final payment, transfer fiscal year block to Federal Records Center after 2 years.) (GRS 3/4 a. (5))

1202-04 INDEFINITE DELIVERY INFORMATION FILES. Circulars and related documents reflecting information as to existing indefinite delivery for use of contracting officers in procurement of supplies and equipment.

- 1202-04 (continued) DISPOSITION: a. Office responsible for preparation and issue: Destroy 6 years, 3 months after expiration date.
- b. Other offices: Destroy when superseded, obsolete, or no longer needed for reference. (GRS 3/4)
- 1202-05 INDEFINITE DELIVERY CONTRACT FILES. Documents relating to indefinite delivery, Federal Supply Schedule, call-type, and similar contracts. Included are contracts, service authorizations, delivery orders, comparable instruments, and related papers. Offices not administering, but procuring under these contracts, will handle individual service authorizations and delivery orders as separate individual procurement transactions.
- DISPOSITION: a. Offices administering contract: Destroy 6 years, 3 months after expiration and final payment.
- b. Board of Contract Appeals decisions: Destroy 7 years after date of decision of the Board.
- 1202-06 CONTRACT STANDARD DRAWING AND SPECIFICATION FILES. Standardized drawings and specifications used in a sufficient number of individual contracts to warrant reproduction and distribution for such use. Reference sets of standard drawings and specifications are maintained by contracting elements. Contract files may consist of reference to the pertinent standard drawing or specification in lieu of actual copies thereof.
- DISPOSITION: Destroy 3 years after completion or cancellation. (GRS 3/7 a.)
- 1202-07 NONACTION BID INVITATION FILES. Invitations for bids returned by prospective bidders without bid action.
- DISPOSITION: Destroy immediately after bid opening or on receipt of bid if it can be determined that no bid action was taken. (GRS 3/6 b.)

1202-08 REJECTED BID FILES. Invitations for bids accumulated as a result of rejecting all bids to an invitation and a new invitation is not issued.

DISPOSITION: Destroy when 1 year old. (GRS 3/6.b.)

1202-09 PROCUREMENT REGISTER FILES. Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, leases, or similar instruments. These files are maintained on a fiscal year basis.

DISPOSITION: Destroy when 6 years, 3 months old.  
(GRS 3/4 a. (1)(2))

1202-10 PROCUREMENT DIRECTIVE FILES. Documents used in initiating procurement or production action. Included are procurement directives, production orders, purchase authorizations, requisitions (when used as a direct basis for purchase), consolidated bidders' lists, written bids, summaries of proposals, abstracts of bids, cost analyses reports, similar documents, and related papers.

DISPOSITION: a. Directives cancelled prior to award of contract or purchase order: Destroy when 2 years old.

b. Other files: Destroy when 6 years, 3 months old. (GRS 3/4 a. (1)(2))

1202-11 PROCUREMENT ACTION REPORTING FILES. Documents relating to the reporting system designed to provide statistics concerning placement, status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semi-annual, consolidated, and summary reports, and directly related correspondence.

DISPOSITION: a. Consolidated reports and summaries: Destroy 2 years after the end of the FY of preparation.

b. Other contract records and reports: File and dispose of with related contracts. (GRS 3/4 a.)

- 1202-12 URGENCY PLANNING LIST FILES. Documents relating to the urgency planning list of items published by the DoD. Included are copies of the lists and documents connected with nomination to items for the list.
- DISPOSITION: Destroy when 2 years old. Copies of lists will be destroyed when superseded or no longer required for reference.  
(GRS 3/3)
- 1202-13 PROCUREMENT ASSIGNMENT FILES. Documents relating to the assignment of specific supply items to purchasing agencies for coordination or procurement of overall Defense requirements. Included are Department of Defense directives and related papers.
- DISPOSITION: Offices performing DMA-wide staff responsibility: Destroy 2 years after publication of assignment of responsibility.  
(GRS 3/3)
- 1202-14 COORDINATED PROCUREMENT PROGRAM REPORTING FILES. Documents containing data relative to the DoD coordination procurement program, such as reports and related papers.
- DISPOSITION: a. Consolidated or summary reports:  
Destroy when 10 years old.
- b. Other offices: Feeder reports -  
Destroy when 2 years old.
- 1202-15 INTERDEPARTMENTAL PURCHASE REQUEST FILES. Documents accumulating in DMA staff offices and national inventory control points relating to procurement of supply items by the DMA. Included are copies of purchase requests, amendments thereto, and related correspondence.
- DISPOSITION: Destroy when 2 years old. (GRS 3/5)
- 1202-16 PROCUREMENT INSPECTION FILES. Documents relating to the inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by the inspector general, audit personnel, supervisory offices, and the General Accounting Office; documents indicating corrective action taken; and related correspondence.
- DISPOSITION: Destroy when 6 years old. (GRS 3/4)

1202-17 CONTRACTING OFFICER DESIGNATION FILES. Documents reflecting the designation and rescission of contracting officer's representative which include the specific procurement authorities delegated.

DISPOSITION: Destroy upon termination. (GRS 3/4 c.)

1202-18 EXPEDITING FILES. Documents related to controlling and facilitating the delivery of materials and machine tools under specific procurement transactions.

DISPOSITION: Destroy upon termination or completion. (GRS 3/4 c.)

1202-19 TAX EXEMPTION CERTIFICATE FILES. Documents relating to the issue of tax exemption certificates which indicate proof of exemption of taxes excluded from the contract price under procurement regulations. Included are U.S. Government tax exemption certificates, U.S. Government tax exemption or identification cards, and comparable or related documents.

DISPOSITION: Destroy 3 years after period covered by related account. (GRS 3/13)

1202-20 PROCURING OFFICE CUSTOMS ENTRY FILES. Documents relating to the entry and admission free of duty of material procured abroad or returned from abroad by DMA personnel. Included are customs permits, forms, summary of value, similar documents, and related correspondence.

DISPOSITION: Destroy when 5 years old.

1202-21 PHOTOGRAPHIC INSPECTION FILES. Radiographs, micrographs, macrographs, and other films and prints relating to the inspection of material prior to acceptance by DMA.

DISPOSITION: Destroy upon termination or completion. (GRS 3/4 c.)

1202-22 LABORATORY TEST REPORTING FILES. Documents maintained by laboratories that relate to tests conducted on material. Included are chemical analysis, steel analysis, physical test, macrostructure and macrotech test, treatment and test to material, and similar reports and directly related papers.

DISPOSITION: Destroy 6 years, 3 months after final payment. (GRS 3/4 a.(1)(2))

1203 - MATERIEL STANDARDIZATION FILES

These files relate to standardization of materiel items, technical terminology processes, methods, and practices to assure adoption of the minimum number, sizes, and kinds and types of items and services and to assure common understanding, interpretation and presentation, or technical data.

1203-01 STANDARDIZATION PROGRAM RECOMMENDATION FILES. Documents relating to DMA participation in the formulation of the materiel standardization program. Included are recommendations for standardization plans with supporting data, lists of areas exempt from requirements for standardization, recommendations to exclude certain classes of items from the program, schedule change recommendation, and related papers.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
b. Components: Destroy when 2 years old.

1203-02 MATERIEL STANDARDIZATION PLAN FILES. Documents related to the development of formal plans for standardization of FSC classes of materiel or broad engineering areas. Standardization plans reflect methods of operation, time schedule, and pertinent supply and engineering considerations for individual projects scheduled therein. Included are letters activating planning and working groups, requests for specific information, agenda, and minutes of group meetings, coordinating actions, and preliminary and final standardization plans and communications relating to them.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
b. Components: Destroy 2 years after completion or cancellation of all projects scheduled in the plan.

1203-03 STANDARDIZATION DOCUMENT FORMULATION FILES. Documents relating to the preparation, coordination, approval, maintenance, revision, and cancellation of Federal and military standards, specifications, and standardization handbooks; and documents relating to the adoption of industry standardization documents

1203-03 (continued) when the DMA is assigned responsibility for completing the action. Included are project initiation letters or assignments; reports of preliminary conferences; draft standardization documents and comments on them; necessary drawings; notices, agenda, and minutes of meetings; study project reports; coordinating actions; and copies of the published standardization documents with communications relating to them.

DISPOSITION: a. HQ DMA: Destroy 10 years after publication of standardization document.

b. Components: Destroy 5 years after publication.

1203-04 STANDARDIZATION DOCUMENT COLLABORATION FILES. Documents relating to DMA participation in the formulation, revision, or cancellation of specifications, standards, standardization plans, and handbooks prepared by other Military Departments or Federal agencies, or in the adoption of industry standardization documents by other Military Departments and Federal agencies. Included are copies of proposed standardization documents and comments on them; notices, agenda, and minutes of meetings; and related papers.

DISPOSITION: a. HQ DMA: Destroy 5 years after publication of the standardization document.

b. Components: Destroy when 2 years old.

1203-05 DMA STANDARD FILES. Documents created in preparing DMA Supply Standards and Supply Supplements which respectively show standard items and items which are nonstandard. They are used to prevent the unjustified re-entry into the supply system of those items which are no longer required. Included are lists and tabulations of items, reports of simplification studies and technical analyses, relating to planning, programming, and management.

DISPOSITION: Destroy on revision or supersession of the related DMA Supply Standard or Supplement.

1203-06 RESERVED

1203-07 RESERVED

1203-08 ITEM STANDARDIZATION DEVIATION FILES. Documents created in maintaining item standardization through approving, disapproving, or commenting on proposed procurement transaction files. Included are requests and justifications for procurement or nonstandard or non-preferred items; requests for authority to procure technical equipment without advertising; decisions, recommendations, approvals, disapprovals, and appeals; coordinating actions; and related papers.

DISPOSITION: a. HQ DMA: Destroy 6 years after cancellation or expiration of the standardization deviation.

b. Components: Destroy after 2 years.

1203-09 STANDARDIZATION REPORTING FILES. Documents reflecting information on standardization actions, such as indexing changes, status of standardization plans and projects, and significant accomplishments effected through standardization. Included are consolidated and feeder reports and related papers.

DISPOSITION: a. Consolidated Reports: Destroy when 2 years old.

b. Feeder Reports: Destroy on preparation of the next comparable report.

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1204 - STOCK CONTROL AND REQUISITION FILES

These files relate to stock control and requisitioning of supplies for depots and bulk storage supply.

1204-01 DUE-IN DOCUMENT FILES. Documents reflecting quantities and type of material due-in which are used as a record of due-in shipments, as a notification of shipment or for purposes of warehouse space utilization planning. Included are copies of requisitions, purchase orders, shipping and delivery orders, and similar documents. Excluded are such documents, when filed with vouchers to the stock record account.

DISPOSITION: Destroy when 3 years old.  
(GRS 8/3)

1204-02 DUE-IN DOCUMENT REGISTER FILES. Registers recording due-in shipments or notices of shipments.

DISPOSITION: Destroy when 2 years old.  
(GRS 8/5)

1204-03 REQUISITION SUSPENSE AND STATUS FILES. Documents maintained by the requisitioner which reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions.

DISPOSITION: Destroy when 3 years old.  
(GRS 8/3)

1204-04 ISSUE FILES. Documents reflecting the record of each material request release order and all supply actions taken on the request. These documents may be in the form of hard copy, punched card, or tape.

DISPOSITION: Destroy when 3 years old.  
(GRS 8/3)

1204-05 PRIORITY REQUISITION FILES. Requisition documents containing priority designators in the 1 through 8 category which are maintained in a separate file.

DISPOSITION: Destroy when 1 year old.

1204-06 REQUISITION REGISTER FILES. Registers maintained to record requisitions submitted to other Government agencies for supplies to be furnished DMA.

DISPOSITION: Destroy when 1 year old.

1204-07 REQUISITION REFERENCE FILES. Extra copies of requisitions that are maintained by the activity responsible for initiating the requisitions.

DISPOSITION: Destroy when no longer needed, but not later than 6 months after disapproval of requisition or completion of supply action.

1204-08 PACKAGING AND HANDLING DEFICIENCY REPORTING FILES. Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports of corrective action, and related data.

DISPOSITION: Destroy when 1 year old.

1204-09 STOCK INVENTORY AND RECONCILIATION FILES. Stock balance sheets or comparable work papers used for purposes of inventory, reconciliation, or adjustment of stock balances.

DISPOSITION: Destroy after 6 months, or on completion of next inventory, reconciliation, or adjustment, whichever is first.

1204-10 STOCK STATUS AND TRANSACTION ANALYSIS REPORTING FILES. Reports reflecting current balances on stock records or summarizing individual transactions. Included are stock status reports and transaction analysis reports.

1204 (continued) DISPOSITION: Destroy after 3 months, or on completion of next report, whichever is first.

1204-11 CUSTOMER SUPPLY ASSISTANCE REPORTING FILES. Reports of visits made by DMA supply assistance personnel relative to assistance provided.

DISPOSITION: Destroy when 2 years old.

1204-12 SUPPLY OPERATIONS REPORTING FILES. Reports and directly related documents pertaining to supply operations accumulated by DMA Components and staff offices.

DISPOSITION: a. HQ DMA: Consolidated, summary, or composite reports - Destroy after 10 years.

b. Feeder reports - Destroy on extraction of necessary data.

c. Components: Destroy when 5 years old.

1204-13 MATERIALS HANDLING EQUIPMENT USE FILES. Documents containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of materials handling equipment operations, copies of materials handling equipment utilization reports, and similar documents.

DISPOSITION: Destroy when 2 years old.

1204-14 FOREIGN GOVERNMENT RECEIPT FILES. Documents bearing the signature of a representative of a foreign government or other duly authorized representative, such as freight forwarder carrier or in-country representative. Normally, files consist of, but are not limited to, signed supply manifests including supporting manifest copies of shipping documents, U.S. Postal Service receipt forms, and other types of documentation evidencing receipt of material from DMA by a foreign country.

DISPOSITION: Retire when 2 years old and destroy 10 years after retirement.

## 1205 - GENERAL SUPPLY ACCOUNTING FILES

These files accumulate as a result of accounting for supplies and equipment, by accountable supply officers.

- 1205-01 STOCK RECORD ACCOUNT SERIAL NUMBER REGISTER FILES.  
Registers recording stock record account serial numbers indicating each organization to which assigned.
- DISPOSITION: Cut off on discontinuance of office or function; hold 2 years and destroy.
- 1205-02 STOCK RECORD ACCOUNT SERIAL NUMBER LIST FILES. Lists issued periodically which reflect current stock record account serial numbers assigned within the area of control.
- DISPOSITION: Destroy on supersession.
- 1205-03 STOCK RECORD ACCOUNT AUTHORIZATION CONTROL FILES. Background material consisting of documents pertaining to requests for, authorization and assignment of, or cancellation of stock record account serial numbers; and information concerning audit status, accountability, and transfer of accountability.
- DISPOSITION: Destroy 2 years after termination of account.
- 1205-04 AUTHORIZATION SUPPLY CODE FILES. Documents relating to the assignment of authorized organization supply codes to each organizational element authorized to maintain property. Included are registers and related papers.
- DISPOSITION: a. Registers; Destroy 1 year after cancellation of all supply codes listed on the sheet or in a bound register.
- b. Other files; Destroy when 2 years old.
- 1205-05 PROPERTY OFFICER DESIGNATION FILES. Documents reflecting the designation of property officers. Included are letters of appointment and revocation.

(1205-05 continued) DISPOSITION: Destroy 2 years after termination of appointment.

1205-06 PROPERTY LOSS, THEFT, AND RECOVERY REPORTING FILES. Reports relating to the loss, theft, and recovery of firearms, ammunition, and related items.

DISPOSITION: Destroy 1 year after recovery of item or 5 years, whichever is first. Retain in CFA.

1205-07 PROPERTY ACCOUNTING DEVIATION FILES. Documents relating to deviations from property accounting procedures. Included are requests for deviation, justification, coordination, comments, approvals, disapprovals, similar documents, and related papers.

DISPOSITION: Destroy 2 years after expiration or disapproval or deviation.

1205-08 PROPERTY ACCOUNTING WAIVER FILES. Documents relating to waivers of property accounting procedures. Included are requests for deviation, justification for deviation coordination, comments, approvals, disapprovals, similar documents, and related papers.

DISPOSITION: Destroy when 10 years old.

1205-09 STOCK LEVEL CONTROL FILES. Documents relating to the establishment or amending of stock levels. Included are requests for revision of stock levels by organizational elements.

DISPOSITION: Destroy when 1 year old.

1205-10 SUPPLY OR EQUIPMENT AUTHORIZATION FILES. Documents relating to requests for authorizations for allowances or authority to exceed or change existing authorization.

DISPOSITION: Destroy when incorporated in a numbered publication or on rescission, whichever is first.

1205-11 STOCK RECORD ACCOUNT FILES. Stock record accounts constitute property accounts and, as such, are distinguished from contract property accounts. Property accounts are those which reflect the receipt (regardless of source), storage, issue, or usage location of Government property in the physical possession of DMA as distinguished from records covering Government property furnished to DMA contractors under contract. Stock record account files are the basic records showing by item the receipt, disposal, and quantities of supplies on hand. These accounts are maintained by an accountable officer. Included are vouchers with supporting documents or attachments thereto, including stock record cards or equivalent forms. Stock record account files normally consist of the following types of files:

- a. Debit voucher files - consist of shipping documents, discrepancy reports, copies of purchase orders, packing lists, shipping tickets, property turn-in slips, or other documents filed with debit vouchers.
- b. Inventory and stock record adjustment voucher files - consist of inventory adjustment reports, reports of survey, or other stock record adjustment vouchers.
- c. Requisition files or credit voucher files - consist of requisitions, shipping orders, substitution advices, extract requisitions, cancellation advices, purchase requests, DMA shipping documents, and other documents that support action taken on a requisition or shipping order.
- d. Stock accounting and stock control register files - consist of debit voucher registers, stock record adjustment voucher registers, requisition control and credit voucher registers, or other registers maintained for comparable purposes.

Stock record cards will be continued in effect until filed, or until final entry is made thereon.

DISPOSITION: Destroy when 3 years old.

- 1205-12 MEMORANDUM RECEIPT JACKET FILES. Documents that may be accumulated by responsible officers which reflect property held on memo receipts, consisting of property issue slips, property turn-in slips, individual and consolidated memo receipts, and related papers filed with memo receipts.
- DISPOSITION: Destroy upon reconciliation of account.
- 1205-13 CONTRACT PROPERTY ACCOUNT FILES. Stock record cards or their equivalent, vouchers, and related papers maintained to account for Government materials furnished to contractors.
- DISPOSITION: Disposition instruction applicable to the related contract file will also apply to these contract property account files.
- 1205-14 PROPERTY BOOK AND SUPPORTING DOCUMENT FILES. Documents reflecting the description, receipt, and turn-in of accountable property. Included are property books, receipts, turn-in slips, reports of surveys, inventory adjustment reports, and other comparable documents.
- DISPOSITION: a. Property books; Destroy 2 years after page is filled and initial accounting entry is carried forward to a new page.
- b. Other documents; Destroy when 2 years old.
- 1205-15 DOCUMENT REGISTER FILES. Register listing the document number and type of supply action taken on documents that support entries to the property book. Included are document registers for supply actions and comparable forms.
- DISPOSITION: Destroy when 2 years old.
- 1205-16 HAND RECEIPT FILES. Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings.
- DISPOSITION: Destroy on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing.

1205-17 OFFICE NONACCOUNTABLE PROPERTY FILES. Documents relating to the receipt and issue of Government property which is not recorded on an accountable stock account, such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping documents.

DISPOSITION: Destroy when 2 years old or on turn-in of equipment.

1205-18 PROPERTY RECORD INSPECTION REPORTING FILES. Reports of inspection of property records and related papers reflecting results of semiannual inspection.

DISPOSITION: a. Office conducting inspection:  
Destroy when 3 years old.

b. Offices inspected; Destroy when  
1 year old.

1205-19 PROPERTY ACCOUNTABILITY TRANSFER FILES. Documents attesting to the transfer of property accountability from one accountable officer to another. Included are certificates of transfer, inventory lists, and related documents.

DISPOSITION: Destroy when 2 years old.

1205-20 RETURNABLE CONTAINER FILES. Documents reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and receiving reports, reports of survey, shipping documents, stock cards, memorandum receipts, reports, and similar papers.

DISPOSITION: Destroy 3 years after return of container.

1205-21 EQUIPMENT RECORD CARD FILES. Documents maintained to provide an inventory of selected major or end items of equipment and for the purpose of retaining timely data for required equipment reports. Included are equipment inventory record cards, record support cards of engineering equipment requiring repair parts, and similar forms.

DISPOSITION: Destroy 6 months after transfer.

1205-22 AMMUNITION CONTROL CARD FILES. Documents maintained to control the distribution of ammunition and explosives.

DISPOSITION: Destroy on final entry on card.

1205-23 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.

DISPOSITION: Destroy 2 years after date of survey action or date of posting medium.  
(GRS 3/10c.)

1205-24 REPORT OF SURVEY CONTROL REGISTER FILES. Registers and related documents maintained to control reports of surveys.

DISPOSITION: Destroy when 2 years old.

1205-25 INVENTORY ADJUSTMENT REPORTING FILES. Approving authority copies of reports used to adjust inventory discrepancies disclosed as a result of physical inventory. Included are inventory adjustment reports, inventory count cards, copies of reports of survey, and related documents.

DISPOSITION: Destroy 2 years after date of survey action or date of posting medium.  
(GRS 3/10.c.)

1205-26 MILITARY PERSONNEL PERSONAL CLOTHING RECORD FILES. Individual personal clothing records and related military documents and forms.

DISPOSITION: a. Transfer with Military Personnel Record Jacket.  
b. Destroy when individual is separated and has no further military status.

1205-27 EQUIPMENT LOAN FILES. Documents reflecting loan of equipment, tools, or material to or from other Government agencies. Included are requests, approvals, reports, agreements, and related documents. Excluded are documents required to be filed in property accounts.

DISPOSITION: Destroy 2 years after turn-in or other satisfactory accounting for items involved.

1206 - SELF SERVICE SUPPLY FILES

These files accumulate in connection with self-service supply operations and relate to receipt, storage, distribution, issue, and responsibility for supplies under this system.

1206-01 ACCOUNT AUTHORIZATION FILES. Documents relating to the establishment of monetary credit authorizations for parent accounts and subaccounts drawing supplies from a self-service supply center.

DISPOSITION: Destroy 1 year after posting authorization to customer's ledger and ledger card.

1206-02 AUTHORIZED SUPPLY REPRESENTATIVE CARD FILES. Cards identifying individuals as authorized supply representatives, requests for issuance of cards, correspondence concerning lost and found cards, and related documents.

DISPOSITION: Destroy when 2 years old.

1206-03 AUTHORIZED SUPPLY REPRESENTATIVE CARD REGISTER FILES. Registers reflecting receipt, issue, and disposition of authorized supply representative cards.

DISPOSITION: Destroy after list of current cards has been forwarded to a new sheet.

1206-04 PRINCIPAL ACCOUNTING FILES. Documents constituting principal accounting data for self-service supply centers. Included are inventory receipts, general ledger; voucher register; customer's ledger card, sales, and sales return journals, and comparable documents.

DISPOSITION: a. Customer's ledger cards: Destroy 2 years after filed and balances are brought forward to new card.

b. Other records: Destroy when 2 years old.

1206-05 MISCELLANEOUS STOCK CONTROL FILES. Documents used to control stock in self-service supply centers. Included are want slips, merchandise control books, restricted item slips, and related documents.

DISPOSITION: Destroy when 2 years old.

1206-06 REPORTING FILES. Reports relating to self-service supply center operations. Included are statements of operations, statements of customer accounts, and similar reports.

DISPOSITION: Destroy when 2 years old.

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1207 - CONCESSIONAIRE FILES

These files relate to concessionaire activities servicing the Defense Mapping Agency.

1207-01 CONCESSIONAIRE OPERATION FILES. Copies of agreements with concessionaires, and documents reflecting the performance of concessionaires. Included are current agreement and associated documents; documents concerning compliance or noncompliance with standards of service, sanitation, and safety; patron complaints and commendations; and related documents.

DISPOSITION: Destroy 3 years after termination of agreement.

1207-02 CONCESSIONAIRE OPEN APPLICATION FILES. Applications submitted by persons desiring to operate a concession.

DISPOSITION: Destroy 2 years after concession is no longer considered for operation.

1208 - MAINTENANCE FILES

These files relate to the program designed to keep equipment in working condition. They accumulate incident to the receipt, operation, maintenance, management modification, reporting, transfer, and disposal of equipment. They relate only to items of supply, not real or installed property.

1208-01 CALIBRATION DATA CARD FILES. Cards used to record each standard, or item of test and measuring equipment requiring a calibration service, and to record calibration accomplishment.

DISPOSITION: Destroy 10 years after no longer needed.

1208-02 HISTORICAL RECORD OR LOGBOOK FILES. Equipment logbooks and maintenance historical records begin at the time of delivery of the equipment by the manufacturer. These records are identified, maintained, and accompany the item of equipment until it is dropped from the DMA inventory. Historical maintenance documents provide maintenance personnel up-to-date information concerning the readiness and condition of equipment, and maintenance accomplished and required.

DISPOSITION: Retain for life of the equipment or dispose of when it is no longer a part of the DMA inventory.

1208-03 MAINTENANCE SUMMARY AND MANAGEMENT FILES. Documents relating to the summarization of data to the general management of maintenance operations and functions, such as various operational forms containing detailed data of value in managing aspects of maintenance, forecasting workloads, worktime standards, parts supply, cost, quality control, and operational improvement. Included are reports, summaries, listings, tabulations, and machine runs.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.

b. Components: Destroy when intended purpose has been served.

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1208-04 MAINTENANCE MANAGEMENT INSPECTION FILES. Documents relating to inspections of maintenance management of equipment. Included are forms used as worksheets for recording shortcomings, deficiencies, or faults; recommendations; various reports; and related papers.

DISPOSITION: Destroy 1 year after completion of next comparable inspection.

1208-05 MAINTENANCE TECHNICAL ASSISTANCE FILES. Reports and related papers accumulating from the conduct of technical assistance programs designed to furnish technical assistance and advice to improve the performance of organizational maintenance.

DISPOSITION: a. HQ DMA; Destroy when 5 years old.  
b. Components; Destroy when superseded, obsolete, or no longer needed.

1208-06 EQUIPMENT OPERATORS' PERMITS AND REGISTERS FILES. Permits and registers authorizing individuals to operate Government equipment.

DISPOSITION: Destroy 3 years from date of issue or when revoked by proper authority, whichever is first.

1208-07 MAINTENANCE REQUEST FILES. Documents used to request maintenance services, report accomplishment of modification work orders, record maintenance performed, report receipt of defective material, and submit equipment improvement recommendations. Related records include transfer and rejection memoranda, property issue and turn-in slips, labor time tickets, and similar papers.

DISPOSITION: Destroy when 6 months old.

1208-08 MAINTENANCE REQUEST REGISTER FILES. Documents or registers used to record and control maintenance work.

DISPOSITION. Destroy 6 months after last entry.

1208-09 EXCHANGE TAG FILES. Documents (normally tags) used as receipts for replacement of parts or equipment.

DISPOSITION: Destroy on return or issue of related equipment.

1208-10 SHOP PROPERTY ACCOUNT FILES. Documents accumulating in tool and parts rooms, and exchange points in making maintenance items more accessible to maintenance personnel. Included are stock record cards, vouchers, registers, direct exchange cards, property issue and turn-in slips, and similar documents reflecting the issue, turn-in and usage of items, such as repair parts, kits, tools, and assemblies. These documents may also constitute a section of the accountable officer's stock record account.

DISPOSITION: a, Stock record cards and direct exchange cards; Continue to use until filled or final entry is made thereon. Destroy after 1 year.

b. Other records: Destroy when 1 year old.

1208-11 SHOP LOCATOR RECORD FILES. Location sheets, cards, tags, and other documents constituting a part of a location, inventory, or identification system for equipment sent to shops, or utilized as a check or inventory for such equipment.

DISPOSITION: Destroy on return or reissue of related equipment.

1208-12 PREVENTIVE MAINTENANCE SCHEDULE FILES. Documents used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule will accompany related equipment when it is transferred.

DISPOSITION: Destroy after transferring the required information to other records or on disposition of the related equipment, whichever is first.

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1208-13 EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET FILES.

Documents reflecting the performance of preventive maintenance inspection, services, diagnostic checkouts, and spot check inspection of equipment.

DISPOSITION: Destroy on posting to related equipment log book, on entering deficiencies on a new form, or on completion of next serviceability test or check, as applicable.

## 1209 - STORAGE FILES

These files relate to storage of supplies and equipment and to the stockpile of strategic and critical materials.

1209-01 WAREHOUSE PLANNING AND LAYOUT FILES. Warehouse, shed, or open-storage space planning and layout diagrams, or comparable papers relating to space planning and layout.

DISPOSITION: Destroy 2 years after termination of assignment, or when base is cancelled, or when plans are superseded or obsolete. (GRS 11/2.a.)

1209-02 LOCATOR RECORD FILES. Documents constituting a part of a location system for supplies and equipment, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards, bin tags, and comparable documents.

DISPOSITION: Destroy when 3 years old. (GRS 8/2)

1209-03 STORAGE REGISTER FILES. Voucher assignment registers, shipping control registers, tally numbers registers, and comparable devices maintained for storage control purposes.

DISPOSITION: Destroy when 2 years old. (GRS 8/5)

1209-04 STORAGE IDENTIFICATION AND INSPECTION REPORTING FILES. Documents relating to the identification, classification, and inspection of items in storage or received for storage from sources other than contractors, reflecting the physical condition of the items, packing procedures used, and the examination and testing of items, for the general purpose of determining the suitability of storage methods and conditions, and to assure that the supplies and equipment will be in usable condition at all times. Included are surveillance inspection reports, quality history records, test data sheets, stock discrepancy reports, classification reports, and comparable papers.

DISPOSITION: Destroy when 3 years old. (GRS 8/4)

1209-05 WAREHOUSE RECEIVING FILES. Car arrival reports, shipping documents, tallies, or comparable documents retained for the purpose of car spotting, the assignment of labor and equipment, the unloading of supplies, and other purposes connected with the receipt of supplies at warehouses.

DISPOSITION: Destroy 3 months after shipment.

1209-06 WAREHOUSE SHIPPING FILES. Shipping documents, tallies, work assignment sheets, copies of stock or packing tags, or comparable documents retained by the warehouse after shipment and used for purpose of packing and loading stock for shipment.

DISPOSITION: Destroy 3 months after shipment.

1209-07 PETROLEUM SUPPLE REPORTING FILES. Petroleum supply program reports reflecting consumption, requirements, stock status, conservation data, and similar information.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.

b. Components: Destroy when 3 years old.

1209-08 GASOLINE AND LUBRICANT ISSUE FILES. Documents relating to the issue of gasoline and lubricants. Included are slips and abstracts of gasoline and lubricants issued.

DISPOSITION: Destroy when 1 year old.

1209-09 SOLID FUEL CONTROL FILES. Documents relating to the receipt, storage, and use of solid fuels. Included are copies of annual and supplemental requisitions, copies of contracts, shipping notices, receiving reports, analysis reports, reports of burning tests, rejection reports, similar documents, and related papers.

DISPOSITION: a. HQ DMA: Destroy when 2 years old.

b. Components: File in and dispose of with the appropriate related procurement files.

1209-10 SOLID FUEL INVENTORY FILES. Documents reflecting stocks of solid fuel on hand.

DISPOSITION: Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control. (GRS 3/10.b.)

1402-09 REAL PROPERTY RECORD CARD FILES. Copies of cards which constitute the basis for the repairs and utilities accounting system for the receipt and disposition of real property; i.e., land and interests therein, lease-holds, buildings and improvements, and appurtenances thereto.

DISPOSITION: Destroy when superseded or no longer needed.

1402-10 REAL PROPERTY RECORD DRAWING FILES. Current and complete files of all drawings relating to the design and construction of a project, including regional and mechanical, and structural building plans; water, storm drainage, steam distribution, gasoline, storage, and fuel systems; roads, aprons, runways, and parking areas; and railroads.

DISPOSITION: Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.

1402-11 MAINTENANCE PROGRESS AND INSPECTION FILES. Reports relating to the progress and inspection of maintenance and repair activity in connection with post real and installed property, including progress, work, and inspection reports.

DISPOSITION: Destroy when 3 years old.

1402-12 FACILITY SERVICE REPORT FILES. These files include fire drill reports, insect and rodent control reports, refuse and salvage collection reports, and related correspondence. Excluded are documents defined under fire prevention and protection files.

DISPOSITION: Destroy when 3 years old.

## 1403 - FACILITIES ENGINEERING FILES

These documents relate to the operation and performance of facilities engineering activities, including repairs and alterations to buildings and structures and repair, maintenance, and operation of utility plants systems and equipment.

1403-01 FACILITIES ENGINEERING CORRESPONDENCE FILES. Documents relating to criteria, standards, practices, and application of the maintenance, repair, operation, conservation, and improvement of facilities engineering activities, but exclusive of specific files described elsewhere in this series.

DISPOSITION: Destroy when 2 years old.

1403-02 FACILITIES ENGINEERING OPERATION REPORTING FILES. Documents relating to the process of assembling, analyzing, summarizing, and disseminating data concerning the operations and performance of facilities engineering activities throughout the DMA, including such information as summarizations of facilities engineering programs, backlogs, deferred projects, performance, and other information concerning facilities engineering activities.

DISPOSITION: a. Offices performing DMA-wide staff responsibility: Destroy after 10 years.  
b. Other offices: Destroy when 2 years old.

1403-03 UTILITIES MAINTENANCE FILES. Documents relating to the maintenance of utilities equipment and systems, such as water and sewage, electrical refrigeration and air conditioning, boilers and warm air furnaces, steam distribution, gas and oil storage, and other utility systems. These records will remain with the buildings and grounds when transferred from the jurisdiction of the DMA.

DISPOSITION: Destroy 1 year after salvage, replacement, or dismantling of related plant or system.

1403-04 UTILITIES OPERATION FILES. Documents relating to the operation of plants and systems, such as water, sewer, electric, gas heating, boiler, ice manufacturing and cold storage, refrigeration and air conditioning, and fuel storage and distribution. Included are service economy, fuel consumption, and laboratory test reports.

DISPOSITION: Destroy when 2 years old or on discontinuance.

1403-05 UTILITIES OPERATING LOG FILES. Logbooks pertaining to the operation of utilities. Retain on the premises with related equipment and machinery. These logbooks will be transferred if related equipment and machinery is transferred.

DISPOSITION: Destroy on final disposition of related equipment and machinery.

1403-06 FACILITIES ENGINEERING PROJECT ESTIMATE FILES. Documents relating to the preparation, review, and approval of projects for the maintenance, repair, or modification of buildings, grounds, improved areas, or other facilities engineering projects. Included are individual project estimates prepared by facility engineers, requests for approval of projects, papers reflecting approval of projects, and related documents.

DISPOSITION: a. HQ DMA: Destroy when 3 years old or on discontinuance, whichever is first.  
b. Components: Destroy 2 years after completion or disapproval of project or on discontinuance, as applicable.

1403-07 FACILITIES ENGINEERING SERVICE AND WORK ORDER FILES. Originals and copies of service orders, work orders, and related papers maintained by the facility engineer activity which is authorized to perform repair, maintenance, minor construction, and operational work.

DISPOSITION: Destroy 2 years after completion of work.

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- 1215-16 PARCEL POST SHIPMENT FILES. Shipping instructions or other documents identifying items shipped via parcel post. Included are item release-receipt documents and other documents containing similar data.
- DISPOSITION: Destroy when 1 year old. (GRS 12/6.a.)
- 1215-17 TERMINAL FACILITIES FILES. Documents maintained to aid in making routing determinations. They reflect facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, photographs showing loading and unloading processes, and similar data.
- DISPOSITION: Destroy when 3 years old.  
(GRS 9/1.c.)
- 1215-18 PORT OF ENTRY CUSTOMS FILES. Documents accumulated at ports of entry which relate to free-of-duty entry and admission of material procured abroad or returned from abroad by DMA. Included are: Consumption Entry Permit, Summary of Entered Value, Custom Entry, or similar Custom Forms; related correspondence; and other documents pertaining to the entry of materiel through customs.
- DISPOSITION: Destroy 6 years after the period of the account. (GRS 9/1.d.)

1216 - SMALL BUSINESS PROGRAM FILES

These files result from the DMA program to assure maximum participation of small business concerns in the procurement of supplies and services. The files accumulate in offices of small business advisors or specialists, contracting officers, and in other offices engaged in these activities.

- 1216-01 SMALL BUSINESS INFORMATION FILES. Documents relating to communications or discussions which provide small business concerns with information about 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 them to meet future procurement, and other matters concerning the participation of small business concerns in the procurement program. Included are inquiries from small business concerns, memorandums recording discussion with representatives of small business concerns, and similar documents.

DISPOSITION: Destroy when 6 years old.

- 1216-02 COMPETENCY CERTIFICATE FILES. 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 small business concerns, and similar documents.

DISPOSITION: Destroy when 6 months old.

- 1216-03 SMALL BUSINESS REPORTING FILES. Documents accumulated by small business advisors for review and analysis of small business activity. Primarily these are reports received from procurement offices on such subjects as proposed procurement actions, procurement action summaries, and individual procurement actions.

DISPOSITION: a. Consolidated and summary reports: Destroy when no longer needed for current operations.

b. Other documents: Destroy when 2 years old.

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1216-04 SMALL BUSINESS QUALIFICATION LIST FILES. Lists of  
businesses determined to be qualified to participate  
in the small business program.

DISPOSITION: Destroy when superseded, obsolete, or  
no longer needed.

DMA FUNCTIONAL FILE SYSTEM

SERIES 1300

RESEARCH AND DEVELOPMENT FILES

1. Research and Development Files relate to actions taken from the inception of ideas (domestic or foreign) through the investigation or discovery of research potentials; the creation and testing of new or improved theories, techniques, processes, materials, or items; and the evaluation, standardization, and final acceptance or rejection for use by the Defense Mapping Agency.

2. These files are accumulated by offices responsible for planning, directing, and supervising the overall research and development program.

3. Offices responsible for research and development functions will use this series to identify, maintain, and dispose of records documenting these functions. The identification, maintenance, and disposition of records of this nature maintained by other offices will be governed by the appropriate series pertaining to the function of that office. Common Mission Files (201-01 thru 201-08) will be used for multipurpose identification.

4. Files relating to this major functional category have been assigned the basic series number 1300. File numbers, descriptions, retention periods, and disposition standards are contained in the following subgroups:

- 1301 Research and Development Study, Proposal,  
and Requirement Files
- 1302 Technical Committee Files
- 1303 Research and Development Control Files
- 1304 Research and Development Case Files

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1301 - RESEARCH AND DEVELOPMENT STUDY,  
PROPOSAL, AND REQUIREMENT FILES

These records are accumulated from processes involving the development of long-range guidance for research and development based on DoD requirements and the development of objectives and phasing of research and development.

1301-01 R&D PLANNING FILES. Documents that accumulate from the process of developing long-range plans or forecasts in research and development. They involve the establishment of schedules to achieve the long-range research and development objectives of DMA, the formulation of new concepts and requirements in research and development for planning purposes, and similar matters. Included are research and development long-range plans, research and development forecasts, documents reflecting the evolution of these plans, or forecasts and documents contributing to the development of the plans or forecasts.

DISPOSITION: a. HQ DMA and offices responsible for preparation of the plan or forecast: Permanent. Cut off on supersession. (GRS 9/1)

b. Components: Destroy when 5 years old.

c. Commenting or coordinating offices: Destroy when 2 years old or on supersession, as applicable.

1301-02 R&E POLICY COUNCIL FILES. Documents relating to the DMA participation in or relationships with the Research and Engineering Policy Council. Included are agenda and minutes of meetings of the Council, memorandums reflecting the DMA position on subjects considered by the Council, and related documents.

DISPOSITION: Office of the DMA member: Permanent. Retire when no longer required for current operations. (GRS 19/2)

1301-03 COORDINATING COMMITTEE FILES. Documents relating to the DMA participation in or relationship with the various coordinating committees of the Director of Defense, Research and Engineering, Office of the Secretary of Defense. Included are agenda and minutes of meetings, memorandums reflecting the DMA position on subjects considered by the committees, communications containing the nomination of DMA members of the committees and related documents.

- DISPOSITION:
- a. Office of the DMA member: Permanent. Retire when no longer needed for current operations. (GRS 19/2)
  - b. Other offices: Destroy when 2 years old.

1301-04 UNFUNDED STUDY FILES. Documents accumulated in providing information for use in, and in exchange for copies of, studies conducted and funded by civilian concerns as a part of their defense-oriented research and development programs. Included are study assistance requests or applications, coordinating actions, policy agreements governing the release of information, copies of studies and evaluations thereto, and related papers.

- DISPOSITION:
- a. HQ DMA: Destroy 10 years after completion.
  - b. Components: Destroy when 6 years old. Cut off on completion or cancellation of the study.

1301-05 INDEPENDENT RESEARCH PROGRAM REVIEW FILES. Documents relating to the review of industrial research and development programs, supported in part by RDT&E funds allowed for general overhead to assure that the DMA does not conduct, contract for, or indicate a potential need for the duplicate research. Included are company brochures summarizing the results of research efforts, copies of technical evaluations, coordinating actions, final evaluations, and related papers.

- DISPOSITION:
- a. HQ DMA: Destroy when 6 years old.
  - b. Components: Destroy when 2 years old.

- 1301-06 QUALITATIVE DEVELOPMENT REQUIREMENT INFORMATION (QDRI) GUIDE FILES. Documents relating to the preparation, coordination, and issue of QDRI guides or comparable publications containing guidance on program operation and compilations of research and development problems or QDRI for which solutions are wanted. Included are coordinating actions on proposed guides, record copies of the guides, forms or other communications containing individual problems, and related papers.
- DISPOSITION: a. HQ DMA: Permanent. (GRS 19/3)
- b. Components: Destroy when no longer needed for reference, superseded, or obsolete.
- 1301-07 PROBLEM STATEMENT FILES. Documents accumulated in providing information on individual research and development problems and needs to industrial, academic, and nonprofit research concerns. Included are completed QDRI forms or comparable problem statements, coordinating actions, communications from qualified concerns indicating whether or not they can assist in fulfilling the stated needs and related papers but not unsolicited proposals, or reports equivalent thereto resulting from the QDRI or problem statement.
- DISPOSITION: Destroy 2 years after revision, cancellation, or expiration of the QDRI or problem statement.
- 1301-08 INFORMATION-TO-INDUSTRY BRIEFING FILES. Documents created in briefing representatives of industrial, academic, and nonprofit research concerns, on current research and development problems and anticipated requirements. Included are briefing invitations and announcements, registration documents, listings of attendees, agendas, and minutes of briefings.
- DISPOSITION: Destroy when 2 years old.
- 1301-09 QDRI REGISTRATION FILES. Documents accumulated in qualifying and registering industrial, academic, and research concerns for participation in the QDRI or comparable program. Included are application forms and brochures reflecting qualifications of the concerns, evaluations of qualifications, copies of policy agreements for release of QDRI information, confirmatory approvals, and related papers.

(1301-09 continued) DISPOSITION: Destroy when 2 years old.

1301-10 QDRI REGISTRATION LISTING FILES. Index cards or tabular listings showing concerns registered in the QDRI program by fields of interest to be used primarily in determining distribution of QDRI information.

DISPOSITION: Destroy on supersession, obsolescence, or when no longer needed.

1301-11 QDRI ACTIVITY REPORTING FILES. Documents created in reporting QDRI program activity, such as the number of concerns registered in the program, contracts made by registered concerns, unsolicited proposals received, activity reports and paper directly related to them; and similar statistical data.

DISPOSITION: a. HQ DMA: Destroy when 5 years old.  
(GRS 19/11)  
b. Components: Destroy when 2 years old.

1301-12 UNSOLICITED PROPOSAL FILES. Documents relating to the receipt and administration of the evaluation of unsolicited disclosures, data suggestions, ideas, plans, sketches, drawings, information, discoveries, models, samples, or comparable inventive proposals, but not proposals responding to requests for quotation or requests for bids for basic research, or submitted by DMA personnel in line of duty or under the incentive awards program. Included are proposals from private individuals, proposals resulting from QDRI or similar problems statement, memorandums of understanding, communications with submitters, evaluations, and related papers.

DISPOSITION: Destroy 5 years after completion of investigation. (GRS 19/12.b.)

## 1302 - TECHNICAL COMMITTEE FILES

These records relate to the activities of the DMA Technical Committee. They reflect the assignment of members; the coordinating, approval and recording of actions and decisions relating to research, development, test, and evaluation; type classification of material; the transfer of logistic responsibility; and other decisions related to materiel.

1302-01 R&D TECHNICAL COMMITTEE AND BOARD FILES. Agendas, directives, minutes of meetings, and reports covering general operations of the committee or board, and papers relating to the establishment, revision, or termination of individual projects.

- DISPOSITION:
- a. Official file of the committee or board maintained by the Secretary, Chairman, or other designee: Destroy 5 years after termination of Committee or Board. (GRS 19/2. a&b)
  - b. Copies of committee or board files distributed to members: Destroy when superseded or obsolete or upon termination of membership, whichever is sooner.

1302-02 TECHNICAL COMMITTEE OPERATIONS FILES. Documents of a general nature relating to the operations of a technical committee, such as agenda and minutes of meetings, directives, membership lists, and similar papers. Arrange chronologically by type.

- DISPOSITION: Destroy when superseded or obsolete.  
(GRS 19/2.a.)

1302-03 R&D PROJECT ITEMS FILES. Case or items files consisting of papers relating to the establishment, revision, or termination of projects; the assignment of type designators (model number); type classification; and comparable matters. Arrange by project or item number, or by nomenclature, or chronologically.

- DISPOSITION:
- a. HQ DMA: Destroy 10 years after completion. (GRS 19/3)
  - b. Components: Destroy when 5 years old. Cut off on completion, cancellation, transfer of a project, assignment of type designators, or completion of classification action.

## 1303 - RESEARCH AND DEVELOPMENT CONTROL FILES

These records relate to the development of procedures and rules for the research and development program, the administration and control over research and development projects, and the collection, dissemination, and exchange of scientific information.

1303-01 R&D SUPERVISORY FILES. Documents relating to the overall administration of research, development, test, and evaluation activities which, due to their general nature, cannot logically be filed with papers relating to a specific project or task, as defined in subfunctional category 1304.

- DISPOSITION:
- a. HQ DMA: Destroy when 10 years old. (GRS 19/1)
  - b. Office involved in research, development, test, and/or evaluation: Destroy when 5 years old.
  - c. Components: Destroy when 2 years old.

1303-02 R&D PROJECT CONTROL FILES. Documents accumulating from the supervision, management, and administration of research, development, test, and evaluation projects at Components. Included are documents relating to project appraisals; recommendations for project initiation, termination, or cancellation; review and analysis of specific R&D projects; and other papers relating to the projects, but exclusive of documents belonging to the research and development project case files. Arrange by project serial number and nomenclature, or title.

- DISPOSITION: Destroy upon completion or cancellation of project, or earlier, as they serve their purpose. (GRS 19/10)

- 1303-03 PROJECT REGISTER FILES. Registers, listings, index cards, and related documents used to record information on projects and tasks, such as project or task numbers and title, project or task office, and contract number.
- DISPOSITION: a. HQ DMA: Destroy 10 years after register is filled. (GRS 19/4)
- b. Components: Destroy when no longer needed for current operations.
- 1303-04 TEST SCHEDULING FILES. Documents created in the development of coordinated, integrated, DMA-wide testing schedules. Included are reports or minutes of test scheduling conferences, test program documents, coordinating actions, and related papers.
- DISPOSITION: a. Office responsible for preparation of the consolidated schedule: Destroy 10 years after completion. (GRS 19/1)
- b. Other offices: Destroy when 2 years old.
- 1303-05 ITEM TESTING FILES. Documents relating to the testing and evaluation of R&D items (and in some cases production items) to make sure that design, technical, and military characteristics and requirements are met and to provide design agencies with information for corrective action. Included are research, environmental, engineering, service, and other test directives; plans and preliminary and final reports; firing reports; related correspondence; and comparable test data.
- DISPOSITION: a. Test Organizations: Destroy 5 years after approval of the final test. (GRS 19/3)
- b. Testing elements: Destroy when no longer needed in conducting related testing.
- 1303-06 R&D SPECIFICATION AND DRAWING FILES. Preliminary experimental, and final specifications and drawings created in connection with research and development projects. Arrange by drawing or specification number, or by project or item nomenclature.

- (1303-06 continued) DISPOSITION: a. Offices delegated responsible for maintenance of record sets: Permanent. Cut off on supersession or obsolescence. (GRS 19/8)
- b. Other offices: Destroy on supersession or obsolescence.

1303-07 R&D PROJECT REPORTING FILES. Reports prepared by developing agencies containing information about individual research, development, test, and evaluation projects and project tasks. Research and technology resumes, development plans, project identification, time phasing, requirements, objectives, pertinent data about the project, and similar or related reports are also included.

DISPOSITION: Destroy 1 year after completion or cancellation of related projects. (GRS 19/11a)

1303-08 TECHNICAL REPORT RECORD FILES. One copy of each preliminary, progress, or final R&D technical report or publication prepared or issued by a DMA research and development organization received from a contractor. Each report included in these files will be distinctly marked Record Set. Reports in this file will not be charged out. Directors will take appropriate action to ensure that the record set is complete and that unclassified and classified reports are retired.

DISPOSITION: Office responsible for preparation and issue, or requiring preparation by contractor: Permanent. Cut off at the end of the calendar year. Retire in January of the following year. (GRS 19/7)

1303-09 LABORATORY NOTEBOOK FILES. Notebooks used to record and preserve engineering and scientific data, and to provide legal evidence of the date of conception of invention. Notebooks are generally of two types: those containing technical data that is routine, fragmentary, or duplicated in technical reports and papers; and those containing data essential in establishing patent rights. In addition to the author's name, all laboratory notebooks will be identified by the titles and numbers of the projects, tasks, or subtasks to which they pertain.

1303-09 (continued) DISPOSITION: Destroy 6 months after completion of the last project covered by the notebook or on termination of the related projects. Other: Destroy when no longer needed for project. (GRS 19/6 a & b)

## 1304 - RESEARCH AND DEVELOPMENT CASE FILES

These files relate to individual basic research, nonmateriel research, and development projects, tasks, and subtasks, in which the projected end item is a technical paper, study, physical process, or article of materiel designed to satisfy a Qualitative Materiel Development Objective, a Qualitative Materiel Requirement, a Small Development Requirement, or a special requirement approved by HQ DMA. Basic research may be defined as that effort directed toward increased knowledge of the subject under study. It is primarily concerned with the creation of fundamental knowledge in the physical, mathematical, environmental, psychological, social, and organic sciences and not particularly with the potential application of such knowledge to practical things. Applied research refers to the application of scientific knowledge to materiel or techniques directed toward the solution of an existing or anticipated DMA requirement. Development, on the other hand, refers to the design and fabrication of new items or of new components to replace existing ones. The following definitions apply when used in these instructions for maintenance and disposition of research and development case files:

- a. Project - A specifically defined task or group of closely related tasks established to fulfill a stated or anticipated requirement.
- b. Task - A finite unit of effort, under a project, which is documented, funded, and scheduled as a separate entity.
- c. Subtask - Identifiable units of R&D effort resulting from the subdivision of a task into smaller and more specialized segments of work.
- d. Project, task, and subtask office - Office actually performing the R&D effort or directly responsible for the technical administration of contracted R&D effort on a particular project, task, or subtask.

Research and development case files are accumulated only by offices with R&D missions which use RDT&E funds for research on, engineering design of, or fabrication of new items or processes.

1304-01 R&D ITEM CASE FILES. Documents created in connection with a specific project, task, or subtask as described in file number 1304-02 through 1304-15. This standard and file number may be used when it is impractical or desirable to file the segments of the item case file separately.

DISPOSITION: Destroy 6 years after report is published.  
(GRS 19/3)

- 1304-02 AUTHORIZATION FILES. Documents reflecting actions leading up to and including the authorization for initiation of a project, task, or subtask. Included are project proposals; copies of DoD/DMA requirements and technical characteristics; technical committee minutes; and related correspondence.
- DISPOSITION: Destroy 6 years after completion or termination. (GRS 19/3)
- 1304-03 R&D PROCUREMENT FILES. These files consist of a copy of the R&D contract or grant agreement (if the project includes one), with changes, modifications, or addendums thereto.
- DISPOSITION: Destroy 2 years after report is published.
- 1304-04 R&D ITEM TEST DATA FILES. Documents received from testing elements which reflect results of tests, trials, and evaluations of research and engineering design of R&D items. Included are test reports and comparable test data.
- DISPOSITION: Destroy 6 years after report is published. (GRS 19/3)
- 1304-05 R&D ITEM SPECIFICATION AND DRAWING FILES. Copies of experimental, preliminary, and final drawings and copies of specifications or technical requirements created in the design, engineering development, and modification of an item.
- DISPOSITION: Destroy 6 years after report is published. (GRS 19/8)
- 1304-06 R&D ITEM CROSS-REFERENCE FILES. Cross-reference or notations as to the existence and location of scale models, motion picture films and comparable items which are not filed with the project, task, or subtask file.
- DISPOSITION: Destroy 6 years after report is published. (GRS 19/3)

1304-07 R&D ITEM REPORT FILES. Documents consisting of a copy of each technical, progress, or test report issued or received in connection with a project, task, or subtask. Included are feasibility, cost effectiveness, and state-of-the-art study reports; weekly, quarterly, and final progress reports; contractor reports; research engineering and service test plans and reports; and reprints from scientific journals which pertain to basic research projects supported by the DMA.

DISPOSITION: Destroy 6 years after report is published. (GRS 19/11)

1304-08 R&D ITEM CORRESPONDENCE FILES. Retained copies of correspondence relating to a project, task, or subtask.

DISPOSITION: Destroy when 2 years old. (GRS 19/9)

1304-09 R&D ITEM MEETING FILES. Minutes of meetings, conference reports, trip reports, reports of consultations, and similar papers pertaining to the project, task, or subtask.

DISPOSITION: Destroy 5 years after report is published.

1304-10 R&D ITEM FILM FILES. Motion picture films exposed and printed during research, development, test, and evaluation of a project, task, or subtask, the original negatives of which have been forwarded to the Director of Defense Information.

DISPOSITION: Destroy 6 years after report is published. (GRS 19/3)

1304-11 R&D ITEM PHOTOGRAPHIC FILES. Copies of photographs and color transparencies relating to a project, task, or subtask which are routine in value or in which the permanent negatives have been forwarded to the Director for Defense Information.

DISPOSITION: Destroy 6 years after report is published. (GRS 19/3)

1210 - LIBRARY SUPPLY FILES

These files relate to the operation of officially designated libraries.

1210-01 LIBRARY VOUCHER FILES. Vouchers, supporting papers, and voucher register and inventory balance record of books.

DISPOSITION: Destroy when 2 years old.

1210-02 SHELF LIST CARD FILES. Cards indicating all books, maps, charts, and photos in the library arranged in the order in which they stand on the shelves, and reflect item identification by classification, title, author, voucher numbers, and other information necessary to facilitate the processes of accountability.

DISPOSITION: Destroy after all items indicated thereon have been dropped from accountability records.

1210-03 LIBRARY CATALOG FILES. Cards enumerating authors, titles, cross-references, and subjects arranged in alphabetical order and indicating descriptive details including location of books, maps, charts, and photos on the shelves.

DISPOSITION: Destroy when related books, maps, charts, and photos have been permanently removed from the library collection.

1211 - PERSONNEL TRAVEL AND TRANSPORTATION FILES

These files relate to the control, administration, and operations involved in the travel and transportation of DMA personnel.

- 1211-01 TRAVEL REQUEST FILES. Documents pertaining to requests for orders placing DMA personnel on temporary duty, notices of arrival and departure, approval of issuance of temporary duty orders, placement of personnel on temporary duty, and similar matters.
- DISPOSITION: Destroy when 3 years old. (GRS 9/3.a.)
- 1211-02 CONFERENCE TRAVEL FILES. Documents maintained for the purpose of planning, reviewing, and furnishing information in connection with travel of authorized personnel to attend meetings of technical, scientific, professional, and similar organizations.
- DISPOSITION: Destroy when 3 years old. (GRS 9/3.a.)
- 1211-03 PASSPORT FILES. Documents relating to passports and visas for DMA personnel, including their dependents. Included are requests and receipts for passports, transmittal letters, control cards, and related documents.
- DISPOSITION: \*Passports will be transferred to State Department upon release from active duty, discharge, or retirement of individuals concerned.
- 1211-04 PASSENGER WARRANT FILES. Copies of used and cancelled passenger warrants, transportation certificates, travel orders, similar documents serving the same purpose issued for travel of personnel in overseas areas, registers, and related correspondence.
- DISPOSITION: Destroy when 3 years old. (GRS 9/4.a.)

- 1211-05 CUSTOMS DECLARATION FILES. Copies of certificates or other forms prepared for the purpose of enabling DMA personnel and freight to pass customs inspections and to prevent import into the United States of unauthorized items.
- DISPOSITION: Destroy when 6 months old.
- 1211-06 TRANSPORTATION OFFICER APPOINTMENT FILES. Documents reflecting appointment of individuals to act as transportation officers, assistant transportation officers, or transportation agents.
- DISPOSITION: Destroy 2 years after termination of appointment or on discontinuance, whichever is first. (GRS 9/5.a.)
- 1211-07 GOVERNMENT TRANSPORTATION REQUEST FILES. Copies of issued and cancelled transportation requests, transportation certificates, MAC transportation authorizations, travel orders, and other pertinent correspondence and related documents.
- DISPOSITION: Destroy when 3 years old. (GRS 9/3.a.)
- 1211-08 TRANSPORTATION REQUEST REGISTER FILES. Registers containing data on each transportation request issued, such as number, date of issue, name of carrier, points between which transportation was made, appropriation, name of traveler, cost to Government, accommodations furnished, and similar information.
- DISPOSITION: Destroy when 3 years old. (GRS 9/3.a.)
- 1211-09 TRANSPORTATION REQUEST REPORTING FILES. Reports made to HQ DMA, and related documents which reflect transportation requests issued.
- DISPOSITION: Destroy when 3 years old. (GRS 9/3.a.)
- 1211-10 MEAL TICKET FILES. Copies of used and cancelled meal tickets with documents relating to the issue thereof.
- DISPOSITION: Destroy when 3 years old. (GRS 9/4.a.)

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1211-11 LOCAL TRANSPORTATION AUTHORIZATION FILES. Documents pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge or tunnel tickets for official travel of Government personnel.

DISPOSITION: Destroy when 3 years old. (GRS 9/4.a.)

1211-12 INDIVIDUAL TRAVEL FILES. Documents pertaining to the processing of individual dependents prior to travel to and from authorized destinations. Included are requests for travel for dependents; letters notifying dependents of eligibility to travel to authorized destination and authorization to obtain passports; questionnaires and information sheets used for issuance of travel authorizations; port calls; and related correspondence.

DISPOSITION: Destroy when 2 years old. (GRS 9/5.a.)

## 1212 - PROPERTY DISPOSAL FILES

These files relate to the program for disposition of surplus, salvage, scrap, and excess property.

1212-01 PROPERTY DISPOSAL ACCOUNT FILES. Documents maintained to account for the receipt and disposition of property for which the property disposal officer is accountable. Included are voucher registers, vouchers and supporting documents, inventory adjustment reports, stock record cards or equivalent forms used for the same purpose, and other documents supporting the account. Unfilled stock record cards will be retained in the active file until filled or final entry is made thereon. Excluded are accounts which involve the receipt of surplus, salvage, or scrap property from contractors; or property related to contract property accounts.

DISPOSITION: Destroy when 2 years old. (GRS 4/4)

1212-02 EXCESS PROPERTY REPORTING FILES. Reports used to disseminate information concerning availability of excess personal property, listings, card forms, and similar documents.

DISPOSITION: Destroy when 3 years old. (GRS 4/5)

1212-03 DISPOSAL REPORTING FILES. Reports providing dollar value data concerning the receipt, inventory on hand, and property disposal organizations.

DISPOSITION: a. HQ DMA: Summary or consolidated reports - Destroy when 5 years old.  
Feeder reports - Destroy on consolidation or summarization.

b. Components: Destroy when 2 years old.

1212-04 EXCESS PROPERTY DONATION FILES. Documents reflecting the donation of obsolete maps, charts, photos, books, manuscripts, works of art, drawing plans, and models not needed by the DMA to veterans organizations, state museums, educational museums operating under charters forbidding the accumulation of profit, and municipal corporations. Included are shipping orders and documents, schedule of collections, and related papers.

DISPOSITION: Destroy when 2 years old. (GRS 4/4)

1213 - MOTOR VEHICLE SUPPLY FILES

These files relate to the supply and control of motor vehicles.

1213-01 MOTOR VEHICLE STOCK STATUS FILES. Documents accumulated in connection with the system for the location, by station and status, of motor vehicles. Included are motor record and corresponding punch cards.

DISPOSITION: Destroy 4 years after vehicle leaves agency custody. (GRS 10/6)

1213-02 AUTOMOTIVE VEHICLE TRANSFER RELEASE FILES. Documents accumulated at HQ DMA directing shipment of automotive vehicles within the agency.

DISPOSITION: Destroy 4 years after vehicle leaves agency custody. (GRS 10/6)

1213-03 MOTOR VEHICLE LOCATOR RECORD FILES. Documents constituting a part of a location, inventory, or identification system for motor vehicles, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards or tags, and related papers.

DISPOSITION: Destroy when 2 years old. (GRS 10/1)

1213-04 VEHICLE INVENTORY AND DENSITY REPORTING FILES. Vehicle density reports, inventory reports of motor vehicles, and comparable statistical reports and data relating thereto.

DISPOSITION: Destroy 3 years after date of report. (GRS 10/4)

1213-05 QUARTERLY ADMINISTRATIVE VEHICLE ALLOCATION REPORTING FILES. Reports concerning the supply of motor vehicle allocation reports, or comparable reports containing information showing the type, description, estimated requirements, recommended and authorized allocation, and other data.

DISPOSITION: Destroy 3 years after date of report. (GRS 10/4)

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1213-06 VEHICLE TITLE FILES. Documents relating to the registration of vehicles. Included are titles, manufacturers' and dealers' statements of origin, and related papers. They will accompany the vehicle upon transfer.

DISPOSITION: Destroy 4 years after vehicle leaves agency custody. (GRS 10/6)

## 1214 - ADMINISTRATIVE MOTOR VEHICLE MANAGEMENT FILES

These files relate to the control and management of administrative vehicles and motor pool operations.

1214-01 ADMINISTRATIVE MOTOR VEHICLE AUTHORIZATION FILES. Requests for allowances of vehicles indicating requirements, justifications, and approvals or disapprovals thereof.

DISPOSITION: Destroy when 2 years old. (GRS 10/1)

1214-02 ADMINISTRATIVE MOTOR VEHICLE REQUISITION FILES. Requisitions for vehicles and related papers created in the supply and redistribution of vehicles.

DISPOSITION: Destroy when 2 years old. (GRS 10/1)

1214-03 ADMINISTRATIVE TRANSPORT MANAGEMENT SURVEY AND INSPECTION FILES. Documents reflecting results of management surveys and inspections of administrative vehicle operations. Included are survey reports, inspection reports, and related documents.

DISPOSITION: a. HQ DMA: Destroy 3 years after date of report.

b. Components: Destroy 1 year after next comparable survey or inspection, or on discontinuance, whichever is first. (GRS 10/4)

1214-04 ADMINISTRATIVE MOTOR VEHICLE CONTROL FILES. Cards, charts, graphs, and comparable papers utilized to control location and other data relative to administrative vehicles.

DISPOSITION: Destroy when 2 years old. (GRS 10/1)

1214-05 VEHICLE IDENTIFICATION PLATE FILES. Documents accumulated in connection with requesting, transferring, issuing, and disposing of identification/license plates.

DISPOSITION: a. Offices responsible for issuing plates: Destroy 2 years after disposal of plates.

b. Other offices: Destroy when 2 years old. (GRS 10/1)

1214-06 ADMINISTRATIVE MOTOR SERVICE COST AND PERFORMANCE REPORTING FILES. Reports reflecting cost and performance data relative to the operation of administrative vehicles.

DISPOSITION: Destroy 3 years after date of report. (GRS 10/3)

1214-07 TRANSPORTATION SERVICES AUTHORIZATION FILES. Documents relating to the justification, authorization, cancellation, and review of the establishment of transportation services such as domicile-to-duty, group transportation, and daily recurring dispatch of administrative vehicles. Included are requests, approvals, cancellations, reviews, and related documents.

DISPOSITION: Destroy when 2 years old. (GRS 10/1)

1214-08 OPERATOR'S EXAMINATION AND QUALIFICATION RECORD FILES. Equipment operator's qualification records, driver examinations or tests and related or similar documents.

DISPOSITION: Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner. (GRS 10/7)

1215 - TRAFFIC MANAGEMENT AND FREIGHT MOVEMENT FILES

These files relate to the direction, control, and supervision of functions incident to the effective and economical use of transportation services and to control and administer the operations involved in moving freight primarily by rail and highway transport.

- 1215-01 TRAFFIC ENGINEERING SURVEY AND STUDY FILES. Documents relating to transportation engineering studies and traffic surveys which normally cover all aspects of transportation and traffic. The surveys and studies are performed by traffic engineering teams. Included are requests for surveys and survey reports, and related papers.

DISPOSITION: Destroy when 3 years old. (GRS 9/1.a.)

- 1215-02 MATERIEL TRANSPORTABILITY FILES. Documents relating to transportability of oversize or cumbersome materiel having characteristics which make transportation difficult or hazardous. These documents reflect liaison with other technical agencies during the planning, developing, and initial production stages. Included are proposals, concurrences, photographs, charts, reports, publications, specifications, sketches, and similar or related documents.

DISPOSITION: Destroy when 2 years old.  
(GRS 9/5.a.)

- 1215-03 TRANSPORTATION REPORTING FILES. Reports reflecting tonnage shipped, shipments made, personnel moved, and similar data. Included are reports, consolidated reports, and related papers.

DISPOSITION: Destroy when 3 years old.

- 1215-04 TARIFF AND TENDER FILES. Documents relating to the establishment, modification, and acceptance of tariffs and tenders for the carriage, storage, or handling of DMA materiel. Included are proposals, study data, tariff and tender documents, and related papers.

(1215-04 continued) DISPOSITION: Destroy on cancellation or termination.

1215-05 TRANSPORTATION CONTROL NUMBER INDEX FILES. Documents used in locating other necessary related documentation to answer inquiries which cite the transportation control number on the Transportation Control Movement Documents.

DISPOSITION: Destroy when 3 years old. (GRS 9/1.c.)

1215-06 ROUTING ORDER FILES. Documents which relate to the authorization and routing of freight shipments destined for any point in the United States or overseas. Included are requests for routing, route orders, confirmation of route orders, reports of routing, permit authorizations, and correspondence about routing.

DISPOSITION: Destroy when 3 years old. (GRS 9/1.c.)

1215-07 FREIGHT ACCOUNT FILES. Documents relating to inquiries concerning carrier charges for transportation services performed; claims against carriers for losses, damages, and shortages relative to shipments; investigations, reviews, and recommendations pertaining to the settlement of disputed carriers' bills for freight services; and similar matters.

DISPOSITION: Destroy when 3 years old. (GRS 9/2)

1215-08 CAR RECORD BOOK FILES. Books and registers reflecting each car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills.

DISPOSITION: Destroy when 3 years old. (GRS 9/1.c.)

1215-09 MOTOR CARRIER FILES. Documents maintained for use in selecting proper carriers. Included are questionnaires completed by commercial motor carriers indicating their facilities for handling freight, operating authority, photographs showing types of equipment available for utilization, related correspondence, and similar documents.

DISPOSITION: Destroy when 3 years old. (GRS 9/1.c.)

- 1215-10 BILL OF LADING FILES. Documents relating to inbound and outbound shipments. Included are property-received and property-shipped bills of lading, freight bills, shipping documents, shipment planning work sheets, express receipts, tally sheets, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit privilege bills of lading cross-reference sheets, and similar and related documents.
- DISPOSITION: Destroy when 3 years old. (GRS 9/1.c.)
- 1215-11 PREPAID OUTBOUND SALVAGE BILL OF LADING FILES. Documents relating to outbound shipments of salvage or rejected material to consignees who assume necessary freight charges for shipment.
- DISPOSITION: Destroy when 3 years old. (GRS 9/1.c.)
- 1215-12 PREPAID INBOUND BILL OF LADING FILES. Documents relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving documents, commercial bills of lading, cross-reference sheets, similar documents, and related correspondence.
- DISPOSITION: Destroy when 3 years old. (GRS 9/1.c.)
- 1215-13 BILL OF LADING REGISTER FILES. Registers containing data relative to each bill of lading issued or accomplished, date of issue of accomplishment, consignor, and similar information.
- DISPOSITION: Destroy when 3 years old. (GRS 9/1.c.)
- 1215-14 BILL OF LADING REVIEW FILES. Documents concerning the violation of regulations and tariffs in processing bills of lading.
- DISPOSITION: Destroy when 3 years old. (GRS 9/1.c.)
- 1215-15 SHIPMENT DISCREPANCY REPORTING FILES. Documents used to report discrepancies in shipments such as over, short, astray, loss of, or damage to DMA freight, improper handling by carrier; misdirected shipments; documentation errors; nonobservance of carrier tariff requirements; and other discrepancies.
- DISPOSITION: Destroy when 3 years old. (GRS 9/2)

## 1503 - DOCUMENTATION FILES

WITHDRAWN

These files cover those records required for servicing machine-readable records for converting them from human-readable information to encoded data and vice versa. These are an organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of ADP systems. As might be expected, the disposition of documentation is linked to the disposition of the related machine-readable files.

1503-01 DATA SYSTEMS SPECIFICATIONS FILES. Documents containing definitions of the system, including functional requirements, data requirements, system/subsystem specifications, requests for the system, and authorizing directives.

- DISPOSITION:
- a. For a disapproved proposed system: Dispose of one year after final action.
  - b. For an approved system for which all related magnetic data files are authorized for disposal: Dispose of one year after discontinuance of the system.
  - c. For an approved system for which any related magnetic data file is not authorized for disposal: Retain with related data file.

1503-02 SYSTEM TEST DOCUMENTATION FILES: Descriptive material including test plans and test analysis reports.

- DISPOSITION:
- a. For an approved system: Dispose of one year after completion of testing.
  - b. For a disapproved proposed system: Dispose of when no longer needed.

1503-03 ADP SPECIFICATION FILES: Documents relating to definitions of the logical and physical characteristics of each record, element, or item of data in the file, including names and tags or labels; relative position, form, format, and size of data elements (record layout); specifications of all codes used; cross reference code manual; security and privacy restrictions; validity characteristics; update and access condition; recording medium and volume.

- DISPOSITION:
- a. For a system for which all related magnetic data files are authorized for disposal: Dispose of with related data file.

- 1503-03 (continued)            b. For a system for which any related magnetic data file is not authorized for disposal: Retain with related data file.
- 1503-04 ADP USER GUIDE FILES. Documents that include information which sufficiently describes the functions of the system in non-ADP terminology so that users can determine its applicability and when and how to use it; serves for the preparation of input data and the interpretation of results. They consist of handbooks, guides to data availability, and procedures for querying files.
- DISPOSITION: Retain with data systems specifications.
- 1503-05 OUTPUT SPECIFICATIONS FILES. Documents that consist of detailed descriptions of products of the system that are to be used outside the computer center. They consist of listings of each type of output by title and tag, format specifications, selection criteria, volume and frequency, media, graphic displays and symbols, security and privacy conditions, and disposition of output.
- DISPOSITION: Retain with related data file.
- 1503-06 ADP REPORT FILES: Documents that contain printed final reports containing the statistical tabulation and an analysis of the findings of a study or survey, including a narrative description of methodology employed. They are for systems which require retention of related data.
- DISPOSITION: Retain one copy with related file specifications.
- 1503-07 ADP INFORMATION RETRIEVAL ROUTINE FILES. Documents that consist of series of machine instructions designed to retrieve information from specific data systems.
- DISPOSITION: a. General purpose programs: Dispose of when no longer needed.
- b. Special purpose programs for data files for which disposal is authorized: Dispose of with related data file.
- c. Special purpose programs for data files for which disposal is not authorized: Retain with related data file.

## CHAPTER 3

FILING EQUIPMENT AND SUPPLIES1. Filing Equipment.

a. Standard Filing Equipment. Filing equipment used by DMA will be the most economical to meet requirements. Standard file equipment will not be purchased without prior approval of the appropriate Records Management Official. The procurement of nonstandard file equipment which is not a GSA or Federal Stock Supply item is not authorized without full justification and the approval of the HQ DMA Records Administrator. In an effort to minimize the purchase of costly file equipment, DMA offices will:

- (1) Provide for the prompt disposal of records to free equipment on hand for re-use.
- (2) Return excess equipment to supply channels for redistribution to other offices.
- (3) Ensure that blank forms, publications, office supplies, and other such material are not stored in filing equipment allocated for record storage.
- (4) Utilize 5-drawer filing cabinets whenever feasible for unclassified records. These cabinets provide 25 percent more filing area in the same amount of floor space as the 4-drawer cabinets.

b. Security Containers. Classified records will be stored in GSA approved containers as prescribed by DoD 5200.1-R, Information Security Program Regulation, Chapter V, Safekeeping and Storage.

c. Shelf Files. Shelf files are not authorized for the storage of classified material unless located within designated secure areas. However, shelf filing equipment for unclassified records, if space permits, may be considered when records total 50 cubic feet or more, or as determined by the appropriate Records Management Official.

2. Filing Supplies. Supplies other than those described below will not be utilized except when specifically approved by the appropriate Records Management Official for a particular application. Re-use folders and guides whenever possible and economical.

a. Folders.

- (1) "File Kraft", vertical, 3/4-inch expansion, 9-1/2x14-3/4 inches, square cut for legal size; and 9-1/2x11-3/4 inches for letter size.
- (2) Standard map folders.
- (3) Open shelf file folders.

b. Guides. Pressboard, gray, first position without lower projection, legal size 9-1/2x12-7/8 inches; letter size 9-1/2x11-3/4 inches.

c. Labels. Pressure sensitive, 3-1/2x15/16 inches, or other available sizes as may be required.

## CHAPTER 4

RECORDS CONTROL SCHEDULE

1. General. To ensure that records of continuing value are preserved and that records no longer current are destroyed or retired, Records Control Schedules will be developed to provide a comprehensive system for identifying, maintaining, and disposing of Agency records.
2. Records Control Schedule. Each office of record will compile and maintain a Records Control Schedule for all major groups of records for which it is responsible. DMA Form 5015-1A-R, DMA Records Control Schedule (Figure 4-1), will be used in developing the schedule and will be prepared and maintained as follows:
  - a. Identify and list the major groups of records. Refer to Chapter 2 to determine the files series number that best describes the document to be filed. List the series number, complete subject, security classification, and disposition.
  - b. The original and one copy of the form will be completed by each office of record and forwarded to the appropriate Records Management Official for review and approval. The original will be returned to the office of origin and filed under Functional File Number 101-01.
  - c. The Records Control Schedule will be reviewed annually (1 August-30 September) to ensure that all records are properly identified and the schedule is accurate and complete. If revision is necessary, two copies of the schedule plan will be forwarded to the appropriate Records Management Official.

RECORDS CONTROL SCHEDULE <span style="float: right;">(DMAM 5015.1)</span>		DATE PREPARED 31 August 1979
FROM: (STAFF/DEPT., DIV., BR., SECTION, & UNIT)  ADMINISTRATION OFFICE Records Management Division		PREPARED BY (RECORDS COORDINATOR)  Mary Jones
SIGNATURE OF SUPERVISOR  John Doe		SIGNATURE OF APPROVING RECORDS MGMT. OFFICER  Robert Smith
<input type="checkbox"/> INITIAL SCHEDULE <input checked="" type="checkbox"/> SUPERSEDES A PREVIOUS SCHEDULE DATED		1 January 1975
FILE NO. (DMAPFS)	1. FILE CLASSIFICATION TITLE (DMAPFS) 2. SUBJECT (Folder identification, brief description of contents, object, etc, if not clarified in the subject-title) 3. FILE ARRANGEMENT (Indicate method/s of filing)	DISPOSITION INSTRUCTIONS (Do not enter dates)
101	<u>OFFICE GENERAL ADMINISTRATIVE FILES</u>	
101-01	<u>RECORDS CONTROL SCHEDULE FILES</u> DMA Form 5015-1A-R - Records Control Schedule	Destroy when superseded.
101-02	<u>SUSPENSE FILES</u> Form Letters, Correspondence Requiring Reply, Etc.	Destroy after reply received. Destroy after action. Destroy after 30 days.
101-04	<u>OFFICE INSPECTION AND SURVEY FILES</u> Command and I.G. Inspections	Destroy after next comparable survey or inspection.
101-11	<u>OFFICE SERVICE AND SUPPLY FILES</u> Requests (Work Orders)(Type Service Orders)(Special Services Orders, etc.) Supplies Space (Office)	Active: 1 Year Inactive: 1 Year Destroy: CFA
102	<u>OFFICE PERSONNEL FILES</u>	
102-01	<u>OFFICE GENERAL PERSONNEL FILES</u> General Personnel Matters Job Surveys	Active: 1 Year Inactive: 1 Year Destroy: CFA
102-05	<u>JOB DESCRIPTION FILES</u> Job Descriptions Standards of Performance	Destroy abolishment of position, supsd job description or no longer needed.
102-08	<u>OFFICE PERSONNEL INFORMATION FILES</u> Appeals and Grievances Employee Appraisals	Review end of CY - Destroy documents supsd or no longer applicable.

Figure 4-1

## CHAPTER 5

RECORDS MAINTENANCE PROCEDURES1. Guide Cards and File Folders.

a. Guide Cards. Prepare and use guides to identify each major file series. Type standard labels and attach them to the guide card tab. Do not retire or discard guides when files are disposed of; re-use them.

b. File Folders. Prepare folders only for those subjects for which there is a current need. Type identifying data on standard labels and attach to folder in appropriate position. Prepare a second folder when the material in a folder reaches normal capacity. The second folder will begin at a logical point, such as the beginning of a month or calendar quarter.

c. Labels. The label on the first folder of each specific file series will bear the file number, file title, year of file (if appropriate) and disposition instructions. Common Mission file numbers will be given a title prefix pertaining to the function to which they relate (e.g., 201-01 Administration Office Program and Policy Files). Subsequent folders need only show the file number and title(s) that describe the file. Commonly accepted abbreviations may be used as well as the following:

CFA	Current Files Area
COFF	Cut Off
Dest	Destroy
WNRC	Washington National Records Center GSA, Washington, D. C. 20409
NPRC	National Personnel Records Center GSA (Civilian Personnel Records) 111 Winnebago St., St. Louis, MO. 63118

or

	National Personnel Records Center GSA (Military Personnel Records) 9700 Page Blvd., St. Louis, MO. 63132
FRC	Federal Records Center, GSA (There are 10. Use appropriate address.)
PIF	Place in inactive file
Trf	Transfer
Ret	Retire

Refp Reference paper  
Perm Permanent  
RHA Records Holding Area

(1) Examples of label abbreviations:

104-05 Office Classified Document Receipt Files (76)  
COFF 31 Dec 76, Dest CFA Jan 79

201-02 Records Management Administrative Files (76)  
COFF 31 Dec 76, Trf RHA Jan 77, Dest Jan 78

502-01 Security Classification Files (76)  
COFF 31 Dec 76, Trf RHA Jan 78, Ret WNRC 79

502-13 TOP SECRET Accountability Files (Active)  
PIF - After dispatch, downgrading transfer  
or destruction of the document.

(2) Three positions are authorized for folder labels:

The first position (left) is used only for files that are to be destroyed in the current files areas.

The second position (center) is used only for files that are to be transferred to a Records Holding Area and destroyed there.

The third position (right) is used only for files that are retired to a Federal Records Center.

2. Filing Procedures.

a. Preparation. Ensure that file is complete and that enclosures or related papers are retained. Combine papers of a later date which directly relate to papers of an earlier date. Remove duplicate copies of documents. Remove all mail control forms, classified cover sheets, envelopes, routing slips (except those of significant record value). Remove rubber bands, paper clips, spring clips, pins, and other temporary fasteners. Mend torn or frayed papers with transparent tape. Assemble and file by date of latest action as follows: latest action on top; basic paper; endorsements beginning with earliest paper; enclosures in numerical order; supporting papers. Staple related papers together in upper left corner; when material is too thick, use prong fasteners.

b. Coding. In selecting a file number, determine the functional series that represents the subject matter by referring to the series and title descriptions listed in Chapter 2. Indicate the file number on the right side of document. File papers loosely in the proper folder. (Prong fasteners may be used when files are frequently used, when sequence of arrangement is of special importance, and when all documents pertain to

to the same case.) Keep labels visible by neatly arranging papers in the folders. Prevent overcrowding by allowing at least 4 inches of space in each file drawer. Bulky material will be filed separately in suitable storage equipment and maintained in file classification, date, or serial number order. A cross reference will be made and annotated on the filed papers.

c. Cross References. If the material involves more than one subject, indicate the cross reference file number for the additional subject by placing it below the file number shown for the major subject. The cross reference is preceded by an "X" to distinguish it from the major file number.

3. Files Cutoff. File clerks will cut off files and segregate active from inactive; retire, transfer, or destroy eligible material according to disposition procedures contained in Chapter 6; and review and destroy all noncurrent technical or policy reference materials on an annual basis.

a. Files maintained on a calendar year basis: cut off on 31 December of each year and establish new files.

b. Files maintained on a fiscal year basis: cut off at the end of the applicable fiscal year and establish new files the following day; e.g., Fiscal Year (FY) 1977 records date from 1 October 1976 to 30 September 1977 inclusive.

c. Files with a retention period of less than one year: cut off and dispose of after their authorized retention periods. For example:

(1) Files disposable after 30 days: COFF 30 Jun 76, Dest 1 Aug 76

(2) Files disposable after 90 days: COFF 30 Jun 76, Dest 1 Oct 76

(3) Files disposable after 6 months: COFF 30 Jun 76, Dest 1 Jan 77

d. Upon cut off, place all completed or closed case files in an inactive file (PIF) until they are eligible for destruction or transfer to a Records Center in accordance with disposition procedures contained in Chapter 6.

4. Classified Documents. Safeguard classified files in accordance with applicable DMA security regulations and DoD Regulation 5200.1-R. The inter-filing of unclassified and classified papers will be restricted to those papers which directly support, explain, or document the record of the action or transaction. The top and bottom of the front and back of a folder containing classified material will be stamped with the highest classification of the records filed therein. Folders containing classified documents or other material will be filed/stored in classified containers or secure areas approved for the level of the material to be protected.

## CHAPTER 6

DISPOSITION PROCEDURES

1. Disposition Instructions. Records designated for retirement will be retired on a calendar and/or fiscal year basis to the Washington National Records Center, National Personnel Records Center, or a Federal Records Center. Disposition instructions in Chapter 2 specify the overall retention period for most files (e.g., destroy after 2 years, destroy after 10 years, destroy after card is filled, etc.). The following are examples of exceptions to general time periods: destroy when registrant becomes 36 years of age; withdraw and destroy on departure of the individual; destroy when superseded; destroy after next survey; and destroy the day following last entry on the form. Below are examples of how disposition instructions are to appear on file labels for calendar and fiscal files.

a. Files having a retention period of 1 month or 30 days will be cut off at the end of the month, held 1 month in current files area, and then destroyed. Example: COFF 30 Apr 76, Dest Jun 76.

b. Files having a retention period of 3 months or 90 days will be cut off at the end of each quarter, held 3 months in the current files area, and then destroyed. Example: COFF 31 Mar 76, Dest Jul 76.

c. Files having a retention period of 6 months will be cut off semi-annually as of 30 June and 31 December, held 6 months in the current files area, and then destroyed. Example: COFF 30 Jun 76, Dest Jan 77.

d. Files having a retention period of 1 year will be cut off at the end of the calendar year or fiscal year, held 1 year in the current files area, and then destroyed. Examples: (calendar year) COFF 31 Dec 76, Dest Jan 78; (fiscal year) COFF 30 Sep 76, Dest Oct 77.

e. Files having a retention period of 2 years will be cut off at the end of the calendar year or fiscal year and held 1 year in the current files area, then transferred to the records holding area where they will be held until the expiration of the 2-year period, and then destroyed. Examples: (calendar year) COFF 31 Dec 76, Trf RHA Jan 78, Dest Jan 79; (fiscal year) COFF 30 Sep 76, Trf RHA 1 Oct 77, Dest 1 Oct 78.

f. Disposable files having retention periods of more than 2 years will be cut off at the end of the calendar year or fiscal year and disposed of as follows:

(1) Files will be held 1 year after cutoff in the current files area, then transferred to the records holding area. Files having retention period of 10 years or less will be held in the records holding area for the remainder of their retention period and then destroyed. Examples:

3-year calendar year: COFF 31 Dec 76, Trf RHA Jan 77  
Dest Jan 80

3-year fiscal year: COFF 30 Sep 76, Trf RHA Oct 77, Dest Oct 79

6-year calendar year: COFF 31 Dec 76, Trf Jan 77, Dest Jan 83

6-year fiscal year: COFF 30 Sep 76, Trf RHA Oct 77, Dest Oct 82

(2) Files with a retention period of more than 10 years will be held 1 year after curoff in the current files area, transferred to the records holding area where they will be held until their retention period is reached and then destroyed. Examples: (10-year calendar year) COFF 31 Dec 76, Trf RHA Jan 78, Dest Jan 87; (10-year fiscal year) COFF 30 Sep 76, Trf RHA Oct 78, Dest Oct 86.

g. Documents which are disposable upon the occurrence of an event (such as supersession or obsolescence) or upon the accomplishment of an action will be withdrawn from the active file upon the occurrence of the event or accomplishment of the action and destroyed. Examples: destroy on supersession or obsolescence; destroy on completion of posting to the proper form.

h. Files that are disposable after a specific retention period following the occurrence of an event or accomplishment of an action, such as audit, final payment, or completion of a project, will be terminated on the occurrence of the event or accomplishment of the action. Such files may be terminated by withdrawing from the active file and placing in an inactive file, or, in the case of large volumes, by simply discontinuing further filing within the files. The inactive or terminated files will be cut off and disposition will be effected in the same manner as for other files with the same retention period. Examples:

(1) Destroy 10 years after completion of project: COFF on completion of project (for the active file); COFF 31 Dec 76, Trf RHA Jan 78, Dest Jan 87 (file for which project was completed in 1976).

(2) Destroy 6 years after final payment: PIF on final payment (for the active file); COFF 21 Sep 76, Trf RHA Oct 77, Dest Oct 82 (file for which final payment was made in FY 76).

i. Unless otherwise specified in the disposition instructions, permanent files will be cut off at the end of the calendar or fiscal year.

(1) Files will be held 1 year after curoff in the current files area, then transferred to the records holding area where they will be held 2 additional years and then retired to the designated records center. Examples: (calendar year) COFF 31 Dec 76, Trf RHA Jan 78, Ret WNRC Jan 80, Permanent; (fiscal year) COFF 30 Sep 76, Trf RHA Oct 77, Ret WNRC Oct 79, Permanent. Offer to NARs in 5 years block when 20 years old unless otherwise indicated in the Record Disposition Records Instruction.

(2) Where records holding areas are not authorized, the files will be held 3 years after curoff in the current files area and then retired to

the designated records center. Examples: (calendar year) COFF 31 Dec 76, Ret WNRC Jan 80, Permanent; (fiscal year) COFF 30 Sep 76, Ret WNRC Oct 79, Permanent.

2. Changes to Retention Periods. Retention periods are changed periodically as a result of the continuing evaluation of files and changes in statutory, legal, financial, and administrative requirements. If the change increases the retention period, the new retention period will be applied to all applicable files. Inactive and cutoff files will be brought under the new retention period. If the change reduces the retention period, the new retention period will be applied retroactively, unless it is impractical to do so. By statute all changes in retention periods must be approved by NARS before they are applied to the disposition of DMA Records.

3. Disposal Requirements.

a. When the volume warrants, files authorized for destruction will be sold as waste paper, destroyed, or, with the prior approval of the HQ DMA Records Administrator, donated to any Government agency, organization, institution, or corporation which has made application for them.

b. When authorized for disposal under prescribed disposition instructions, classified documents will be destroyed according to the methods prescribed in DoD security regulations. Disposition procedures contained in this manual are applicable to both classified and unclassified documents except for NATO.

c. Files authorized for destruction that possess historic or other value may be donated on the request of an organization, with the prior approval of the HQ DMA Records Administrator.

4. Emergency or Accidental Records Disposal.

a. Emergency Disposal. Pursuant to the Records Disposal Act of 1943, records in the custody of DMA outside the territorial limits of the continental United States may be destroyed any time during the existence of a state of war between the United States and any other nation or when hostile action by a foreign power appears imminent, if their retention is prejudicial to the interests of the United States. When emergency disposal is effected, a list of files destroyed and the inclusive dates of each file will be compiled, to the extent possible, and forwarded to the HQ DMA Records Administrator.

b. Accidental Disposal. In cases of accidental loss or destruction of files by fire or other causes, reconstruct as much of the lost permanent files as possible. When this is not possible, they will be identified on an SF 135 (Records Transmittal and Receipt) at the time of transfer of the records of the same time period to the records holding area.

5. Classified Material. Classified material will be transferred to records holding areas if the records holding area facilities meet the security requirements of DoD for their maintenance. When records holding areas do not meet security requirements, the material will be retained in current files until authorized for disposal or retirement.

a. CONFIDENTIAL and SECRET Files. Security requirements of DoD Regulation 5200.1-R will be observed when retiring CONFIDENTIAL and SECRET files to a records center.

b. TOP SECRET Files. TOP SECRET documents which cannot be destroyed under prescribed disposition instructions will not be retired to a records center until reduced to a lower classification. When TOP SECRET files become eligible for retirement, Component heads will take necessary action to ensure that all TOP SECRET documents eligible for retirement are reviewed for regrading or declassification. They will also ensure that files that have already been retired are retained and retired to the records center with the next calendar or fiscal year retirement, as applicable. A separate SF 135 will be prepared for each of these documents.

c. NATO Documents. References d. and e. contain disposition instructions for NATO and COSMIC documents. Classified document receipts, destruction certificates, and registers relating to COSMIC and NATO SECRET documents which reflect the final disposition of documents in a subregistry will be retained as indicated in the aforementioned DoD instruction. Classified document receipts, destruction certificates, and other control files relating to NATO documents having a lower security classification than those mentioned above will be disposed of in accordance with Functional Files Series 104.

#### 6. Transfer of Files.

a. The policy of DMA is to transfer periodically to the National Archives all permanent files in order that they may be incorporated in the permanent archives of the Government of the United States.

b. Transfer of records from the custody of one Executive Agency to another is governed by CFR 101-11.409. When a function is transferred from one DMA organization to another, the current files relating to that function will be transferred to the gaining organization for maintenance. Inactive files relating to the function will be transferred to the designated records holding area.

#### 7. Disposition of Personal Papers.

a. Personal papers are those pertaining solely to an individual's private affairs. Correspondence designated "personal," "confidential," or "private," but relevant to the conduct of public business is nonetheless an official record subject to the provisions of 44 U.S.C. Chapter 31 pertinent to the maintenance and disposal of such records. Official records are public records and belong to the office, rather than to the official. See Chapter 1, para. 7., pp. 2 for a more comprehensive definition of personal papers.

b. Personnel assigned to DMA shall maintain separately from official documents those papers of a private or unofficial nature, pertain only to their personal affairs, and clearly designate them as nonofficial. Official business mentioned in personal correspondence should be extracted and made a part of the official record.

c. Presidential appointees and other officials in policy-making positions may donate personal papers and extra copies of official papers which they created or acted upon during their term of office to a Presidential Library or NARS for historical retention. After retirement, the donor may have regular access to these documents, including those that are classified, and has the prerogative of restricting access thereto to others without his or her authorization.

d. Removal of Documents by DMA Officials.

(1) Documents which MAY NOT be removed:

- (a) The official record copy of any document.
- (b) Any classified document.
- (c) Any "Restricted Data" document.
- (d) Diaries that contain official schedules of meetings, appointments, field trips, or other official activities. These are considered official documents and will be maintained accordingly.

(e) Any copy of a document containing the following types of information exempt from public release under the Freedom of Information Act (sometimes stamped "FOR OFFICIAL USE ONLY") whether the official record copy or an extra copy:

1 Records containing trade secret and other commercial or financial information of a "company proprietary" nature.

2 Records containing information which may not be made public without violating statutory prohibitions.

3 Records containing information from personal, medical, and similar files which relate to the personal privacy of individuals.

4 Records containing information developed in the course of investigations for purposes of civil or criminal law enforcement.

(f) Any material, including nonrecord, if it will create a gap in the files and impair the logical sequence of the essential documentation.

(g) Any document required to transact official business of the Department of Defense; and any document required to assist in the decision-making process.

(2) Documents which MAY be removed:

(a) All personal and private papers which do not contain references to official business.

(b) Personal diaries, logs, handwritten notes, and memoranda or tapes of personal telephone calls, provided all official information has been incorporated in a memorandum for the record and placed in the appropriate official file.

(c) Reference books and other personal items brought from private life.

(d) Extra copies of papers which he or she has drafted, reviewed or otherwise acted upon provided that such retention would not: diminish the official records of DMA; violate confidentiality required by national security provisions, privacy, or other interest protected by law; or exceed normal administrative economics.

e. Statutory and Regulatory Limitations.

(1) Official Information Classified Pursuant to Executive Order 12065. There is no provision for removal of classified material by a retiring official. Criminal statutes stipulate penalties for such removals. Limited arrangements for access for historical research purposes are allowed under Section 12 of E.O. 12065.

(2) "Restricted Data" Under the Atomic Energy Act of 1954, as amended. No matter what its form, "Restricted Data" may not be removed. Criminal penalties apply to violations.

(3) Records. Material which falls under the statutory definition of "Records" may be disposed of only with the approval of the Administrator of the General Services, as specified in 44 U.S.C. Chapter 33, and through procedures prescribed in the Federal Property Management Regulations (reference a.) and DMA Records Disposition Schedules, as set forth in this Manual.

(4) Mutilation and Destruction of Records.

(a) The heads of federal agencies are responsible for preventing the unlawful removal, defacing, alteration, or destruction of records (44 U.S.C. 2905, 3106).

(b) The penalties for the willful and unlawful destruction, damage, or alienation of federal records are contained in the U.S. Criminal Code (18 U.S.C. 2071).

(c) Private files are not governed by these provisions.

## CHAPTER 7

PACKING AND SHIPPING PROCEDURES

1. Shipping Containers and Supplies. HQ DMA and Components will obtain boxes and tape through normal supply channels. The shipping containers and related supplies described below will be used for the transfer of files to records holding areas and for the retirement of files to records centers.

a. Standard fiberboard box, 15"x12"x10".

b. Fiberboard box, 18"x15"x5-1/2". It is suitable for shipping 8"x5" card files and printouts from PCM and ADP runs.

c. Fiberboard box, 15"x12"x5-1/2". It is suitable for shipping 3"x5" card files when strips of cardboard are placed between the rows of cards and wadded paper is used to fill open space in the box. In addition, the box is suitable and may be used for shipping punched cards.

d. Fiberboard box, 30"x12"x5". It is suitable for shipping rolled records (e.g., maps and plans) which may not be folded and shipped in the standard containers described in paragraph 1.a. Small quantities of rolled records also may be shipped in standard mailing tubes (2", 4-1/2" diameter).

e. Sealing tape, pressure sensitive, filament reinforced, 1" wide, 60-yard roll.

2. Packing Procedures.

a. Permanent files and files having a disposal date will be packed in separate boxes when they are retired to a records center. The permanent files will be packed in the first box or boxes in the shipment.

b. Regardless of type of container used for files, containers will be filled with only one row of file folders. When transferring files to records holding areas, permanent files of all organizational elements will be packed first, followed by temporary records of those elements.

c. Letter and legal size files will be packed in fiberboard boxes as illustrated in figure 7-1. When filled to capacity the box will hold 15 inches of letter size or 12 inches of legal size files. The dimensions of the corrugated fiberboard boxes are such that when the containers are filled to capacity with files, no packing material is required between the files and the inner walls of the box. In instances when it is necessary to ship partially filled boxes, the space between the files and the inner walls of the box will be packed with crumpled or wadded paper or other suitable packing material to prevent movement of the contents during shipment. Excelsior, shredded paper, waste paper, additional file material, or surplus file folders will not be used as packing material.

d. Each box will be sealed with the tape described in paragraph 1.e. The use of liners or pads inside the boxes is authorized for overseas

organizations, if available. When boxes are not filled to capacity, the packing material specified above will be used to fill the empty space.

e. Each box will be stenciled or labeled clearly on the top using an address label, indicating name and address of the shipper, destination and address of the receiving records center, gross weight, outside cubic measurement of container, and the number of the box in relation to the entire shipment (e.g., Box 1/4, Box 3/4).

f. Small quantities of files which do not warrant the use of record boxes will be wrapped securely, using heavy envelopes or wrapping paper, which will be sealed or firmly tied. The mailing address of the records center or other organization to receive the files will be clearly indicated, preferably by the use of waterproof ink or typewritten mailing stickers.

3. Preparation and Distribution of SF 135. Files to be transferred to a records holding area or to be retired to a records center will be identified on Standard Form 135 (Records Transmittal and Receipt). When more than one page is required, Standard Form 135-A (Records Transmittal and Receipt Continuation) will be used.

a. Files to be transferred to a records holding area will be listed on SF 135 prepared in quadruplicate. The original and two copies will accompany the files to the holding area; the third copy will be retained by the office transferring the files.

b. Files to be shipped to records centers will be listed on SF 135, prepared in quintuplicate. Copies will be distributed as follows: the original and two copies will accompany the files; a copy will be retained by the office transmitting the files; an information copy will be furnished HQ DMA, ATTN: Records Administrator.

c. Unclassified files transferred to other external organizations as a result of transfers of functions, or for other reasons, will be approved by the HQ DMA Records Administrator. Files will be listed on SF 135 and prepared in quadruplicate. Original and one copy will be forwarded to the receiving organization; the third copy will be retained by the Component Records Management Officer; an information copy will be furnished HQ DMA, ATTN: Records Administrator.

d. Files to be retired to the appropriate records centers will be listed on SF 135, prepared in quadruplicate. Original and one copy will be forwarded to the Washington National Records Center or appropriate records center to arrive at least two weeks in advance of the shipment; a copy will accompany the files; a copy will be retained by the Records Management Official retiring the records.

e. SF 135s and 135-As will be typewritten. Original copies of the forms relating to a shipment will be fastened together in box number sequence to form a consolidated records transmittal list. Carbon copies of the forms will be fastened together in the same manner. A separate transmittal will be prepared for each of the following categories of

records: classified records; unclassified records; blocks of records bearing the protective marking "For Official Use Only". SF 135s and 135-As may be requisitioned through normal supply channels. A sample completed form is illustrated in figure 7-2.

(1) Accession Number. HQ DMA and Components in the Washington, D. C. area will enter the records center's accession number in the block entitled ACCESSION NUMBER located in the upper right portion of the form. The records center will fill in this block for DMA organizational elements outside the Washington, D. C. area.

(2) FROM Block. Name and address of organization transferring records.

(3) TO Block. Enter designation of records holding area or address, including ZIP code, of records center. If shipping to a records holding area, or a records center other than a Federal records center, delete Federal Records Center, GSA and enter the appropriate designation and address. A substitution is unnecessary for Federal Records Center, GSA when shipping records to the Washington National Records Center.

(4) Item 1. If transmittal covers classified records, enter highest security classification. If transmittal covers FOUO records, enter FOUO-Unclassified. If records are unclassified, enter Unclassified. When special restrictions are imposed on use of the records, these will also be entered.

(5) Item 2. This item will be completed only for shipments of records to records centers, not for transfers to records holding areas. When this item is completed, enter "x" in the appropriate block to indicate the type of space being cleared.

(6) Item 3. This item will be completed only for shipments of records to records centers. When this item is completed, enter an "x" in the appropriate block to indicate the type of filing equipment emptied.

(7) Item 4. Enter the total number of boxes covered by the transmittal. A partially filled box will be counted as one box. If records are not packed in the standard boxes described in paragraphs 1.a. through 1.d., enter the cubic feet of records.

(8) Item 5. Records holding areas will enter the name of the official in charge of the area. All other DMA elements will enter the name of the individual who is custodian of the records listed thereon.

(9) Item 6. Enter the building and room number in which the records to be transferred or retired are located.

(10) Item 7. Enter telephone number of shipper.

(11) Item 8. Enter "x" in the "yes" box.

(12) Item 9. The records official responsible for the transfer or retirement will sign.

(13) Item 10. DMA elements will enter the title of the official preparing the records transmittal whose signature appears in item 9.

(14) Item 11. Enter the date that the records transmittal is prepared.

(15) Item 12. Enter the box number of the first box of the shipment in the column entitled AGENCY. The box number will be written as it relates to the overall shipment (e.g., 1/5 for box 1 of 5 boxes). Enter the next box number when the description of a box's contents has been completed. The box number need not be repeated when the box contains several items described in item 13. However, when the description of contents is carried forward to another page, the box number will be carried over to the new page.

(16) Item 13. The first entry will be the name of the organization that created the records. The following instructions govern the entry of the name of the organization and other information in item 13:

(a) Name of the Organization. Enter the name of the organization which created the records.

(b) Historical Data. Indicate any historical data involving the organization that created the records, including dates of and authorities for events during the period covered by the records listed on Standard Form 135. Examples of historical data are activation of HQ DMA, changes in location of headquarters, changes in organizational structure, changes in mission functions, transfer of functions, dual operating functions, or discontinuance of organizational elements. On each successive retirement of records, bring historical background information up to date.

(c) Organizational Elements. Enter complete title of organizational element and underline. For example: Plans Division, Directorate, Plans and Requirements, HQ DMA, for a Headquarters element, or Manpower and Management Analysis Division, Office of the Comptroller, DMAHTC, for a Component element. When the records listing is complete for one organizational element, enter the next organizational element on the second line below the last entry.

(d) Files Description. Enter the file number, title, year of accumulation, and filing arrangement (i.e., alphabetical, numerical, etc.). The title will be the same as that shown in Chapter 2, Series 100 - 1500. If the records series is contained in more than one box, the contents of each box (e.g., A-K, L-Z or 1-250, 251-500) will be indicated.

(17) Item 14. Enter DMA Records Series on the first line. Enter disposition information opposite each description in item 13. If records are permanent, indicate Permanent. If the records are authorized for disposal, enter the date that the records are to be destroyed.

4. Packing and Shipping Classified Files. The shipment of large quantities of unclassified material in classified shipments is prohibited. For shipments of 10 cubic feet or less containing 50 percent or more unclassified

material, the latter material will be segregated and forwarded as an unclassified shipment. For shipments in excess of 10 cubic feet containing 25 percent or more unclassified material, the latter material will be segregated and forwarded as an unclassified shipment. Files bearing the FOUO protective marking will be packed and shipped in the manner prescribed for unclassified material in this chapter.

a. TOP SECRET Files. When TOP SECRET files eligible for retirement under provisions of this manual are retired to records centers, each document will be listed on DMA Form 5211-1-R (Document Record and Receipt) or similar form as prescribed in DoD security regulations. TOP SECRET files may be shipped by REA Express provided that in all instances they are accompanied by an officer courier in addition to armed guard(s). Any other method of shipment authorized by DoD security regulations may also be used. The packing, preparation of packing lists, and distribution of such lists will be governed by the provisions of sub-paragraph 4.b., below, relating to SECRET and CONFIDENTIAL files.

b. SECRET and CONFIDENTIAL Files.

(1) Files classified SECRET and CONFIDENTIAL will be packed for transmission in two covers. The inner cover will completely cover the files, preventing their disclosure to view, and will be sealed and marked in accordance with DoD security regulations. The outer cover will be a material of sufficient opaqueness and density to prevent the markings of the inner cover from being visible and will be marked and sealed in accordance with DoD security regulations.

(2) SECRET or CONFIDENTIAL material of sufficient volume to warrant use of the records shipping containers in paragraphs 1.a. through 1.d. will be wrapped in heavy brown paper and tied securely. Paper will completely cover the files, preventing their disclosure to view; the paper will be sealed and marked in accordance with DoD security regulations.

(3) When files classified SECRET or CONFIDENTIAL are shipped in fiber-board boxes, the files will be wrapped in two packages of approximately equal dimensions. The boxes will be sealed in the manner indicated in paragraph 2.d. No indication of the classified nature of the contents will be placed on the outside of the box.

(4) Except as indicated in the following instances, SF 135s and 135-As will be prepared and distributed in the same manner as provided for unclassified files in paragraph 3. SF 135 and 135-A prepared for transmittal of classified files will not be classified when information entered on the form in itself does not disclose classified information (an indication of the degree of classification of records on SF 135 is not considered classified information) or when file titles or descriptions entered on SF 135 or 135-A are the same as those contained in Chapter 2, series 100 through 1500, or when general descriptions of classified files are utilized and such descriptions do not identify the long title and classification of specific classified documents. When classified information is disclosed on SF-135 or 135-A by reference to long titles and classification of specific classified documents, the forms will be marked according to the degree of classified information disclosed.

1403-08 FACILITIES ENGINEERING WORK ORDER CONTROL FILES. Copies of work orders used for such purposes as followups of authorized work by section foremen.

DISPOSITION: Destroy 3 months after completion of work or requisition cancelled.

1403-09 JOB ORDER REGISTER FILES. Documents used in the control of job orders. Such documents normally consist of ledgers, registers, or fastened sheets reflecting such data as job numbers; dates of receipt, approval, disapproval, scheduling, and completion; description; and cost.

DISPOSITION: Destroy 2 years after date of last entry.

1403-10 ENERGY CONSERVATION PROGRAM FILES. Documents relating to Energy Conservation Investment Program (ECIP) including correspondence on conservation and usage of fuel, oil, electricity, gas, water, heating and cooling.

DISPOSITION: Destroy when 2 years old.

1404 - FIRE PREVENTION FILES

These files relate to action taken to reduce loss by fire through use of prevention and protection measures.

1404-01 FIRE PREVENTION FILES. Documents relating to the criteria, standards, and practices, and application of fire prevention and protection practices and methods.

DISPOSITION: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.

1404-02 FIRE PROTECTION DESIGN FILES. Documents relating to the application of fire protection criteria and standards in the design and construction of facilities.

DISPOSITION: Destroy when superseded or no longer needed for reference, whichever is first.

1404-03 FIRE PREVENTION AND PROTECTION FILES. Documents relating to the automatic sprinkler and alarm system; the water distribution system which shows the location of fire hydrants, pumps, valves, standpipe connections, and similar devices, sources of water supply, available post firefighting equipment, tables of running distances, pressure in water mains, and fireflow and pump tests; liaison with civil or military organizations; and fire station log summaries.

DISPOSITION: a. Reports: Destroy after 3 years, or on discontinuance, whichever is first.  
b. Remaining files: Retain with buildings or grounds.

1404-04 FIRE PROTECTION MEETING FILES. Documents that accumulate from the DMA's participation in meetings and liaison with public agencies and representatives of private industry on fire prevention and protection methods and practices.

DISPOSITION: Destroy when 6 years old.

1404-05 FIRE REPORTING CASE FILES. Reports of fires or explosions followed by fire resulting in loss of life, material, and structures, including related document/reports of investigations and communications.

DISPOSITION: a. HQ DMA: Destroy when 25 years old. Cut off at end of each year and retire when 5 years old.

b. Components: Destroy 1 year after close of investigation, or on discontinuance, whichever is first.

1404-06 FIRE LOSS EXPERIENCE FILES. Documents containing information and data compiled from fire reports or other sources in order to compile data about trends and experience from losses due to fires or explosions followed by fire.

DISPOSITION: a. HQ DMA: Destroy when 25 years old in CFA.

b. Components: Destroy when 5 years old.

1405 - CONSTRUCTION, PLANNING, AND DESIGN FILES

These files relate to providing complete staff work on all phases of activities dealing with construction and the repair and maintenance of construction.

- 1405-01 PLANNING, DESIGN, AND CONSTRUCTION CORRESPONDENCE FILES. Documents relating to the overall function of planning, designing, and construction of projects, but exclusive of specific files described elsewhere in this series.
- DISPOSITION: a. HQ DMA: Permanent. Retire when 5 years old.
- b. Components: Destroy when 5 years old.
- 1405-02 STANDARD DESIGN AND GUIDE SPECIFICATION FILES. Standard drawings, guides, specifications, and design analyses pertaining to emergency, semi-permanent, and permanent types of standard buildings, structures, or other facilities.
- DISPOSITION: Destroy when superseded or obsolete.
- 1405-03 PROJECT AUTHORIZATION FILES. Documents describing work to be performed, cost limitations, and authorizing funds for obligations. Included are DMA design and construction directives with directly related papers.
- DISPOSITION: Destroy 5 years after completion of project.
- 1405-04 MINOR CONSTRUCTION PROJECT FILES. Documents relating to minor construction projects. Included are approvals, authorizations, justifications, tests, investigations, geological investigations, logbooks, construction field layout books, computations and cross-sections, relocations, analyses of design, specifications and addenda, original tracings, shop drawings, progress photographs, inspection progress, completion cement, and foundation reports; similar documentation, and related correspondence.

- (1405-04 continued)    DISPOSITION:
- a. HQ DMA and Component Headquarters contracts for execution of work: Destroy 10 years after completion of project.
  - b. Other Files: Destroy 2 years after completion of project.

1405-05    CANCELLED PROJECT FILES. Construction project files or parts thereof that have been cancelled.

DISPOSITION: Destroy 10 years after cancellation.

1405-06    CONSTRUCTION REPORTING FILES. Progress summaries and special operating reports relating to construction.

DISPOSITION: Destroy 3 years after completion.

1406 - WATER AND AIR POLLUTION FILES

These files relate to action taken within the DoD to abate water and air pollution.

1406-01 AIR POLLUTION ABATEMENT FILES. Documents relating to the criteria, practice, and application of measures to prevent air pollution or to abate such air pollution as may exist. Included are inventories of sources of air pollution, annual report describing progress in accomplishing the objectives of the air pollution abatement plan, and related or similar documents.

DISPOSITION: Destroy when 3 years old.

1406-02 AIR POLLUTION COMPLAINT FILES. Documents relating to complaints regarding alleged air pollution by DMA activities. Included are letters of complaint, investigations or studies, replies to complaints, and similar or related documents.

DISPOSITION: Destroy 10 years after close of case.

1406-03 WATER POLLUTION ABATEMENT FILES. Documents relating to the criteria, practices, and application of measures to prevent water pollution or to abate water pollution which may exist, such as annual report of waste disposal practices and plans for improvement.

DISPOSITION: Destroy when 3 years old.

1406-04 WATER POLLUTION COMPLAINT FILES. Documents relating to complaints regarding alleged water pollution. Included are letters of complaint, investigation or studies, replies to complaints, and similar or related documents.

DISPOSITION: Destroy 10 years after close of case.

## DMA FUNCTIONAL FILE SYSTEM

SERIES 1500

WITHDRAWN

## MACHINE-READABLE RECORDS

1. These files cover machine-readable records and the related documentation required to service them.
2. Machine-readable records require processing and decoding for conversion to human-readable information and are usually stored on media which make them easy to modify and update. This contributes to the mistaken notion that such records are temporary or non-record material, especially as opposed to textual records containing equivalent information. Federal statutes and regulations define Federal records as the products of government business and specifically include all media on which they may be recorded.
3. When information exists in both machine-readable and hard copy forms, including computer output microform (COM), various factors bear on the decisions of which medium should be retained for archival purposes. Among these are:
  - a. The relative cost of storage and preservation.
  - b. The relative convenience of reference.
  - c. The facility with which most hard copy forms may be regenerated from machine-readable files (a process which is costly to reverse).
4. Data on magnetic tape, disk packs, magnetic drums, and punched cards will be controlled by this series. This series should also be applied to new media such as optical disk.
5. Machine-readable records differ from records on other media in four important ways.
  - a. The machine-readable media on which they are most often recorded are erasable and reuseable. This introduces a cost effectiveness factor absent in other media;
  - b. The magnetic media on which most machine-readable records are recorded is a fragile one. This makes it mandatory that such records be brought under control as early as possible in their life cycle. Ideally, control should be exercised at the time a system is created, even before it has generated records.

c. The ease of updating, revising or reusing machine-readable records causes their life cycle to be brief and more complex than that of other records. While master files are generally the form in which machine-readable records are retained for archival appraisal, other versions are occasionally more suitable because they contain more complete information than related master files or because they are particularly relevant to agency policy, decisions or special reports.

d. Because machine-readable records must be subjected to electronic processing and decoding to be converted to human-readable information, the records revealing such processes must be scheduled with the machine-readable records. These records are called "documentation" and are usually found in textual form.

6. The qualities that separate machine-readable records from those on other media make it difficult to produce for them a subject-oriented general schedule analogous in form to other general schedules. Thus, this schedule categorizes records for disposition standards on the basis of the kinds of records or files that are common to most ADP systems. It is divided into three parts:

a. Master files (1501) constitute the definitive state of a data file in a system at a given time. Such files are categorized herein only partly on the basis of subject content. Other important considerations regarding disposition are the format of the data file and the manner in which it is updated. Such variables influence the informational value of a file.

b. Processing files (1502) are those machine-readable files, aside from master files, which comprise the life cycle of most computerized records prior to the production of a given master file. Processing files -- from work files and input/source files to some valid transaction files -- are employed to create and use a master file. They are presented here separately from master files for the sake of clarity and because they generally do not qualify for long term retention. Those files for which disposal is not authorized are so treated because they may contain more complete information than the related master file or be especially relevant to agency policy, decision, or special reports -- adequate reasons for initiating archival appraisal. The proper scheduling of processing files can increase the availability of space on machine-readable media and reduce agency expenditures for stocks of magnetic media.

c. Documentation (1503) covers those records required for servicing machine-readable records -- for converting them from human-readable information to encoded data and vice versa. These are an organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of ADP systems. As might be expected, the disposition of documentation is linked to the disposition of the related machine-readable files.

7. It should be emphasized that machine-readable records that do not fit categories listed in this schedule are not authorized automatically for disposal. Disposition of such records should be authorized by submission to the National Archives and Records Service of a completed SF 115, Request for Records Disposition Authority.

8. ADP Study, Selection, Use and Management Control Records, which are included in a previous version of 1500 series, are not included here. They are textual records and relate to an agency's automatic data processing, study, selection, use and management processes. These records are located in a new section, 211 of the 200 series.

## 1501 - MASTER FILES

WITHDRAWN

These records constitute the definitive state of a data file in a system at a given time. Such files are categorized herein only partly on the basis of subject content. Other important considerations regarding disposition are the format of the data file and the manner in which it is updated. Such variables influence the scope of the informational value of a file and the frequency with which its machine-readable output should be subject to archival appraisal. "Data automation planning and operational records", which are included in a previous version of this general records schedule, are not included here. They are textual records and relate to an agency's planning, procurement, and operational processes. Thus, they may be scheduled by reference to other appropriate general records schedules.

1501-01 HOUSEKEEPING SYSTEM MASTER FILES. Machine-readable media containing data for such "housekeeping systems" as fiscal accountability, supply management, and payroll administration.

- DISPOSITION:
- a. Not required for GAO site audit: Dispose of in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction, or case.
  - b. Required for GAO site audit: Dispose of in accordance with guidelines provided by GAO.

1501-02 STATISTICAL MASTER FILES. Machine-readable media containing data created by the merging of prior master file with valid transaction data to create a new master file. Used to prepare reports covering a limited period of time, recurring periodic surveys, and censuses.

DISPOSITION: Submit SF 115, "Request for Records Disposition Authority".

1501-03 SCIENTIFIC MASTER FILES. Machine-readable media containing data created either from analog tape or recorded on magnetic digital media for scientific measurements.

- DISPOSITION:
- a. Not duplicated in national data centers: Dispose of or retain in accordance with standards for appropriate equivalent functional files.

1501-03 (continued)            b. Not calibrated or validated: Dispose of after subsequent magnetic media containing the accepted data have been created and proven satisfactory.

1501-04    SUMMARY FILES. Machine-readable media containing aggregates of individual observations from valid transaction or master data files substantially unpublished or containing data in greater detail than published versions.

DISPOSITION: Submit SF 115, "Request for Records Disposition Authority".

1501-05    TECHNICAL REFORMAT FILES. Documents consist of data essentially duplicated in another master file but which is written with varying technical specifications such as density, character code, blocking and labeling.

DISPOSITION: a. Created for the specific purpose of information exchange: Dispose of as provided for related master data file.

b. Retained in case the master file is damaged or inadvertently erased: Dispose of as provided for the related master file.

## 1502 - PROCESSING FILES

WITHDRAWN

These are machine-readable files, aside from master files, which comprise the life cycle of most computerized records. Processing files -- from work files and raw data input files to publication files and security backup files -- are employed to create and use a master file. They are presented here separately from master files for the sake of clarity and because they generally do not qualify for long-term retention. Those for which disposal is not authorized are so treated because they may contain more complete information than the related master file or be especially relevant to agency policy, decisions, or special reports -- adequate reasons for initiating archival appraisal. The proper scheduling of processing files can increase the availability of space for machine-readable media and reduce agency expenditures for stocks of magnetic media.

1502-01 ADP WORK FILES. These documents are temporary machine-readable media used by console operators or tape handlers to facilitate general computer runs, such as sorts and merges. They consist of new media, media not included in a library control system, or files whose retention dates have expired.

DISPOSITION: Available for immediate use or reuse.

1502-02 TEST DATA FILES. These documents are machine-readable media used in testing a system. They consist of routine or benchmark data sets constructed or used for the purpose of testing.

DISPOSITION: Dispose of when no longer needed.

1502-03 INPUT/SOURCE FILES. These documents consist of data abstracted from input/source documents or other media and entered into the system for each update cycle, data created by another agency, and punched cards that contain original entry with film or written inserts (such as aperture cards).

DISPOSITION: a. Converted to magnetic media: Dispose of after verification of data on related magnetic media.

b. Used for updating and required to support reconstruction of a master file: Dispose of after three or more update cycles.

c. Not used as input to a master file and not required to reconstruct a master file: Submit SF 115, Request for Records Disposition Authority.

1502-03 (continued)

- d. Retained by ADP operational elements as back-up to magnetic media: Dispose of when no longer needed.
- e. Officially designed to replace or serve as the record copy in lieu of the hard copy or other input/source document: Dispose of in accordance with instructions applicable to the hard copy.
- f. Files that the creating agency routinely made available to other agencies or to the public: Dispose of as reference material.
- g. The result of a request of the receiving agency for a special tabulation, extract or master files designed to meet the needs of the receiving agency: Submit SF 115, "Request for Records Disposition Authority".
- h. Source documents: Dispose of in accordance with instructions applicable to the hard copy.
- i. Officially designated to replace or serve as the basic source data in lieu of the hard copy or other input source document: Dispose of in accordance with instructions applicable to the hard copy or other files documenting the same process, transaction, or case.
- j. Not used as input to a master file or processed into analyzed or reduced data and not required to reconstruct a master file: Submit SF 115, "Request for Records Disposition Authority".

1502-04 INTERMEDIATE DATA INPUT/OUTPUT FILES. Machine-readable media containing output within or from one run to a subsequent run that manipulates, sorts, and/or moves data through the system; includes checkpoint, edit, correction, reject list, unmatched data eliminating error, rerun files, etc.

DISPOSITION: Dispose of after master file has been proven satisfactory.

1502-05 VALID TRANSACTION FILES. Machine-readable media containing items used with an input master file for creation of an output master file.

- DISPOSITION:
- a. Used in additional analysis: Submit SF 115, "Request for Records Disposition Authority".
  - b. Not used for independent analysis: Dispose of after three or more update cycles.

1502-06 INFORMATION RETRIEVAL SYSTEM MASTER REFERENCE FILES. Machine-readable media containing data created by the merging of prior master files with valid transaction data to create a new master file.

- DISPOSITION:
- a. A cumulative index to scientific and technical publications and bibliographic and other non-record material: Dispose of after third update cycle (indicates that first generation data may be disposed of after the fourth successful update).
  - b. An index to record material, such as correspondence, legal hearings, patents, trademarks, and record copies of publications: Submit SF 115, "Request for Records Disposition Authority".
  - c. An "audit trail" of a file not disposable under this schedule: Dispose of as provided for related master data file.

1502-07 PUBLICATION FILES. Machine-readable media containing source output data extracted from the system (without destroying the source file). Reproduced and disseminated as a publication or used for producing a printed publication.

- DISPOSITION:
- a. Offer to National Archives for possible retention when active agency use ceases.
  - b. If the offer is not accepted, the records are authorized for immediate disposition.

1502-08 PRINT FILES. These files consist of source output data extracted ledgers, tables, registers and/or reports.

- DISPOSITION:
- a. Created from files authorized for disposal: Dispose of when superseded or obsolete.
  - b. Created from files not authorized for disposal: (1) Offer to the National Archives for possible retention when active use ceases; (2) if the offer is not accepted, the records are authorized for immediate disposal.

1502-09 SECURITY BACKUP FILES. Machine-readable media that is identical in format to master file and retained in case master file is damaged or inadvertently erased.

DISPOSITION: Dispose of as provided for the related master file.

- 1304-12 R&D ITEM TRAINING FILES. Documents relating to a project, task, or subtask office's participation in the preparation of a course of technical instruction or training on the project item.
- DISPOSITION: Destroy 6 years after report is published. (GRS 19/3)
- 1304-13 R&D ITEM MAINTENANCE FILES. Documents relating to the development of a maintenance support plan or maintenance package for the R&D item. Included are draft maintenance allocation charts, lubrication orders, technical manuals, and spare parts lists.
- DISPOSITION: Destroy 6 years after report is published. (GRS 19/3)
- 1304-14 R&D ITEM COMPLETION NOTICE FILES. Documents reflecting notices of, or authority for, completion or termination of a project, task, or subtask, such as notification of type classification, technical committee action, termination notice, or comparable local document indicating that all research and development on the particular item has ceased.
- DISPOSITION: Destroy 6 years after report is published. (GRS 19/3)
- 1304-15 OTHER R&D ITEM FILES. Other documents as determined by the project, task, or subtask offices as being necessary for inclusion in the item files.
- DISPOSITION: Destroy 6 years after report is published. (GRS 19/3)

DMA FUNCTIONAL FILE SYSTEM

SERIES 1400

FACILITIES FILES

1. Facilities Files relate to the mission of acquisition, utilization, management, and disposal of real property; design and construction of projects; maintenance; operation of utilities; performance of engineering services; accounting for real and installed property; and engineering studies.

2. Offices responsible for facilities operations will use this series to identify, maintain, and dispose of documents pertaining to these functions. Common Mission Files (201-01 thru 201-08) will be used for multipurpose identification.

3. Files relating to this major functional category have been assigned the basic series number 1400. File numbers, descriptions, retention periods, and disposition standards are contained in the following subgroups:

- 1401 Real Property Acquisition Management,  
and Master Planning Files
- 1402 Real Property Maintenance Documents Files
- 1403 Facilities Engineering Files
- 1404 Fire Prevention Files
- 1405 Construction, Planning, and Design Files
- 1406 Water and Air Pollution Files

1401 - REAL PROPERTY ACQUISITION, MANAGEMENT,  
AND MASTER PLANNING FILES

These files relate to master planning operations; acquisition, and management of real property; and use of real property owned or leased by the Government, including its proper and economical use.

1401-01 MASTER PLANNING FILES. Documents relating to the preparation, development, review, approval, and revision of master plans. Included is the master plan which consists of basic information maps; analysis of existing facilities report; tabulation of existing and required facilities; preliminary land use plans; and plans for future development which include the general site plan, analytical report, background material, and related correspondence.

DISPOSITION: a. Retain one set of master planning files. Permanent. (GRS 3/2)

b. Other offices: Destroy on supersession or obsolescence.

1401-02 MASTER PLANNING REVIEW FILES. Documents relating to the review and approval of Component's master plans.

DISPOSITION: Retire when 5 years old. Destroy when 10 years old.

1401-03 MOBILIZATION PLANNING FILES. Documents relating to the preparation, development, and approval of mobilization plans of DMA for use in emergency. Included are mobilization plans consisting of basic information maps; analyses of existing facilities; tabulations of existing and required facilities; preliminary mobilization land-use plans; and the mobilization development plan which consists of air space utilization plan, flight hazard strip plan and profiles, mobilization reservation plan, mobilization site plan, the mobilization analytical report, and comparable or related documents.

- 1401-03 (continued) DISPOSITION: a. Office performing DMA staff responsibility: One set of mobilization plans will be permanent. (GRS 18/28)
- b. Other offices: Destroy on supersession, or obsolescence.

1401-04 MOBILIZATION REQUIREMENT FILES. Documents relating to the analysis of data and the development of overall plans for DMA organizational elements to meet mobilization requirements, including reserve mobilization requirements.

- DISPOSITION: a. Office performing DMA-wide staff responsibility: Permanent. (GRS) 18/28)
- b. Other offices: Destroy when 6 years old.

1401-05 MOBILIZATION CONSTRUCTION PROGRAM FILES. Documents reflecting advance mobilization programs prepared from advance mobilization expansion plans. Included are site maps, site plans, tabulations of available facilities, and comparable or related documents.

- DISPOSITION: a. Office performing DMA-wide staff responsibility: Permanent. (GRS 18/28)
- b. Other offices: Destroy 3 years after supersession.

1401-06 ACQUISITION CORRESPONDENCE FILES. Correspondence relating to the overall acquisition of real property for the DMA and by agreement for other Federal agencies, but exclusive of specific files described elsewhere in this series.

DISPOSITION: Destroy when 6 years old.

1401-07 ACQUISITION CONTROL FILES. Documents used in controlling acquisition actions. Included are acquisition docket sheets, comparable forms, and related correspondence.

DISPOSITION: Destroy after final audit has been approved.

1401-08 LEASE ACQUISITION FILES. Documents relating to acquisition of real estate wholly by lease or by space assignments in buildings under GSA control. Included are notices of renewal, leases, releases, supplemental agreements, notices of cancellation, comparable documents, and related correspondence.

DISPOSITION: Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.  
(GRS 3/2.b.) --

1401-09 REAL ESTATE CORRESPONDENCE FILES. Correspondence relating to the overall management and use of real property owned and leased by the U.S. Government, but exclusive of specific files described in this category.

DISPOSITION: a. HQ DMA: Destroy when 10 years old.  
b. Component: Destroy when 6 years old.

1401-10 REAL PROPERTY UTILIZATION FILES. Documents relating to the utilization or status of real property, and space utilization criteria. Included are real property utilization reports and directly related correspondence, reports of staff visits on space usage, recommendations as to the better use of real estate, and studies relating to use.

DISPOSITION: a. HQ DMA: Destroy on supersession by a new report.  
b. Other offices: Destroy when 2 years old, or on discontinuance.

1401-11 REAL PROPERTY RETENTION STUDY FILES. Documents relating to studies of real property to determine the effectiveness of utilization and necessity for retention. Included are reports, studies, and related documents.

DISPOSITION: Destroy on supersession by a new study.

1401-12 REAL PROPERTY INVENTORY FILES. Reports, change reports, and related papers which indicate status, cost, capacity, condition, present use, maintenance, and management of real property.

DISPOSITION: Destroy 1 year after supersession by a new inventory.

1402 - REAL PROPERTY MAINTENANCE DOCUMENT FILES

These files relate to the general maintenance and repair of Government real property (exclusive of utilities plants and systems) and the related activities of custodial services; packing and crating; entomology, grounds, landscape plantings and beautification equipment utilization, and shop operations; and service or user testing of new materials utilized in maintenance activities. It also includes real property records, such as individual item cards and as-built drawings.

1402-01 MAINTENANCE CORRESPONDENCE FILES. Correspondence relating to supervision and performance of real property maintenance, but exclusive of specific files described in this category.

DISPOSITION: Destroy when 2 years old.

1402-02 MAINTENANCE PROGRAM FILES. Documents relating to long-range programs which concern the upkeep of buildings, roads, grounds, including insect and rodent control and sanitary fill and dump areas, or other documents necessary to maintain essential data on the conditioning of the above facilities. These files will be retained and will remain with the buildings and grounds when transferred from the jurisdiction of the DMA.

DISPOSITION: Destroy when 2 years old.

1402-03 BUILDING MAINTENANCE FILES. Documents relating to the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures.

DISPOSITION: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.

- 1402-04 GROUND MAINTENANCE FILES. Copies of documents relating to the criteria, practices, and application of measures for the development and improvement of the ground.
- DISPOSITION: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
- 1402-05 ENTOMOLOGY SERVICE FILES. Copies of documents relating to the criteria, practices, and application of measures for insect and rodent control for the protection of personnel, material, buildings, and other facilities.
- DISPOSITION: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
- 1402-06 SANITARY SERVICES FILES. Copies of documents relating to standards and practices in the collection and disposal of refuse, and the collection of salvage, including communications about methods of refuse disposal and collection systems, and documents similar in content.
- DISPOSITION: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
- 1402-07 CUSTODIAL SERVICE FILES. Copies of documents relating to the criteria and procedures for the performance of cleaning, janitorial, and preventive maintenance standards services.
- DISPOSITION: Destroy when superseded, obsolete, or no longer required for reference, whichever is first.
- 1402-08 CUSTODIAL PROPERTY ACCOUNTABILITY FILES. Copies of inventories of installed property, miscellaneous property lists, transfer of property documents, shipping documents, receiving reports, and related correspondence.
- DISPOSITION: Destroy when 2 years old.

c. Shipping.

(1) Files classified SECRET and/or CONFIDENTIAL will be shipped by an approved Classified Courier for special protection from the time the files leave the hands of the consignor until delivered to the consignee. If this method is impracticable, any method authorized by DoD security regulations for transmission of material of a particular classification may be used. To obtain a list of approved Classified Couriers contact:

Commander  
Eastern Area Military Traffic Management Command  
ATTN: MTE-IN  
Bayonne, New Jersey 07002  
(AUTOVON 247-7411)

Commander  
Western Area Military Traffic Management Command  
ATTN: MTW-IN  
Oakland, California 94626  
(AUTOVON 864-2418)

(2) Files containing cryptographic documents and messages may be shipped in the same manner as 4.c.(1), above, provided that in all instances they are accompanied by an officer courier in addition to armed guard(s).