

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		LEAVE BLANK (NARA use only)	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD, COLLEGE PARK, MD 20740-6001		JOB NUMBER <i>NI-556-08-1</i>	
1 FROM (Agency or establishment) <b>Presidio Trust</b>		Date Received <i>5/13/08</i>	
2 MAJOR SUB DIVISION		NOTIFICATION TO AGENCY	
3 MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Barbara Janis</b>	5 TELEPHONE <b>415-561-5343</b>	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
<b>6 AGENCY CERTIFICATION</b> I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <i>20</i> page(s) are not needed now for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>5-7-08</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Barbara Janis</i>		TITLE <i>Library &amp; Records Mgr.</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached sheets <b>PRESIDIO TRUST RECORDS          DISPOSITION SCHEDULE          APRIL 30, 2008</b>		<b>WITHDRAWN</b>

**PRESIDIO TRUST  
RECORDS DISPOSITION SCHEDULE  
April 30, 2008**

**DIVISION OF EMPLOYMENT AND MANAGEMENT SERVICES**

**1. EMS-03 Equal Employment Opportunity (EEO) Records**

**a. Official Discrimination Complaint Case Files.**

This subseries consists of "originating agency" complaint files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. Court.

*GRS 1 25a Destroy 4 years after resolution of case.*

**b. Copies of Complaint Case Files.**

Duplicate case files or documents pertaining to case files.

*GRS 1 25b Destroy 1 year after resolution of case.*

**c. Preliminary and Background Files.**

(1) Background records not filed in the Official Discrimination Complaint Case Files.

*Destroy 2 years after final resolution of case.*

(2) Records documenting complaints that do not develop into Official Discrimination Complaint Cases.

*GRS 1.25c Destroy when 2 years old*

**d. Compliance Records.**

(1) Compliance Review Files.

Reviews, background documents, and correspondence relating to contractor employment practices.

*GRS 1.25d Destroy when 7 years old.*

(2) EEO Compliance Reports.

*GRS 1.25d Destroy when 3 years old.*

**e. Employee Housing Requests.**

Forms requesting agency assistance in housing matters, such as rental or purchase.

*GRS 1.25e Destroy when 1 year old.*

**f. Employment Statistics Files. [See note after this item.]**

Employment statistics relating to race and sex.

*GRS 1.25f Destroy when 5 years old*

[NOTE: Electronic master files and data bases created in central data processing facilities to supplement or replace the records covered by this sub-item are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

**g. EEO General Files.**

General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports.

*GRS 1 25g Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.*

**h. EEO Affirmative Action Plans (AAP).**

(1) Agency copy of consolidated AAP(s).

*Destroy 5 years from date of plan*

(2) Agency feeder plan to consolidated AAP(s).

*Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner*

(3) Report of on-site reviews of Affirmative Action Programs.

WITHDRAWN

*Destroy 5 years from date of report*

(4) Agency copy of annual report of Affirmative Action accomplishments.

*GRS 1.25h Destroy 5 years from date of report.*

**2. EMS-RM-01 Records Management Files**

This series maintains correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.

*GRS 16.7 Destroy when 6 years old.*

**3. EMS-OM-02 Motor Vehicle Report Files**

This series maintains reports on motor vehicles (other than accident, operating, and maintenance reports) including SF 82, Agency Report of Motor Vehicle Data.

*GRS 10 4 Destroy 3 years after date of report*

**4. EMS-OM-03 Visitor Control Files**

Series consists of registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to controlled areas, and reports on automobiles and passengers entering same.

a. For areas under maximum security

*GRS 18 17a Destroy 5 years after final entry or 5 years after date of document as appropriate*

b. For other areas.

*GRS 18 17b Destroy 2 years after final entry or two years after the date of document, as appropriate.*

**5. EMS-OM-04 Routine Surveillance Recordings**

This series maintains video recordings from surveillance cameras documenting movements onto and through Presidio properties as part of routine security procedures.

*GRS 21 18 Destroy when six months old*

**DIVISION OF ENVIRONMENTAL REMEDIATION**

**6. ER-01, ER-02 Environmental Remediation (ER) Project Files, 1999-present. 12 cubic feet. Annual accumulation: 1 ft.**

Project reports are arranged numerically by building number; work order files sequentially by work order number.

Records created in connection with projects for environmental restoration of contaminated sites. Records include ER project reports and work order files. Work order files contain permits, approvals, concurrences by federal/state/local agencies; site photos, project diaries, work orders and other records. Topics addressed by ER project reports include storage tank removal, lead based paint, asbestos, community relations, soil and groundwater conditions and others.

*Disposition permanent: Cut off upon completion of the remediation action. Retire to the FRC in 10 year blocks Transfer to NARA when 30 years old.*

**7. Environmental Restoration Administrative Record, 1999-present. 5 cubic feet. Annual accumulation: .5 ft.**

Arranged chronologically

WITHDRAWN 2

The Administrative Record consists of selected copies of records regarding restoration projects on areas impacted by the Army's use of the site. These copies, with an index, are made available to the public. Included are site discovery documentation, health and endangerment assessments, action memoranda, administrative orders, remedial investigation reports, feasibility studies, community relations plans, correspondence, fact sheets, news clippings and many other records.

*Disposition: permanent Cut off after 10 years and retire to FRC. Transfer to NARA when record is 20 years old*

**8. ER-03 Environmental Remediation Minutes, 1999-present. 3 cubic feet. Annual accumulation: .5 ft.**

Arranged chronologically.

Series maintains minutes of interagency meetings regarding environmental remediation. Meetings include weekly project manager's meetings between the Trust and the National Park Service (NPS); and bi-monthly meetings of Trust staff with staff of the NPS, California Department of Toxic Substances Control, Remediation Advisory Board, California Regional Water Quality Control Board and the California Environmental Protection Agency.

*Disposition: permanent Cut off after 10 years Retire to FRC. Transfer to NARA when record is 20 years old*

**9. ER-04 Subject Correspondence – Lead-based Paint, 1999-present. 0.5 cubic feet. Annual accumulation: less than 1 in.**

Arranged numerically by building number.

This series consists of correspondence with tenants of Presidio properties regarding lead-based paint in their units, both exterior and interior.

*Disposition: permanent. Break file annually. Keep inactive files in office for 3 years after file break, then retire to the FRC when no longer needed for current operations. Transfer to NARA when 20 years old*

**10. ER-05 Environmental Remediation Project Correspondence, 1999-present. 1.5 cubic feet. Annual accumulation. 2 in.**

Arranged by program, thereunder chronologically.

Series maintains incoming and outgoing correspondence relating to cleanup requirements at the Presidio, including comments by regulatory agencies, notification of deliverables, approval and written concurrence by participating agencies.

*Disposition: permanent Cut off yearly Retire to FRC in 10 year increments. Transfer to NARA when 20 years old*

**11. ER-06 Environmental Pollution Abatement Files, 1999-present. 2 cubic feet. Annual accumulation : .5 ft.**

Arranged numerically by building number.

Series maintains information on criteria, practice, and application of measures to abate asbestos and bulk lead containing materials. Included are sampling results and analyses, chain of custody records and field notes.

*Disposition: permanent Cutoff after 5 years Retire to FRC when no longer needed for current operations Transfer to NARA when 20 years old.*

**DIVISION OF FINANCIAL AND BUSINESS MANAGEMENT**

**12. FBM-01 Budget Report Files**

Series maintains periodic reports on the status of appropriation accounts and apportionment.

- a. Annual Report (end of fiscal year);
- b. All other reports.

*GRS 5 3 a. Destroy when 5 years old; b Destroy 3 years after the end of the fiscal year.*

**13. FBM-02 Expenditure Accounting Posting and Control Files**

Records used as posting and control media, subsidiary to the general and allotment ledgers and not covered elsewhere in this schedule.

- a. Original records.

*GRS 7.4a Destroy when 3 years old.*

**14. FBM-03 Accountable Officers' Files**

Invoices, bills, receipts, reports and other minor records maintained to document the status of accounts.

*GRS 6 1a Destroy 6 years and 3 months after period covered by account.*

**Property Management**

**15. FBM-PM-01 Motor Vehicle Accident Files**

Series maintains records relating to motor vehicle accidents, including SF 91, Motor Vehicle Accident Report, investigative report, and SF 94, statement of witness.

*GRS 10 5 Destroy 6 years after case is closed.*

**16. FBM-PM-03 Procurement Supply & Grant Records**

Records related to procurement and stocking of supplies. Series includes inventory files and inventory lists.

*GRS 3.9a Destroy 2 years from date of list.*

**17. FBM-PM-04 Excess Personal Property Records**

Records relating to the reporting and disposition of excess personal property, often accomplished via donations to non-profit organizations.

*GRS 4.2 Destroy when 3 years old*

**Contracting/Procurement**

**18. FBM -CT-01 Solicited and Unsolicited Bids and Proposals Files**

Bids and proposal documents submitted by firms interested in undertaking work for the Trust.

- a. Successful bids and proposals.

*GRS 3.5 Destroy with related contract case files.*

- b. Solicited and unsolicited unsuccessful bids and proposals.

- (1) Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.

*GRS 3.5 Destroy 1 year after date of award or final payment, whichever is later.*

- (2) Relating to transactions above the small purchase limitations in 48 CFR Part 13.

- (a) When filed separately from contract case files.

*Destroy when related contract is completed*

- (b) When filed with contract case files.

*Destroy with related contract case file*

- c. Canceled solicitations files (i.e. solicitations that were canceled prior to award of a contract).

*GRS 3.5 c (1) Destroy 5 years after date of cancellation*

- (2) Unopened bids.

*GRS 3 5c (2) Return to bidder*

WITHDRAWN

d) Lists or card files of acceptable bidders.  
*GRS 3.5d Destroy when superseded or obsolete.*

**19. FBM -CT-03 Non-commercial, Reimbursable Travel Files**

Copies of records relating to reimbursing individuals for work related travel costs. Included are travel orders, hotel receipts, per diem vouchers and other supporting documents.

a. Travel administrative office files.

*GRS 9.3a Destroy when 6 years old.*

b. Obligation copies.

*GRS 9 3b Destroy when funds are obligated.*

**20. FBM -CT-04 Routine Procurement Files**

Records created in the course of acquiring routine personal property and non-personnel services. Included are contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

*GRS 3.3a (1)(a) Destroy 6 years and 3 months after the final payment.*

**21. FBM -CT-05 Supply Management Files**

Files containing reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature).

*GRS 3 4 (a) Destroy when 2 years old*

**DIVISION OF GENERAL COUNSEL**

**22. GC-01 Correspondence of General Counsel, 1997-present. 8 cubic feet. Annual accumulation: 1 ft.**

Arranged alphabetically by name.

This series consists of the General Counsel's correspondence on topics with actual or potential legal ramifications. Among topics considered are environmental remediation, ethics, the Fort Mason Foundation, National Historic Preservation Act (NHPA), interagency agreements, law enforcement, National Environmental Policy Act (NEPA), and procurement.

*Disposition. permanent Retire to FRC when no longer needed for current operations. Transfer to NARA 10 years after retirement or when 20 years old, whichever is later*

**23. GC-02 Correspondence of Assistant General Counsel with IRS**

Series maintains assistant General Counsel's correspondence with Internal Revenue Service regarding the charitable status of the Trust. These are the documents that establish the Trust's status as a tax exempt entity.

*Disposition. temporary Destroy when 7 years old or no longer needed for reference, whichever is later*

**24. GC-03 Information Request Files**

Series consists of routine requests for information and copies of replies thereto that do not involve administrative actions, policy decisions, special compilations or research; also, requests for and transmittals of publications, photographs, and other informational literature.

*GRS 14.1 Destroy when 3 months old*

**25. FOIA Request Files**

WITHDRAWN

Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the Trust's reply, and all related supporting files, which may include the 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.

*GRS 14 11(1) GRS says: Destroy 2 years after date of reply*

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

(a) Request not appealed.

*GRS 14.11(2)(a) Destroy 2 ears after date of reply.*

(b) Request appealed.

*GRS 14.11(2)(b) Destroy as authorized under GRS 14.12*

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

(a) Request not appealed.

*GRS 14.11(3) (a) Destroy 6 years after date of reply*

(b) Request appealed.

*GRS 14 11(3)(b) Destroy as authorized under GRS 14 12.*

b. Official file copy of requested records.

*Dispose of in accordance with approved agency disposition instructions for the related records or with the related FOIA request, whichever is later.*

## **26. FOIA Appeal Files**

Files created in the course of responding to administrative appeals under the FOIA for release of information denied by the agency. Included are the appellant's letter, a copy of the Trust's reply, and related supporting documents that may include the official file copy of records under appeal or copy thereof.

a. Correspondence and supporting documents (excluding the file copy of the records under appeal if filed herein).

*GRS 14 12a Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later*

b. Official file copy of records under appeal.

*GRS 14.12b Dispose of in accordance with approved agency disposition instructions for the related record or with the related FOIA request, whichever is later.*

## **27. FOIA Control Files**

Files maintained for control purposes in responding to FOIA requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.

a. Registers or listing.

*GRS 14.13a Destroy 6 years after date of last entry*

b. Other files.

*GRS 14.13b Destroy 6 years after final action by the agency or after final adjudication by courts, whichever is later.*

## **28. FOIA Report Files**

These are recurring and one-time reports relating to the agency implementation of the Freedom of Information Act, excluding annual reports to the Congress at the departmental or agency level.

*GRS 14.14 Destroy when 2 years old.*

WITHDRAWN

## **29. FOIA Administrative Files**

Administrative records relating to the agency's implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.

*GRS 14.15 Destroy when 2 years old.*

## **30. Privacy Act Request 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 the Trust's reply, and all related supporting documents, which may include the official file copy of records requested 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.

*GRS 14.21a(1) Destroy 2 years after date of reply.*

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

(a) Requests not appealed.

*GRS 14.21a(2)(a) Destroy 2 years after date of reply*

(b) Requests appealed.

*GRS 14.21a(2)(b) Destroy as authorized under GRS 14. 22.*

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

(a) Requests not appealed.

*GRS 14.21a(3)(a) Destroy 5 years after date of reply.*

(b) Requests appealed.

*Destroy as authorized under GRS 14.22*

b. Official file copy of requested records.

*Dispose of in accordance with approved agency disposition instructions for the related records or with the related Privacy Act request, whichever is later.*

## **31. Privacy Act Amendment Case Files**

Series maintains files relating to individuals' requests to amend records pertaining to them as provided for under 5 U.S.C. 552a (d)(2); to individuals' requests for review of an agency's refusal to amend a record as requested, as provided for under 5 U.S.C. 552a(d)(3); and to any civil action brought by an individual against the refusing agency as provided under 5 U.S.C. 552a(g).

a. Requests to amend agreed to by agency. Includes individuals' requests to amend and/or review refusal to amend, copies of the Trust's replies, and related materials.

*GRS 14.22a 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. Files include individuals' requests to amend and to review refusal to amend, copies of the agency's replies, statements of disagreement, agency justifications for refusal to amend a record, and related materials

*GRS 14 22b 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.

*GRS 14 22c 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.*

WITHDRAWN

### 32. Privacy Act Accounting of Disclosure Files

Series maintains 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, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

*GRS 14.23 Dispose of in accordance with the approved disposition instructions for the related subject individual's records or 5 years after the disclosure for which the accountability was made, whichever is later.*

### 33. Privacy Act Control Files

Files maintained for control purposes in responding to requests under the Privacy Act, including registers and similar records listing date, nature of request, and name and address of requester.

a. Registers or listings.

*GRS 14.24a Destroy 5 years after date of last entry.*

b. Other files.

*GRS 14.24b Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.*

### 34. Privacy Act Report Files

These are recurring and one-time reports relating to the agency implementation of the Privacy Act, including biennial reports to the Office of Management and Budget (OMB), and the Report on New Systems at all levels.

a. Registers or listings.

*GRS 14 24a Destroy 5 years after date of last entry.*

b. Other files.

*GRS 14 24b Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.*

### 35. GC-04, GC-05, GC-06, GC-07 Memoranda of Agreements, 1998-present. 4 cubic ft. Annual accumulation: .5 ft.

Arranged alphabetically by name of agreement.

This series comprises record copies of major agreements entered into by the Trust regarding environmental remediation, environmental protection, land-use decisions and other substantial issues.

a. Original memoranda of agreements regarding environmental remediation at the Presidio of San Francisco.

*Disposition: permanent. Upon termination of the agreement or acknowledgement of satisfaction, retire to FRC; transfer to NARA when 30 years old.*

b. GC-05 California Environmental Protection Agency, Department of Toxic Substance Control Agreement

Original Dept. Toxic Substance Control Agreement

*Disposition: permanent Transfer to NARA when the period of the agreement has expired.*

c. GC-06 Letterman Digital Arts Agreement

Original Letterman Digital Arts Exclusive Negotiation Agreement

*Disposition: permanent. Transfer to NARA when the 50-year term of the agreement has expired*

d. GC-07 Memorandum of Agreement (MOA)/Environmental Insurance

Drafts from MOA/Environmental Insurance Negotiations. This is a working file maintained to provide background and context for a final agreement.

*Disposition. temporary. Retain in office until final document is created Destroy when superseded or no longer needed for reference.*

**36. GC-08 Board of Directors' Documents**

The powers and management of the Trust are vested in a Board of Directors consisting of the seven members - the Secretary of the Interior or the Secretary's designee and six individuals appointed by the President. This series maintains bios, oaths of office, letters of resignation, and background information regarding members.

*Disposition: temporary. Retain in office for length of term then destroy*

**37. GC-10, GC-11, GC-12 Insurance Policies**

This series maintains record copies of Insurance policies purchased by the Trust and correspondence and bid packages related to their purchase:

- a. Presidio Trust Excess Liability
- b. Environmental Insurance Policy
- c. Invitation to Bid Packages - Insurance

*Disposition: temporary, a,b,c Destroy when superseded, obsolete, or no longer needed for current operations.*

**38. GC-13 Treasury Borrowing Records, 1999-present. 1.5 cubic feet. Annual accumulation: 2 in.**

Arranged alphabetically by subject.

This series consists of correspondence, memoranda and other records created in the course of executing obligations to the Secretary of the Treasury as authorized by Section 104 (d) Financial Authorities of the Presidio Trust Act.

*Disposition: permanent Retire to FRC when loan period has expired Transfer to NARA when 30 years old*

**39. GC-14 Commercial Tenant Files**

Records created in the course of issuing leases to commercial tenants of Trust properties. Included are letters of intent, correspondence, attorney's notes, guaranties of lease, original building leases and other documents.

*Disposition: temporary Destroy when superseded or no longer needed for reference.*

**40. GC-15 Legal Claims**

This series consists of records related to the settlement of tort claims in which the Trust is a party. Records of open and closed claims are present.

*Disposition: temporary. Destroy 5 years after claim is settled.*

**41. GC-17 Legal Reports, 1998-present. 8 linear inches. Annual accumulation: 1 in.**

Arranged by type of report, then chronologically

This series consists of various classes of required legal reports submitted to Federal agencies and Congress. Included are the following:

- (a) Semi-annual Regulations Agenda for amending/adopting regulations, submitted to NARA for publication in the *Federal Register*,
- (b) Annual reports submitted to the Attorney General regarding FOIA,
- (c) Annual reports approved by the Trust's Board of Directors and submitted to Congress.

*a. b c. Disposition permanent Cut-off every 5 years and transfer to NARA.*

**DIVISION OF OPERATIONS**

**42. OP-14 Guard Service Control Files (On-call Program Documentation)**

This series consists of records of an on-call after-hours emergency security program. Included are work orders, correspondence, program guidelines, patrol and duty officer logs, participant applications and scheduling records.

*GRS 18.19 a Control center key or code records, emergency call cards, and building record and employee identification cards Destroy when superseded or obsolete.*

**43. OP-15 Work Programming Committee Minutes**

Records of a committee, dissolved in July 2002, which consulted on the Trust's program of work. The records consist of agendas and minutes of meetings.

*Destroy upon approval of schedule*

**44. OP-33 Operations Monthly Report, 1999-2001. 1.5 cubic feet. Annual accumulation: 2 in.**

Arranged chronologically.

Series maintains summary reports of ongoing projects in the facilities department. These reports were discontinued approximately January 2001.

*Disposition: permanent Retain at the Trust for 5 years, and then retire to FRC Transfer to NARA when 30 years old*

**45. OP-05 Excavation Clearance Permits**

This series maintains permits and related documents for excavations conducted at the Presidio for tree planting, utility service, or other purposes.

*Disposition: temporary Destroy six months after dig is completed.*

**46. OP-20 Project Files, 1998-present. 24 cubic feet. Annual accumulation: 2.5 ft.**

Arranged numerically by project number.

These files constitute a chronological record of building and landscape maintenance work conducted at the Presidio. Files document the type of project, their progress, cost, completion date and other aspects and include correspondence, permits, certificates of inspection, environmental reports, diaries, and logs.

*Disposition: permanent This history of building construction, repair, and maintenance work needs to be kept on site for cyclical maintenance purposes.*

*Transfer to an approved repository when no longer needed.*

**47. OP-13 Communication General Files (Tenant Telecommunication Accounts)**

This series maintains records related to management of telecommunications resources at the Presidio, including plans, reports, and records pertaining to equipment requests, telephone service, and similar matters.

*GRS 12 2b Destroy when 3 years old*

**48. OP-11 and OP-43 Drawings of Electrical, Plumbing, Heating or Air Conditioning Systems (Utility Maps)**

This series maintains maps of electrical, heating, cooling, gas, water and sewer systems to assist in management and repair of Presidio buildings.

*GRS 17 4 Destroy when superseded or after the structure or object has been retired from service.*

**49. OP-23, OP-24 Architectural Plans, 1999-present. 3 cubic feet. Annual accumulation: 4 in.**

Arranged numerically by building number.

This series consists of as-built and as-modified plans of buildings at the Presidio and constitutes the permanent general and detailed record of the architecture, infrastructure and utility systems of

these buildings. Both electronic and paper versions of the drawings are maintained, but the paper copy is considered the record copy.

*Disposition: permanent Retain on site until no longer needed then transfer to an approved repository*

**50. OP-24 Architectural Drawing Working Files (“AutoCAD originals”), 1999-present.**

Arranged numerically by project number.

This series consists of working drawings depicting architectural and infrastructural details of Presidio buildings and are maintained to guide and document the course of building modification projects. The drawings are created and edited electronically as changes to buildings are planned or made.

~~a. Electronic files representing as-built versions:~~

~~*Disposition: permanent. Transfer CAD files corresponding to as-built conditions to the National Archives at 5-year intervals, or as modifications to buildings are completed, whichever is later.*~~

~~b. All other versions:~~

~~*Update / destroy / delete when superseded, obsolete, or no longer needed for current operations.*~~

**51. OP-25 Residential Building Permits, 1999-present. 6 cubic feet. Annual accumulation: 1 ft.**

Arranged numerically by building number.

Series maintains records related to the application for and issuance of permits for construction, rehabilitation, inspection and occupancy of residential buildings, including correspondence, permits, building plans, temporary and final certificates of occupancy, and job cards (on which building inspectors check off tasks completed). Also includes records of “make ready” units for residential leasing, which undergo a permit process but do not require review by other Trust departments.

~~*Disposition: permanent. Upon issuance of certificate of occupancy, retain in office 2 years then retire to FRC. Offer to NARA when 30 years old. Retain on site. Transfer to offsite storage as necessary.*~~

**52. Compost Program Records, 1999-present. 1 cubic foot. Annual accumulation: 1 in.**

Arranged alphabetically by project name.

Records related to a “compost and regeneration program” maintained by the Organic Debris Management Specialist. The series includes a “compost protocol log” and other records documenting nature and quantities of material diverted from the waste stream and used to produce finished compost for use in the Park, amount of finished compost produced, locations where it is used, and results in terms of soil biology.

*Disposition: permanent Retain on site till no longer needed; transfer to FRC Offer to NARA when 30 years old.*

**53. Equipment Service Files**

This series consists of equipment maintenance records for heavy machinery – backhoes, tractors, waste grinders, etc. – used for maintenance during the life of the equipment and to document same at time equipment is sold.

*Disposition: temporary Maintain service records for life of equipment*

**54. Ft. Scott Organic Community Garden Records**

This series maintains records of a volunteer program to develop and maintain a community garden considered an historically and culturally significant site.

Records include signed membership and volunteer applications and agreements.

a. Volunteer agreements - *Disposition: temporary Destroy 7 years after garden member ceases active membership*

b. Administrative records – *Disposition: Destroy when superseded or obsolete*

**55. Compost Tea Records, 1999-present. .5 cubic foot. Annual accumulation: less than 1 in.**

Arranged chronologically.

Records of a program to produce and apply compost tea, an aerated, aqueous solution of microorganisms suspended in water, used to improve turf health. Records are maintained by the Compost and Regeneration Program and document production, laboratory analysis and use of the substance. Records include electronic databases and correspondence and reports in paper.

*Disposition: permanent. Retain on site till no longer needed offer to NARA when 30 years old.*

**56. OP-17 Building Services Files**

This series consists of records relating to building and equipment maintenance actions. Requests for service are tracked by a computer software package. Electronic and paper copies of records are kept.

*GRS 11.5 Destroy 3 months after the work is performed or the requisition is canceled*

**57. OP-18 Project Control Files (Project Tracking Time Sheets)**

Series maintains memoranda, reports, time sheets and other records documenting assignments, progress, and completion of projects. Data from these records are input into a computer system that tracks project costs.

*GRS 16 5 Destroy 1 year after the year in which the project closed*

**58. OP-19 Commercial and Residential Building and Materials Data**

Series consists of equipment and asset records, including serial and model numbers, for heaters, boilers and appliances such as stoves, refrigerators, dishwashers, garbage disposals, as well as HVAC equipment. Information includes installation dates, service dates, paint dates. Data are maintained electronically.

*Disposition: temporary. Destroy when superseded, obsolete, or no longer needed for current operations.*

**59. OP-36 Residential Inspection Records**

Records of annual residential inspections of building structure and systems.

*GRS 18.9 Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.*

**Water Treatment Plant**

**60. OP-40 Water Treatment Plant Monitoring Records**

Records of Presidio water condition and treatment maintained by the Water Treatment Plant. Current records are maintained electronically and document turbidity, reservoir level and flow trends for a 30-day history. Historic (paper) records include daily logs of plant operations, reports required by the California Department of Health and sample analyses.

*Disposition: temporary. Destroy both paper and electronic records when superseded, obsolete or no longer needed for current operations.*

**Utilities**

**61. OP-38 Utilities Maintenance Records**

Series maintains records on the status of high voltage equipment and parts needed for its operation. Records include logs of power outages and daily work as well as metering and transformer data. Data are maintained electronically.

*Disposition: temporary Destroy or delete when superseded, obsolete, or no longer*

*needed for current operations*

**62. OP-42 Minor Contracted Work Records**

These files track work performed by outside contractors to upgrade Presidio buildings for leasing purposes. Included are yearly capital project case files; information and records regarding operation of utility systems, including purchase orders, notes to file, health and safety guidelines and other record and non-record material.

*Disposition: temporary. Destroy when superseded, obsolete, or no longer needed for current operations.*

**63. BF-03 Accountable Officers Files (Utility Bills for Non-residential and Residential Tenants)**

Invoices, bills, receipts, reports and other minor records maintained to document the status of residential and non-residential utility accounts.

*GRS 6.1a Destroy 6 years and 3 months after period covered by account*

**Salvage Department**

**64. OP-SUS-46 Personal Property Transfer Records**

This is an administrative file used to keep track the physical location of furniture, toilets, sinks, etc. and record the disposition and estimated value of excess property of this kind. Series includes Property Transfer Forms on which the details of disposition actions are recorded.

*Disposition. temporary Destroy five years after the property has been transferred to its permanent location.*

**Sustainability**

**65. OP-SUS-41 Sustainability Programmatic Records**

This record series documents the Trust's ongoing sustainability program, which includes recycling, composting, green building and water conservation. Records include descriptions and presentations of the plan, the Trust's signed "Rebuild America Program" agreement, records of awards, and annual reports of the Trust's sustainability accomplishments.

*Disposition: temporary. Retire to FRC after 10 years, destroy when 20 years old.*

**Safety Officer**

**66. OP-SO-01 Employee Training (Safety) Records**

Series maintains correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.

*GRS 1.29b Destroy when 5 years old or when superseded or obsolete, whichever is sooner*

**67. OP-SO-02 Occupational Injury and Illness Files**

Series consists of reports and logs (including Occupational Safety and Health Administration Forms 100, 101, 102 and 200 or equivalents) maintained as required by OSHA to document all recordable occupational injuries and illnesses for each establishment. Some cases may involve exposure to asbestos or other hazardous materials and waste.

*Disposition: temporary Retire to FRC when no longer active Destroy 30 years after case closure*

**EXECUTIVE DIRECTOR**

**68. ED-02, ED-03 Travel/Speaking Engagements, Routine Correspondence Files**

Series maintains reference materials for speaking engagements, logs of official trips, correspondence on routine matters such as travel arrangements, holiday greetings, etc.

*Disposition: temporary When inactive, retire to FRC. Destroy when 15 years old.*

**69. ED-01 Board of Directors Packets, 1998-present. 15 cubic feet. Annual accumulation: 1.5 ft.**

Arranged chronologically.

This series maintains executive and departmental reports, correspondence, memoranda, development proposals, meeting agenda and proceedings that provide background and direction for discussions of issues in Board of Directors Meetings and document decisions of the Board. Topics addressed include Presidio planning, environmental remediation, proposals to enable the Trust to become self-sustaining, affordable housing, and other significant issues.

*Disposition: permanent Cut off every five years. Retire to FRC Transfer to NARA when 30 years old.*

**70. ED-04 – Board of Directors’ Minutes, 1998-present. 3 cubic feet. Annual accumulation: 4 in.**

Arranged chronologically.

This series consists of minutes of public and closed meetings of the Trust’s Board of Directors. The minutes document decisions taken regarding issues addressed by the board at these meetings.

*Disposition: permanent. Cut off every five years Retire to FRC Transfer to NARA when 30 years old.*

**DIVISION OF PLANNING**

**71. PL-01 Project Files for Presidio Planning, 1998-present. 12 cubic feet. Annual accumulation: 1.25 ft.**

Arranged according to an alpha-numeric classification system.

This series maintains correspondence, reports, public meeting comments, audio-visual records and other documents relating to long-range planning as outlined in the Presidio Trust Management Plan and other planning guidelines.

*Disposition: permanent Retire to FRC when project completed. Transfer to NARA when 30 years old*

**72. PL-02 Land Use Records, 1999-present. 8 cubic feet. Annual accumulation: 1 ft.**

Arranged alphabetically by geographic area.

Series maintains correspondence and reports relating to various aspects of land use at the Presidio. Included are records regarding ball fields and areas of the Presidio, such as Lobos Creek, undergoing protection, rehabilitation, restoration, and enhancement.

*Disposition: permanent When development complete retire to FRC. Transfer to NARA when 30 years old*

**73. PL-03 Cultural Resource Studies and Research Files, 1999-present. 12 cubic feet. Annual accumulation: 1 ft.**

Arranged alphabetically by subject.

These files contain research notes, reports, studies and plans relating to preservation activities, a key aspect of the mission of the Trust.

*Disposition: permanent. When study is complete, retire document to FRC. Transfer to NARA when 30 years old*

**74. PL-41, PL-05 NEPA (National Environmental Policy Act) Correspondence and Planning Records, 1998-present. 10 cubic feet. Annual accumulation: 10 ft.**

Environmental impact statements are arranged alphabetically by subject. Project reviews are arranged chronologically.

This series maintains correspondence with Federal agencies, meeting agendas, studies, planning and approval records regarding environmental impact statements, project reviews and other aspects of the Trust's compliance with provisions of the National Environmental Policy Act.

*Disposition: permanent When report completed, Retire to FRC Transfer to NARA when 30 years old*

**75. PL-08 NEPA Review Files (Categorical Exclusions), 1998-present. 25 cubic feet. Annual accumulation: 2.5 ft.**

Arranged chronologically.

Project files for all environmentally reviewed small activities under NEPA (categorically excluded projects) arranged numerically. Files contain correspondence, studies, planning and meeting records.

*Disposition: permanent Cut off in 5 year blocks. Retain on site for 5 years after cut off (10 years total) then retire to Federal Records Center Offer to NARA when 15 years old.*

**76. PL-06 Transportation Studies & Planning Documents, 1999-present. 9 cubic feet. Annual accumulation: 1 ft.**

Arranged alphabetically by subject.

This series maintains studies and planning documents related to transportation systems on the Presidio. Topics addressed include bikeways, bus routes and parking plans.

*Disposition: permanent When reports are completed retire to FRC. Transfer to NARA when 30 years old.*

**77. PL-07 Presentations/Workshops Records, 1998-present. 10 cubic feet. Annual accumulation: 1 ft.**

Arranged alphabetically by name of project.

This series consists of visual and graphic boards used in public workshops, Presidio Trust Board of Directors' meetings, and in charrettes (technical workshops for staff). Oversize boards will be saved in a reduced size format for long term retention.

*Disposition: permanent When presentation is completed, retire to FRC. Transfer to NARA when 30 years old*

**Compliance**

**78. PL-28 Archeological Records, 1989-present. 4 cubic feet. Annual accumulation: .5 ft. (paper)**

Arranged chronologically.

This series consists of databases, maintained electronically by the Archeology Lab, regarding archeological sites and artifacts at the Presidio, and paper records that document and supplement the data. Information contents include provenance, lab status, accession number, catalog number, physical location, description of items, material, item count, color, condition, references (e.g. maker's mark) and other data.

*Disposition: permanent Maintain electronic records and associated paper records permanently on site. Migrate electronic data to new computing platforms as necessary*

**79. Historic Compliance Records, 1999-present. 9 cubic feet. Annual accumulation: 1 ft.**

Arranged alphabetically by subject.

Administrative records documenting reviews of proposed projects to ensure that they comply with Federal laws regarding protection of environmental, historic and cultural resources. The projects are reviewed under the "N2" (N-squared) protocol, which considers provisions of the NHPA and NEPA.

A full administrative record ("action file") is created for each action reviewed; the record includes screening forms, support documentation including drawings and photographs, certificates of compliance and /or categorical exclusion, records of changes and reviews made during completion of the project, hard copy printouts of emails, minutes of meetings, and records of telephone communications/ conference calls related to the action.

*Disposition: Record copy - permanent Retire to FRC 6 years after closing of file. Transfer to NARA when 30 years old*

*Nonrecord copy. Destroy when 2 years old or now longer needed.*

### **Natural Resources**

**80. PL-04 Public Land Improvements Records, 1999-present. 11 cubic feet. Annual accumulation: 1 ft.**

Arranged alphabetically by geographic area.

This series contains correspondence, reports and other records documenting improvements to public lands. Topics addressed include hiking trails and bicycle routes, enhancement of natural water resources and protection of important native geologic and soil components.

*Disposition permanent. When project completed, Retire to FRC Transfer to NARA when 30 years old.*

**81. PL- 34 Natural Resources Public Education and Outreach Materials, 1998-present. .25 cubic foot. Annual accumulation: less than 1 in.**

Arranged alphabetically by subject.

This series consists of flyers, brochures, essays, newsletters, outlines and other documents tailored for various audiences and issued to promote stewardship of natural resources.

*Disposition. permanent Cut off every 5 years Retire to FRC. Transfer to NARA when 30 years old*

**82. OP-47 Timber Disposal Files, 1999-present. Annual accumulation: less than 1 in.**

Arranged chronologically.

The Salvage Department maintains an Excel spreadsheet which records the reclamation of byproducts from the reforestation program by volume and type and their conversion to biofuels, chips for ground cover and other uses. A new file is created yearly, ~~and stored electronically only.~~ The Presidio Trust participates in the EPA Waste Wise Program and reports to them annually on the collection of materials that have been diverted from the landfill and reused.

*Disposition: permanent Retire to offsite storage 5 years after file break. Offer to the National Archives 30 years after file break*

**83. Natural Resources Plans and Implementation Records**

Records and information on the protection of fish and wildlife, including protection of resources and vegetation that provide natural habitats for them, control of hunting and fishing, observation of game laws, and similar measures.

*Disposition: temporary Destroy when no longer needed for conducting business.*

**84. Pest Management Policy Records**

This series maintains policy documents regarding the methods and materials approved for pest management in the Presidio.

*Disposition: temporary Destroy when superseded, obsolete, or no longer needed for reference*

**85. Pesticide Application Records, 1999-present. 1 cubic foot. Annual accumulation: 1 in.**

Arranged by area, thereunder chronologically.

Records of pesticide applications made by the Presidio Trust, maintained by the Integrated Pest Control Specialist. These records document date of application, applicator name, pesticide name and EPA Registration Number, location of application (including square footage or acreage), and amount of pesticide applied.

*Disposition. permanent Transfer to FRC when 2 years old Offer to NARA when 30 years old*

**86. OP-06 Endangered Species Records, 1999-present. .5 cubic foot. Annual accumulation: less than 1 in.**

Arranged chronologically.

Biological assessments and reports sent to, and letters of concurrence received from the U.S. Fish and Wildlife Service for projects relating to federally listed endangered species at the Presidio. Series also includes internal memoranda and other supporting records. F&WL has the right to stop a project if they do not concur.

*Disposition: permanent. Retire to FRC when 6 years old Transfer to NARA when 30 years old.*

**87. Reforestation Reports, 2007-present. .5 cubic foot. Annual accumulation: less than 1 in.**

Arranged chronologically.

Reports on reforestation containing data on acres planted for reforestation, windbreaks and shelter belts; similar reports made by contractors and correspondence concerning the reports.

*Disposition. permanent. Retire 5 years after file break. Offer to the National Archives 30 years after file break*

**88. OP-05a Permits to Conduct Research, 1998-present. .5 cubic foot. Annual accumulation: less than 1 in.**

Arranged sequentially by permit number.

This series maintains Research & Collecting Permits issued to authorize research projects on animal and plant life at the Presidio.

*Disposition: permanent. Retire to FRC when 6 years old Transfer to NARA when 30 years old.*

**89. Natural Resources Reports, 1999-present. 1 cubic foot. Annual accumulation: 1 in.**

Arranged by subject.

This series maintains reports on soil and water conservation, habitat restoration projects, rare plant management, forest management, and wildlife management.

*Disposition: permanent Transfer to NARA when 10 years old or no longer needed*

**DIVISION OF PUBLIC AFFAIRS**

**90. PA-01 Publications, 1999-present. 4 cubic feet. Annual accumulation: .5 ft.**

Arranged chronologically.

This series maintains articles, supporting documentation and record copies of the *Presidio Post*, the Trust's newsletter, which is distributed to neighbors and interested parties across the nation.

*Disposition. permanent. Cut-off in 5-year increments. Transfer directly to NARA.*

**91. PA-02 Media Activities Records, 1999-present. 20 cubic feet. Annual accumulation: 2 ft.**

Arranged by type of record. Recordings and scripts of media coverage are arranged chronologically; records of interviews and press conferences are arranged alphabetically by surname.

This series consists of video and audio recordings and scripts of interviews, press conferences, and reportage of events at the Presidio broadcast or published in the media.

*Disposition permanent Transfer to NARA when 10 years old or no longer needed*

**92. PA-03 Press Releases, 1999-present. .25 cubic foot. Annual accumulation less than 1 in.**  
Arranged chronologically.

Record copies of announcements of events, performances, or other newsworthy items issued to the press

*Disposition: permanent Retire to FRC when 6 years old. Transfer to NARA when 15 years old.*

### Special Events

**93. PA-SE-01 Special Event Application/Reservation Forms**

Series maintains special use permits and certificates of insurance for special events such as corporate events, fundraisers, festivals and weddings that occur on the Presidio.

*Disposition temporary Retire to FRC when 3 years old Destroy when 10 years old.*

**94. PA-SE-02 – Film Permits**

Series maintains permits given for various films shot on the Presidio. Series contents include applications, certificates of insurance, permits and financial information.

*Disposition Retire to FRC when 3 years old. Destroy when 10 years old.*

**95. PA-SE-03 Short-term Occupancy Permits**

This series consists of approved permits for short-term storage, film production and other activities at the Presidio, and unsuccessful applications for such permits.

*Disposition temporary. Destroy when 2 years old.*

**96. PA-SE-04 Ball field Reservations**

Series maintains reservations / application permits for use of ball fields on the Presidio.

*Disposition temporary. Destroy when two years old.*

**97. PA-SE-05 Public Meetings Records**

This series maintains records relating to Trust sponsored events such as public meetings, workshops, and open house events. Included are agenda and programs, attendance lists, publicity materials, correspondence and other records.

*Disposition temporary Retire to FRC when two years old Destroy when 10 years old*

### Public Programs

**98. PA-PP-01 & -04 Public Programs and Exhibits Records, 2000-present. 8 cubic feet. Annual accumulation: 1 ft.**

Arranged alphabetically by name of program or exhibit.

This series consists of supporting and background documents about recurring programs as well as new exhibits sponsored or hosted by the Presidio Trust. Included are contracts, press information, promotional brochures; vendor, affiliate, and participant information; correspondence, diagrams, photos; plans and marketing materials as well as a summary sheet for each event with attendance figures, dates, location, leads, partners, and contacts. One example was the exhibit "Meiji-Japan at the Dawn of the Modern Age, Unseen Treasures" held in 2002.

*Disposition: permanent Retire to FRC when 6 years old. Transfer to NARA when 15 years old.*

**99. PA-PP-03 Oral Histories, 1999-present. 6 cubic feet. Annual accumulation: .5 ft.**

Arranged by name.

WITHDRAWN

These histories consist of interviews with key players in the corporate history of the Presidio Trust concerning their reminiscences, captured to develop a portrait of the founding and development of the agency. Most interviews exist both on tape and in transcript form.

*Disposition: permanent. Retire to FRC when 6 years old. Transfer to NARA when 15 years old*

## **DIVISION OF REAL ESTATE**

### **100. RE-02 Housing Management and Policy Files**

Series consists of Presidio policy documents for managing housing, and reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data.

*GRS 15.3 Destroy when 2 years old.*

### **101. RE-03 Request For Qualifications (RFQ)**

The RFQ process is a method of requesting solicitations from qualified parties to offer a bid to lease and rehabilitate a specific building. This record series documents the preparation, production, and distribution of these requests.

*Disposition: temporary Destroy when 15 years old*

### **102. RE-04 Responses to Requests for Qualifications**

Series maintains responses to RFQs submitted by parties interested in making lease arrangements for various Presidio buildings. Sites documented include the Historic Main Post, Letterman Hospital, Officers' Club, Funston B&B, Public Health Service Hospital and others. There are two segments in the series:

- a. Selected
- b. Unselected

*Disposition: temporary. a. Destroy 15 years old after selection; b. Destroy 1 year after final selection is made.*

### **103. RE-06, RE-07 Property Management Records, 1992-present. 9 cubic feet. Annual accumulation: 1 ft.**

Arranged alphabetically by name.

This series maintains records of the management of Presidio properties. Records include non-residential leases plus addenda, certificates of insurance, lease negotiation correspondence, financial records; correspondence and other records regarding the management of the non-residential properties and of the residential program.

*Disposition: ~~permanent Retire to FRC and then transfer to NARA when 30 years old.~~*

*temporary. Retain on site, Transfer to offsite storage as necessary.*

### **104. RE-08 Real Estate Administrative Files**

This series maintains policy and procedural issuances and correspondence regarding administration of real properties at the Presidio.

*Disposition: temporary Destroy when superseded or obsolete.*

### **105. RE-09 Real Estate Minutes, 1999-present. 1 cubic foot. Annual accumulation: 1 in.**

Arranged alphabetically by subject.

This series maintains agenda, minutes of meetings, reports and related records of the Real Estate Committee.

*GRS 26.1b. Disposition permanent Retire to FRC when no longer needed Transfer to NARA when 30 years old.*

**106. RE-10, RE-11 Encroachment Permits and Easements, 1999-present. 4 cubic feet. Annual accumulation: .5 ft.**

Arranged alphabetically.

This series maintains temporary encroachment permits allowing homeowners with property adjoining the Presidio to move equipment and materials through the Presidio or occupy space inside the national park to facilitate maintenance or improvements to their property. The series also includes permanent encroachment files that define perpetual, historical easements granted by the U.S. Army to adjacent properties along the southern boundary of the Presidio.

- a. Temporary encroachment permits: *Disposition: temporary. Retire to FRC when 3 years old Destroy when 10 years old*
- b. Permanent Encroachment Files: *Disposition: permanent. Transfer to NARA after 30 years old.*

**107. RE-12 Proposals Related to the Non-Residential Design Series**

This series maintains design proposals, maps and charts for sustainable, energy efficient modifications to historic non-residential structures at the Presidio.

*Disposition: temporary. Retire to FRC when 6 years old Transfer to NARA after 15 years.*

**108. RE-01 Housing Lease Files**

This series consists of subject files on residential leases. Files contain copies of leases, renewals, termination notices, statistical and narrative data and turnover letters that document the transfer of keys from the Trust to the firm that handles its residential leasing transactions.

*GRS 15.4 Destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later*

PLEASE NOTE: The Human Resources Department of The Presidio Trust is not governed by the Trust's records retention schedules as this department operates under the auspices of the U.S. Office of Personnel Management and follows its guidelines.

---

WITHDRAWN