



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

MANUAL

Records Disposition Manual

DeCAM 5-2.2
June 2, 2010

Chief Information Officer
OPR: DeCA/CI

- 1. POLICY.** This Manual implements policies as defined in Defense Commissary Agency (DeCA) Directive (DeCAD) 5-2 (Reference (a)). In accordance with DoD Directive 5105.55 (Reference (b)), it is DeCA's policy to develop, obtain National Archives and Records Administration (NARA) approval, and implement records retention schedules for all records created or received by the Agency.
- 2. PURPOSE.** This Manual provides approved descriptions and retentions of DeCA records as authorized by NARA. The retention rules in this schedule are mandatory for all personnel assigned to DeCA activities to include headquarters (HQ), regions, stores, central distribution centers (CDC), Central Meat Processing Plant (CMPP), and contractor assigned employees.
- 3. APPLICABILITY.** This Manual applies to all DeCA activities and employees to include contract employees.
- 4. RELEASABILITY – UNLIMITED.** This Manual is approved for public release and is located on DeCA's Internet Web site at www.commissaries.com.
- 5. MANAGEMENT CONTROL SYSTEM.** This Manual contains internal management control provisions that are subject to evaluation and testing as required by DeCAD 70-2 (Reference (c)).
- 6. DISPOSITION SCHEDULE.** DeCA records disposition schedules as approved by NARA, is at Appendix A. Appendix A provides instructions on how to read and use the disposition schedule.
- 7. EFFECTIVE DATE.** This Manual is effective immediately.

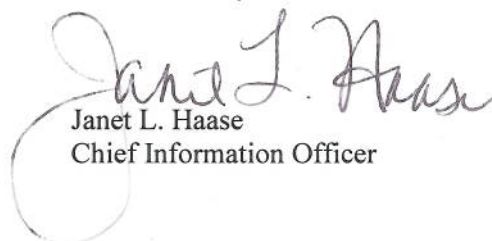

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REFERENCES

- (a) DeCA Directive 5-2, "Records Management Program," August 28, 2007
- (b) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
- (c) DeCA Directive 70-2, "Internal Control Program," December 17, 2007
- (d) DoD Directive 5015.2, "Records Management Program," March 6, 2000
- (e) DoD Instruction 5025.01, "DoD Directives Program," October 28, 2007
- (f) Chapters 29, 31, and 33 of title 44, United States Code
- (g) Subchapter B of title 36, Code of Federal Regulations

CHAPTER 1
FILE SYSTEM

1-1. ORGANIZATION OF DeCA FILES SYSTEM. The DeCA files system is simple and is organized by file number followed by functional area. For example, all subject matters pertaining to civilian personnel can be found in the 50 series. The file numbering system is provided as indicated below:

<u>Number</u>	<u>Functional Area File Name</u>
00	General Administrative Short-Term Temporary Files
01	Agency Head Files
05	Office Management Files
10	Contracting Files
20	Facilities Files
30	Safety and Security Files
35	Information Technology Files
40	Operations Files
50	Personnel Files
55	Equal Employment Opportunity Files
60	Corporate Planning Files
70	Resource Management Files
80	Legal Matters Files
90	Inspector General Files
95	Internal Review Files
100	Corporate Communication Files

1-2. FILE SYSTEM INDEX. Records are indexed by primary functions and followed by subfunctions.

a. 00 GENERAL ADMINISTRATIVE SHORT-TERM TEMPORARY FILES

00-1	Office Internal Administration File
00-2	DeCA Publications Reference Copies
00-3	External Publications
00-4	Library Materials
00-5	Reading Files
00-6	Duplicate Copies
00-7	Requests for Information
00-8	Letters of Transmittal
00-9	Quasi-Official Notices
00-10	RESERVED
00-11	RESERVED
00-12	Work Sheets
00-13	RESERVED
00-14	Schedule of Daily Activities
00-15	Suspense Files
00-16	Transitory Files
00-17	Tracking and Control Records

- 00-18 Finding Aids
- 00-19 Presentation Aids
- 00-20 Staff Meetings
- 00-21 Conferences
- 00-22 Electronic Mail and Word Processing Systems Copies

b. 01 AGENCY HEAD FILES

- 01-1 Staff Meeting Slides
- 01-2 Agency Head Presentations

c. 05 OFFICE MANAGEMENT FILES

- 05-1 General Correspondence Files
- 05-2 Records Management Files
- 05-3 Project Control Files
- 05-4 Reports Control Files
- 05-5 Feasibility Studies
- 05-6 Microform Inspection Records
- 05-7 Documents Published in the Federal Register
- 05-8 Technology, Equipment and Supply Feasibility Studies
- 05-9 Mail Management
- 05-10 Directives Management
- 05-11 Management Control Records
- 05-12 Electronic Mail and Word Processing System Copies

d. 10 CONTRACTING FILES

- 10-1 General Acquisition Correspondence Files
- 10-2 Acquisition Instructions
- 10-3 Procurement Reference Files
- 10-4 Procurement Authority Designation/Termination Files
- 10-4a Government Purchase Card Training Records
- 10-5 Advance Procurement Planning Files
- 10-6 Procurement Management Reviews
- 10-7 Solicitation Reviews
- 10-8 Solicited and Unsolicited Unsuccessful Offers, Quotations, Bids, and Proposals
- 10-9 Debarred, Ineligible, or Suspended Contractors
- 10-10 Procurement Status Reports
- 10-11 Justifications and Approvals
- 10-12 Contract Clause Deviations
- 10-13 Contract Reviews and Contract Termination Reviews
- 10-14 RESERVED
- 10-15 Contract Disputes and Appeals
- 10-16 Buy American Act Files
- 10-17 Procurement Inspections
- 10-18 Procurement Registers
- 10-19 Simplified Acquisitions
- 10-20 Formal Contract Actions
- 10-21 Master, Open-end and Call-type Agreements
- 10-22 Canceled Solicitations

- 10-25 Vendor Files
- 10-26 Small Business Administration
- 10-26a Small Business Information
- 10-26b Competency Certificates
- 10-26c Small Business Projects and Reports
- 10-26d Small Business Subcontracting Program
- 10-27 Electronic Mail and Word Processing System Copies

e. 20 FACILITIES FILES

- 20-1 General Facilities Correspondence
- 20-2 Planning and Programming
- 20-3 Design and Construction
- 20-4 Facilities Maintenance
- 20-5 Energy Management
- 20-6 RESERVED
- 20-7 Environmental Policy Issues
- 20-8 Key Accountability Files
- 20-9 Visitor Control Files
- 20-10 Facilities Check Files
- 20-11 Guard Service Control Files
- 20-12 RESERVED
- 20-13 RESERVED
- 20-14 Credentials Files
- 20-15 Electronic Mail and Word Processing System Copies

f. 30 SAFETY AND SECURITY FILES

- 30-1 thru 30-16 RESERVED
- 30-17 Safety
- 30-17a General Safety Correspondence
- 30-17b Safety Liaison Files
- 30-17c Safety Hazards Files
- 30-17d Safety Awareness Training Files
- 30-17e Accident and Incident Cases Files
- 30-17f Safety Survey and Visit Files
- 30-17g Accident Experiences
- 30-17h Material Safety Data Sheets
- 30-17i Hazardous Chemical Inventory
- 30-17j Hazard Communication Program
- 30-17k Ergonomics
- 30-17l Control of Hazardous Energy (Lockout/Tagout)
- 30-17m Permit Required Confined Space
- 30-17n Safety and Fire Prevention Meetings
- 30-17o Industrial Hygiene/Occupational Health Surveillance Records
- 30-17p Hazard Reports
- 30-17q Hazard Abatement Plan
- 30-17r Electronic Mail and Word Processing System Copies
- 30-18 Administrative Security
- 30-18a General Security
- 30-18b Designation of Security Officials

30-18c	Alarm Testing
30-18d	Information Security
30-18e	Classified/Unclassified Document Container Security Files
30-18f	Personnel Security Clearance Records
30-18g	Security Clearance Files
30-18h	Security Briefings and Debriefings
30-18i	Security Awareness
30-18j	Operations Security Files
30-18k	Facilities Security and Protective Services Records
30-18l	Critical Infrastructure Protection (CIP)
30-18m	Chemical, Biological, Radiological, Nuclear and High Yield Explosives (CBRNE) Files
30-18n	Emergency Planning Records
30-18o	Emergency Planning Case Files
30-18p	Emergency Operations Test Files
30-18q	Electronic Mail and Word Processing System Copies
30-18r	Access Controls

g. 35 INFORMATION TECHNOLOGY RECORDS

35-1	Files/Records Relating to the Creation, Use, and Maintenance of Computer Systems, Applications, or Electronic Records
35-2	Input/Source Records
35-3	Electronic Records that Replace Temporary Hard Copy Records
35-4	Data Files Consisting of Summarized Information
35-5	Records Consisting of Extracted Information
35-6	Print File
35-7	Technical Reformat Files
35-8	Backup of Files
35-9	Finding Aids (or Indexes)
35-10	Special Purpose Programs
35-11	Documentation
35-12	Downloaded and Copied Data
35-13	Word Processing Files
35-14	Electronic Mail Records
35-15	Electronic Spreadsheets
35-16	Oversight and Compliance Files
35-17	IT Facility, Site Management and Equipment Support Services Records
35-18	IT Asset and Configuration Management Files
35-19	System Backups and Tape Library Records
35-20	Files Related to Maintaining the Security of Systems and Data
35-21	User Identification, Profiles, Authorizations, and Passwords Files
35-22	Computer Security Incident Handling, Reporting, and Follow-up Records
35-23	IT Operations Records
35-24	Financing of IT Resources and Services
35-25	IT Customer Service Files
35-26	IT Infrastructure Design and Implementation Files
35-27	Information Technology (IT) Program Planning Records
35-28	Hard Copy Printouts Created to Meet Ad Hoc Business Needs
35-29	IT Capital Investment Records

- 35-30 Legal and Regulatory Compliance Records
- 35-31 CIO Committee Records
- 35-32 CIO Subject and Office Records
- 35-33 Schedules of Daily Activities
- 35-34 Electronic Mail and Word Processing
- 35-35 Enterprise Architecture Records

h. 40 OPERATIONS FILES

- 40-1a General Operations Correspondence
- 40-1b Informational Documents
- 40-2 Supply Inventory Management
- 40-2a Property Officer Designations
- 40-2b Property Book and Supporting Documents
- 40-2c Property Records Inspections and Inventory Reporting Files
- 40-2d Document Register Files
- 40-2e Hand Receipt Files
- 40-2f Access Controls
- 40-2g Capital Funds Expenditures Files
- 40-3 Requisition and Issue of Supplies and Equipment
- 40-3a Requisition and Suspense and Status Files
- 40-3b Receipting Authority Files
- 40-3c Equipment Maintenance
- 40-4 Property Accountability
- 40-4a Subsistence Accountability Appointment/Transfer Files
- 40-4b Property Record Accounts
- 40-5 Commissary Operations
- 40-5a Commissary Activities Statistical Data
- 40-5b Commissary Operational and Functional Reports
- 40-5c Daily Commissary/CDC Operations
- 40-5d Commissary Locations Stores
- 40-5e Best Commissary Awards
- 40-5f Operational Guidance
- 40-5g Commissary Customer Service Surveys
- 40-6 Report of Survey Files
- 40-7 Report of Survey Control Registers
- 40-8 Merchandising/Promotional Material and Buying
- 40-8a Merchandising/Promotional Material and Buying (Rejected)
- 40-8b Promotional Material
- 40-8c Pricing
- 40-8d Produce Pricing System
- 40-8e Supplemental Pricing Changes
- 40-9 Transportation, Distribution and Vehicle Management
- 40-9a Distribution
- 40-9b Vehicle Management
- 40-9c Transportation
- 40-9d Commercial Freight and Passenger Transportation Files
- 40-10 Quality Assurance
- 40-10a Preventive Medicine Inquiries
- 40-10b Quality Assurance Records
- 40-10c Military Food Reports

40-10d	ALFOODACTS and Related Correspondence
40-10e	Regulatory and Safety Food Requirements
40-10g	Pest Management
40-10h	Hazardous Analysis
40-10i	Temperature Logs
40-16	Environmental Management System (EMS)
40-16a	EMS General Requirements
40-16b	Environmental Policies (Copies)
40-16c	Significant Environmental Aspects
40-16d	Legal and Other Requirements (Copies)
40-16e	Environmental Management Plans (EMP)
40-16f	EMS/EMP Resources, Roles, Responsibilities and Authorities (Copies)
40-16g	Competence Training and Awareness
40-16h	Communications
40-16i	Documentation
40-16j	Document Control
40-16k	Procedures and Work Instructions
40-16l	Emergency Response
40-16m	Monitoring and Measurement
40-16n	Environmental Compliance
40-16o	Non-Conformance and Corrective Action
40-16p	Record Control
40-16q	Internal Audit
40-16r	Management Review
40-16s	Energy Management
40-17	Base Realignment and Closure (BRAC) Files
40-17a	BRAC Case Files
40-17b	BRAC Data Call Files
40-17c	Commissary Closures (Non-BRAC)
40-18	Emergency Planning Records
40-18a	Emergency Planning Administrative Correspondence Files
40-18b	Emergency Planning Case Files
40-18c	Emergency Operations Tests Files
40-19	RESERVED
40-20	Electronic Mail and Word Processing System Copies

i. 50 PERSONNEL FILES

50-1	General Personnel Correspondence Files
50-2	Supervisor/Manager Civilian Employee Records
50-3	Locator Files
50-4	Career Management Program
50-4a	Career Management Records
50-4b	Career Management Referral and Selection Files
50-5	Reemployment Rights
50-5a	Agency Reemployment List (RPL)
50-6	Overseas Tour Extension Files
50-6a	Overseas Returnee Files
50-7	Commissary Career Intern Program
50-8	Intern Files
50-9	Examining Authority

50-9a Certificate of Eligible Files
50-9b Certificate Files
50-9c Eligible Application Files
50-10 Handicap Program
50-11 Employee Development and Training
50-11a Training Records
50-11b Training Plans
50-11c Course Publications
50-11d Accreditation Certificate Files
50-11e Accreditation Files
50-12 Classification and Position Management
50-12a Special Pay Rates
50-12b Position Descriptions
50-13 Management-Employee Relations (MER) Program
50-13a Management-Employee Relations (MER) Program
50-13b Management-Employee Relations (MER) Case Files
50-14 Labor Relations Program
50-15 Federal Employee's Compensation Act (FECA)
50-16 Labor Negotiations
50-17 Program Evaluation
50-18 Leave Administration Program
50-18a Leave Administration
50-18b Donated Leave Program
50-19 Pay Administration
50-20 Performance Management
50-20a Performance Management System
50-20b Adverse Actions
50-20c Merit Pay System
50-21 Employee Retirement Benefits Files
50-22 Incentive Awards
50-22a Incentive Awards
50-22b Individual Awards
50-22c Incentive Awards Program Reports
50-23 Probationary Files
50-24 Automated Personnel Program
50-24a Civilian Personnel Data Base
50-24b Personnel/Payroll Automated System Interface
50-25 Relocation Services Program
50-25a Relocation Services Documents
50-26 Reduction-In-Force (RIF)
50-26a Competitive Areas
50-26b Voluntary Early Retirement (VERA)/Voluntary Separation Incentive Program (VSIP)
50-27 Transfer of Function
50-28 Reduction and Realignment
50-29 DoD Priority Placement Program
50-29a Priority Placement Program (PPP) Issues/Miscellaneous Correspondence
50-29b Priority Placement Program (PPP) Registration Files
50-29c Priority Placement Program (PPP) Requisition Files
50-30 Staffing Standards
50-30a Staffing Standards Policy

- 50-30b Staffing Standards Application
- 50-31 Personnel Strength
- 50-32 Repromotion/Special Consideration Files
- 50-33 Recruitment Case Files
- 50-34 Alternate Worksite Records
- 50-35 Electronic Mail and Word Processing System Copies

j. 55 EQUAL EMPLOYEEMENT OPPORTUNITY (EEO) FILES

- 55-1 EEO General Correspondence Files
- 55-2 EEO Reports
- 55-3 EEO Complaint Cases
- 55-4 EEO Instructions
- 55-5 Affirmative Employment
- 55-6 Employee Selections Procedures
- 55-7 Special EEO Programs
- 55-8 EEO Awards Program
- 55-9 Electronic Mail and Word Processing System Copies

k. 60 CORPORATE PLANNING FILES

- 60-1 Strategic Management
- 60-2 Research and Analysis
- 60-3 Continuous Process Improvement
- 60-4 RESERVED
- 60-5 Project Studies & Articles
- 60-6 RESERVED
- 60-7 RESERVED
- 60-8 Agency Initiatives
- 60-9 Corporate Planning General Correspondence Files

l. 70 RESOURCE MANAGEMENT FILES

- 70-1 Mission Organization and Functions Management
- 70-2 Internal Control Systems Files
- 70-2a Headquarters, RM Office Performing DeCA-Wide Responsibilities
- 70-2b Risk Assessments, Reviews and/or Evaluations
- 70-2c Material Weaknesses Feeder Statements, Reports, and Other Records
- 70-2d Management Control Plans
- 70-3 RESERVED
- 70-4a General Finance Correspondence
- 70-4b Financial Management
- 70-5 Military and Civilian Personnel Travel and Services
- 70-5a Travel Policy and Program Documents
- 70-5b Travel Orders
- 70-5c Government Travel Charge Card System Reports
- 70-5d Government Travel Charge Card Applications
- 70-6 Commissary Sales and Receipts
- 70-6a Accountable Officer Records
- 70-6b Tobacco Records
- 70-6c Commissary Feeder Data

- 70-6d Accountable Officer Supporting Documentation
 - 70-7 Appropriations Accounting
 - 70-7a Allotments
 - 70-7b RESERVED
 - 70-7c General Ledgers
 - 70-7d Subsidiary Ledgers
 - 70-7e Trial Balances
 - 70-7f Financial Reports
 - 70-7g Funds Accounting
 - 70-7h General Government Purchase Card Correspondence Files
 - 70-8 RESERVED
 - 70-9 DECA Electronic Payroll System
 - 70-9a Payroll Substantiating Documents
 - 70-9b Time and Attendance (T&A) Records
 - 70-10 RESERVED
 - 70-11 RESERVED
 - 70-12 Support Agreements
 - 70-13 RESERVED
 - 70-14a Contract Advisory and Assistance Service (CAAS) Program
 - 70-14b Contract Advisory and Assistance Service (CAAS) Contracts
 - 70-15 RESERVED
 - 70-16 Financial Inventory Accounting (FIA)
 - 70-16a Financial Inventory Accounting Files
 - 70-16b Financial Inventory Accounts
 - 70-17 Manpower
 - 70-17a Manpower Files
 - 70-17b Manpower Authorizations
 - 70-17c Manning Documents
 - 70-17d Management Studies
 - 70-18a Office Financial Files
 - 70-18b Budgetary Services
 - 70-18c Budget Estimates
 - 70-18d Budget Review
 - 70-18e Budget Apportionment Files
 - 70-18f Reimbursements Military Inter-Departmental Purchase Requests
 - 70-18g Cost Accounting
 - 70-19 Management Engineering Program
 - 70-20 Commercial Activity (CA) Program
 - 70-20a RESERVED
 - 70-20b Commercial Activity Case Files
 - 70-21 Electronic Mail and Word Processing System Copies
- m. 80 LEGAL MATTERS
- 80-1 General Legal Services Correspondence
 - 80-2 Litigation Files
 - 80-2a RESERVED
 - 80-2b Legal Representation
 - 80-2c Witness Appearances
 - 80-2d Judicial Information Release Files
 - 80-2e RESERVED

80-2f	Legal Opinion Precedents of Cases Involving Litigation
80-2g	Fraud and Irregularities
80-3	Ethics Files
80-4	Legislation
80-4a	Legislation Files
80-4b	Legislation Comments
80-5	Pecuniary Files
80-5a	Pecuniary Charge Appeals
80-5b	Contract Appeals
80-6	RESERVED
80-7	RESERVED
80-8	RESERVED
80-9	RESERVED
80-10	RESERVED
80-11	Litigation Cases
80-12	Claim Files
80-12a	Claim Investigation Reports
80-12b	Contract Adjustment and Claim Determinations
80-12c	Claims
80-13	Criminal Incident/Investigation Files
80-14	RESERVED
80-15	RESERVED
80-16	Law Enforcement Agency Criminal Type Reports
80-17	RESERVED
80-18	Intellectual Property Opinions
80-19	Standards of Conduct
80-20	Freedom of Information Act (FOIA) and Privacy Act Records Utilization
80-20a	FOIA Administrative Files
80-20b	FOIA Requests
80-20c	FOIA Appeal Files
80-20d	FOIA Report Files
80-20e	Privacy Act General Administrative Files
80-20f	Privacy Case Files
80-20g	Privacy Statement Files
80-20h	System Report and Notice Files
80-20i	Privacy Act Report Files
80-20j	Erroneous Release Files
80-20k	Electronic Mail and Word Processing System Copies

n. 90 INSPECTOR GENERAL FILES

90-1	General Process Reviews, Assistance, Investigations, Follow-up Correspondence and DoD Inspections
90-2	IG Process Reviews, Inspections, and Special Assessments
90-3	IG Inquiries and Investigations
90-4	Other Inquiries, Inspections and Investigations
90-5	Congressional Correspondence
90-6	Case Files
90-6a	Contacts Files
90-6b	Referral Case Files

90-6c	Complaint Case Files
90-6d	FWA Case Files
90-6e	DoD Hotline Case Files
90-6f	Criminal Case Files
90-7	Derogatory Information Files
90-8	IG Trends and Analysis Files
90-9	Staff Assistance Visits
90-10	Electronic Mail and Word Processing System Copies

o. 95 INTERNAL REVIEW FILES

95-1	Internal Review Report Files
95-2	Internal Review Supporting Documents Files
95-3	Government Accountability Office (GAO) Audit Reporting Files
95-4	DoD IG and Defense Contracting Audit Agency (DCAA) Audit Reporting Files
95-5	Electronic Mail and Word Processing System Copies

p. 100 CORPORATE COMMUNICATIONS FILES

100-1	General Corporate Communications Correspondence Files
100-2	Biographies
100-3	Local News Clips
100-4	Installation Relations
100-5	Electronic Communications Program
100-6	Fact Sheets
100-7	RESERVED
100-8	Media Relations
100-9	Media Query Information
100-10	Media Training
100-11	News Conference Records
100-12	Patron Awareness Program
100-13	Patron Response Program
100-14	Corporate Communications Guidance
100-15	Corporate Communications Operating Instructions
100-16	Corporate Communications Releases
100-17	Story/Video Submissions
100-18	Security and Policy Review Program
100-19	Special Events Planning
100-20	Historical Program
100-20a	Histories
100-20b	Historical Background and Reference Materials
100-20c	Historian Sources
100-20d	Activities Memorialization Files
100-20e	Significant Photographs
100-21	Visual Information (VI)
100-21a	Visual Information Files
100-21b	Visual Information Management Reports
100-21c	Visual Information Product Controls
100-21d	Visual Information Workorder Requests
100-21e	Visual Media Program

100-21f	Overhead Transparencies (Viewgraphs)
100-21g	Artwork
100-21h	Photo Reproduction
100-21i	Line Copies of Graphs and Charts
100-21j	Production Disks
100-21k	Briefing/Training Media
100-21l	Audio Recordings
100-21m	Exhibit Material
100-21n	Routine Photographs
100-22	Electronic Mail and Word Processing System Copies

CHAPTER 2

DISPOSITION TABLE INSTRUCTIONS

2-1. TABLE STRUCTURE. The DeCA Disposition Schedule (Appendix A) is arranged in column format starting with the file number in the first column followed by the title in the second column for quick reference purposes. Descriptions are provided for all items, followed by the disposal authority. The last two columns are designed to determine when to cutoff (COFF) a file (make inactive) and when to destroy (DEST) a file.

2-2. EXPLANATION OF CUTOFF (COFF). COFF is the date that a file becomes inactive and is replaced by a new one. The COFF dates are usually based on the fiscal year (FY) or calendar year (CY).

2-3. FISCAL YEAR (FY) COFF. Records filed under FY are generally financial and are created for use October 1 through September 30, in-line with the FY. This means records are created with the first day of filing on October 1, and the last day of filing on September 30.

2-4. CALENDAR YEAR (CY) COFF. Records filed under CY are generally nonfinancial and are created for use January 1 through December 31, in-line with the CY. This means records are created with the first day of filing on January 1, and the last day of filing on December 31.

2-5. EVENT COFF. Record COFFs can be based on an event. For example, the COFF for contract files is the final payment date. This means that if a contract file has a retention date of 6 years and 3 months, the 6 years and 3 months does not start to count until the final payment date of the contract instead of the date that the contract was created.

2-6. EXPLANATION OF DESTROY (DEST). Instruction on when to destroy a record is categorized in the last column of the table as DEST. All record keepers should ensure that they destroy their records in accordance with these instructions, with the exception of records that have been placed on “legal hold.”

CHAPTER 3

UPDATING DISPOSITION SCHEDULE

3-1. ADDITIONS, DELETIONS, AND CHANGES. Additions, deletions, and changes to file numbers, descriptions, or dispositions in the DeCA File System are not permitted without prior approval of HQ DeCA Records Management Program. Recommendations for additions, deletions, or changes will be submitted on DeCA Form (DeCAF) 30-17, Record Number/Disposition Recommendation, through the functional area records manager (FARM) and forwarded to the records manager.

3-2. WHEN DISPOSITION UPDATES ARE REQUIRED. Updates to disposition are required when new business processes are incorporated, changed, or deleted from program offices. Change in program legal requirements and oversight Agency requirements may also impact the disposition of records. All changes in program requirements, rules, and regulations must be reported to records management to ensure the established disposition rule remains applicable or requires updating.

APPENDIX A

DeCA RECORDS DISPOSITION TABLES

File Number	Title	Description	Authority	COFF	DEST
00	GENERAL ADMINISTRATIVE SHORT-TERM TEMPORARY FILES	File consisting of temporary material that is useful but not essential to record the program activity of the office holding it. These files are considered housekeeping files, reading files, extra copy files, information copy files, etc. In many cases, there is a separate office of primary interest that maintains a related master copy for long-term retention. The material covered in this category should be destroyed WITHOUT FILING, thus reducing the volume of material in the files and making them more serviceable. The following standards cover the more common types of these temporary materials produced by DeCA offices. These are considered temporary materials by DeCA offices and activities. These temporary materials WILL NOT be transferred to the Records Holding Area (RHA) or the Federal Records Center (FRC). All items in this schedule are considered "Media Neutral." Note: items in this schedule with a disposition of "Unscheduled" cannot be destroyed until approval is announced.			
00-1	OFFICE INTERNAL ADMINISTRATION FILE	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; contributions to charitable organizations; individual duties, emergency evacuation procedures, office security, office safety; community affairs, such as blood donor program; the expenditure of funds, including budget papers; day-to-day administration of office personnel, including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), and other materials that do not serve as official documentation of the programs of the office.	General Records Schedule (GRS) RS 23, 1	COFF: end of the calendar year	DEST: 2 years after COFF
00-2	DECA PUBLICATIONS REFERENCE COPIES	Copies of DeCA publications including copies of orders, bulletins, manuals, circulars, memoranda, informational announcements, public relations materials, and other printed or processed documents. (Preservation of records sets is the responsibility of the issuing or controlling office.)	Non-record Material		DEST: when superseded or obsolete
00-3	EXTERNAL PUBLICATIONS	Publications of other Government agencies, commercial firms, or private institutions, including catalogues, prices lists, and similar publications.	Non-record Material		DEST: when superseded or obsolete
00-4	LIBRARY MATERIALS	Copies of books, pamphlets, journals, and similar materials.	Non-record Material		DEST: when no longer needed for reference purposes

File Number	Title	Description	Authority	COFF	DEST
00-5	READING FILES	Copies of correspondence signed and maintained by the approving officials office, used solely as a reading or reference file for the convenience of personnel.	N1-506-07-11	COFF: end of the calendar year	DEST: 2 years after COFF
00-6	DUPLICATE COPIES	Identical duplicate copies of all documents contained in same file.	Nonrecord Material		DEST: immediately
00-7	REQUESTS FOR INFORMATION	Routine requests for information copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.	Nonrecord Material		DEST: immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail systems)
00-8	LETTERS OF TRANSMITTAL	Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material.	Nonrecord Material		DEST: immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail systems)
00-9	QUASI-OFFICIAL NOTICES	Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.	Nonrecord Material		DEST: immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-delete feature of electronic mail systems)
00-10	RESERVED				
00-11	RESERVED				
00-12	WORK SHEETS	Work sheets and other papers that are NOT an integral part of a file.	Nonrecord material		DEST: when work is completed or transferred to a more permanent form
00-13	RESERVED				
00-14	SCHEDULE OF DAILY ACTIVITIES	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.			

File Number	Title	Description	Authority	COFF	DEST
		a. Substantial Records. DeCA records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high Government officials.	GRS 23, 5(a)	COFF: end of the calendar year	DEST: when 2 years old
		b. Routine Records. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	GRS 23, 5(b)		DEST: when no longer needed for convenience of reference
00-15	SUSPENSE FILES	Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.			
		a. Notes or other Reminders to Take Action.	GRS 23, 6(a)		DEST: after action is taken
		b. Copies. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	GRS 23, 6(b)		(1) If suspense copy is an extra copy, DEST: immediately (2) If suspense copy is the file copy, incorporate it into the official files
00-16	TRANSITORY FILES	Short Term Records (180 days or less) interest, including in electronic form (e.g., e-mail messages), which have minimal or no documentary or evidential value. Included are such records as: <ul style="list-style-type: none"> • Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply; • Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material; • Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records; • Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities; • Suspense and tickler files or "to-do" and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date. 	GRS 23, 7		DEST: immediately, or when no longer needed for reference, or according to a predetermined time period or business rule (e.g., implementing the auto-deleted feature of electronic mail systems)

File Number	Title	Description	Authority	COFF	DEST
00-17	TRACKING AND CONTROL RECORDS	Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA approved SF 115.	GRS 23, 8		DEST: or delete: when 2 years old, or 2 years after the date of the latest entry, whichever is applicable
00-18	FINDING AIDS	Indexes, lists, and registers used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	GRS 23, 9		DEST: or delete: with related records
00-19	PRESENTATION AIDS	Briefing materials such as graphic/visual aids and related presentation aids used in internal DeCA presentations.	N1-506-07-11	COFF: end of the calendar year	DEST: 2 years after COFF
00-20	STAFF MEETINGS	Agenda and minutes of staff meetings called by DeCA activities and organizational entities.	N1-506-07-11	COFF: end of the calendar year DEST: 2 years after COFF	DEST: 2 years after COFF
00-21	CONFERENCES	Documents which include plans for the conference, transcripts of presentations and discussions, conference agenda, lists of participants, and other documents relating to the conference. *NOTE: THIS DOES NOT INCLUDE MINUTES FROM THE AGENCY HEADS CONFERENCES.	N1-506-07-11	COFF: end of the calendar year	DEST: 3 years after COFF
00-22	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	a. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	GRS 23, 10(a)		DEST/DELETE within 180 days after the recordkeeping copy has been produced
		b. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	GRS 23, 10(b)		DEST/DELETE: when dissemination, revision, or completed
01	AGENCY HEAD FILES	Records pertaining to the official activities, decisions, conferences, and meetings led by the Agency Head, higher Government officials, Agency Deputy, and Agency Department Heads. All items in this schedule are considered "Media Neutral."			
01-1	STAFF MEETING SLIDES	Compilation of bi-weekly Power Point slides reflecting current projected and completed activities reported by each business unit to the Agency Head. NOTE: Staff Meeting Slides determined to be of historical value shall be forwarded to the Agency Historian for incorporation into file 100-20a.	N1-506-07-13	COFF: end of Fiscal Year	DEST: 3 years after COFF

File Number	Title	Description	Authority	COFF	DEST
01-2	AGENCY HEAD PRESENTATIONS	Briefing slides presented by the Agency Head to internal and external audiences. Included are slides from Director's Call, Commissary Operating Board, and similar presentations. NOTE: Presentations determined to be of historical value shall be forwarded to the Agency Historian for incorporation into file 100-20a.	N1-506-07-13	COFF: end of Fiscal Year	DEST: 3 years after COFF
05	OFFICE MANAGEMENT FILES	Files relating to the management of every day administrative processes such as correspondence, records management, forms, directives, mail, printing and publications. All items in this schedule are considered "Media Neutral."			
05-1	GENERAL CORRESPONDENCE FILES	General Correspondence Files. Correspondence, reports, and related documents accumulated by management offices and staffs in the course of management planning and improvement, work simplification, paperwork management, and data processing control but EXCLUDING files described elsewhere in this paragraph.	N1-506-07-12	COFF: end of Fiscal Year	DEST: 2 years after COFF
05-2	RECORDS MANAGEMENT FILES	Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, 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.			
		a. Approved SF 115s.	GRS 16, Item 2a(1)	COFF: after 1 year	DEST: in CFA 2 years after supersession
		b. SF 135, SF 258, and other Records.	GRS 16, Item a(2)	COFF: after 1 year	TRANSFER: to RHA after 2 years DEST: after 6 years
		c. Routine Correspondence and Memoranda.	GRS 16, Item 2a(1)	COFF: after 1 year	DEST: in current CFA after 2 years
		d. Statistical Reports. Reports of Agency holdings, from all offices and data on the volume of the records disposed of by destruction or transfer.		COFF: after 1 year	DEST: after 3 years
		(1) Headquarters	GRS 16, Item 4	COFF: after 1 year	DEST: after 3 years
		(2) All other Offices	GRS 16, Item 4	COFF: after 1 year	DEST: after 1 year
		e. Approved Files Plans.	GRS 16, Item 2a(1)	COFF: after 1 year	DEST: in current CFA 6 years after supersession
		f. Records Management Files. Records that relate to the management of agency records, including such matters, reports, and files management surveys; vital records programs; and all other aspects of records	GRS 16, Item 7	COFF: after 1 year	DEST: when 6 years old

File Number	Title	Description	Authority	COFF	DEST
		management not covered elsewhere in this schedule.			
05-3	PROJECT CONTROL FILES	Memoranda, reports, and other records documenting assignments, progress, and completion of projects.	GRS 16, Item 5	COFF: after 1 year	DEST: 1 after the project is closed
05-4	REPORTS CONTROL FILES	Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including OMB 83 (formerly SF 83); copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	GRS 16, Item 6	COFF: after 1 year	DEST: 2 years after the report is discontinued
05-5	FEASIBILITY STUDIES	Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.	GRS 16, Item 9	COFF: after 1 year	DEST: 5 years after completion or cancellation of study
05-6	MICROFORM INSPECTION RECORDS	a. Agency Copy of Inventories, Logs, and Reports Documenting the Inspection of Permanent microform Records, as Required by 36 CFR Part 1230.	GRS 16, Item 10a	COFF: after 1 year	DEST: 1 year after the records are transferred to the National Archives of the United States [NOTES: (1) This item does not cover the copy of logs and reports that are attached to the SF 135 when records are transferred to a Federal records center or the SF 258 when records are transferred to the National Archives of the United States. (2) Inspection records for unscheduled records that are converted to microform are also unscheduled and may not be destroyed.]
		b. Agency Copy of Logs and other Records Documenting the Inspection of Temporary Microform Records, as Recommended by 36 CFR Part 1230.	GRS 16, Item 10b	COFF: after 1 year	DEST: when 2 years old or when superseded, whichever is later

File Number	Title	Description	Authority	COFF	DEST
05-7	DOCUMENTS PUBLISHED IN THE FEDERAL REGISTER	a. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b (e) (3)); hearings and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the Code of Federal Regulations.	GRS 16, Item 13a	COFF: after 1 year	DEST: after COFF
		b. Files documenting the processing of semi-annual regulatory agenda.	GRS 16, Item 13b	COFF: after 1 year	DEST: when 2 years old
05-8	TECHNOLOGY, EQUIPMENT AND SUPPLY FEASIBILITY STUDIES	Relates to studies conducted prior to the purchase and/or installation of any technology, equipment, and supplies.			
		a. Files Equipment and Supplies. Documents relating to the purchase of files equipment, the evaluation, selection, and requirements for specialized equipment and supplies.	RESCINDED (see items in 40 series under 40-2 and 40-3 and apply as appropriate		
		b. Studies. Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies include a consideration of alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system. Information pertaining to administrative equipment management.	GRS 16, Item 9	COFF: after 1 year	DEST: 5 years after completion or cancellation of study
05-9	MAIL MANAGEMENT	Relates to the management of postal and mail services.			
		a. Postal Directories. Documents utilized in maintaining a locator system to facilitate delivery of mail to individuals such as locator cards; copies of assignment and transfer orders; and similar documents.	GRS 12, Item 6h	COFF: After separation or transfer of individual or when obsolete, whichever applies	DEST: in CFA 5 months after COFF
		b. Post Office Accountable Mail and Receipts. Documents relating to the handling, accounting, and receipting for mail of this type such as DD Form 434, Record of Accountable Mail; US POD 3883, Firm Delivery Book Record; US POD Forms 3813 and 3813A, Sender's Receipt for Insured Mail; US POD Form 3805, and US POD Form 3877.	GRS 12, Item 5a	COFF: end of each Fiscal Year	DEST: in CFA after 1 year

File Number	Title	Description	Authority	COFF	DEST
		c. Postal Personnel Designations. Documents designating mail and distribution clerks and official mail control officers. Included are office appointment letters, and related information.	NI-506-07-12	COFF: after separation or transfer of individual or when obsolete, whichever applies	DEST: in CFA 1 year after COFF
		d. Reports. Reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.	GRS 12, Item 5c	COFF: end of each Fiscal Year	DEST: in CFA after 1 year
		e. Statistical Reports. Report and data relating to handling of mail and volume of work performed.	GRS 12, Item 6b		DEST: after 6 months old
		f. Metered Mail Files. Official metered mail reports and all related papers.	GRS 12, Item 7	COFF: end of each Fiscal Year	DEST: when 6 years old
		g. Postal Irregularities Files. Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or destruction of mail.	GRS 12, Item 8	COFF: when investigation is complete	DEST: 3 years after investigation is complete
05-10	DIRECTIVES MANAGEMENT	This series is intended for use by offices responsible for providing these services and for those requesting or receiving these services. Each DeCA internal publication, handbook, director policy, and similar material, with supporting case file, if any, will be maintained by the issuing or controlling office.			
		a. Published Material Distribution Records. DeCAFs accumulated from the automatic distribution of publications, blank forms, and posters based on initial requirements or re-supply requisitioning.	GRS 13, Item 2	COFF: when orders have been received, maintain in CFA for 3 months	Headquarters & Regions DEST: 1 year after completion of job. All Others: Make copy and send original to Headquarters and DEST 3 months after order is received
		b. Planning Files. Files pertaining to planning and other technical matters.	GRS 13, Item 2a	COFF: end of each Fiscal Year	DEST: when 3 years old
		c. Internal Publication Records Sets. Copy of each directive or change issued. Directives within this set will be filed numerically. Each folder or binder of the record set will be distinctly marked "Record Set". Documents described will not be charged out or posted. Each record set will be complete and will be retired to the appropriate records center.	NI-506-07-12	COFF: when superseded or rescinded	PERMANENT Headquarters: If the recordkeeping copy is paper, then TRANSFER to offsite storage 5 years after COFF. TRANSFER to the National Archives and Records Administration (NARA), in 5-year blocks, when the newest record is 10 years old. If the record is

File Number	Title	Description	Authority	COFF	DEST
					<p>electronic, pre-accession to NARA 5 years after COFF when the newest record is 5 years old. Record shall include all related documentation and external finding aids as specified in 36 CFR 1228.270 or standards applicable at the time. Transfer legal custody to the NARA when 10 years old.</p> <p>All Others: DEST when superseded or no longer needed</p>
		<p>d. Publication Reference Sets. Offices responsible for issuing directives will maintain one set for reference purposes when needed or required. This set will include a copy of those publications included in the "Record Set" and copies of other publications issued by DeCA for which a "Record Set" is not required. Each folder or binder in this set will be distinctly marked "Reference Set" and will be kept currently posted.</p>			DEST: when superseded or no longer needed
		<p>e. Reference Publications. Copies of publications issued by elements of DoD, other Government Agencies, and publications of non-Government organizations maintained in organized collections for reference purposes. These publications include but are not limited to directives, handbooks, instructional and informational material, catalogs, and similar materials in published form. This file EXCLUDES sets of publications maintained by the Headquarters and region issuing authority which are maintained under file numbers 5-10b and 5-10c.</p>			DEST: when superseded or no longer needed for reference purposes, except that accountable publications will be returned to the source supply
		<p>f. Publication Control Records. Documents used to record actions in processing publications.</p>	RESCINDED (to be filed as part of case file under item 5-10c)		
		<p>g. Internal Distribution Schemes. Scheme for distribution of publications/directives, blank forms, and similar information. Included are narrative plans or instructions, local forms, and similar information.</p>	GRS 13, Item 4a		DEST: when superseded by a new scheme

File Number	Title	Description	Authority	COFF	DEST
05-11	MANAGEMENT CONTROL RECORDS	Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.			
		a. Policy, Procedure, and Guidance Files. Copies of internal directives maintained by the agency's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews.	GRS 16, Item 14a		DEST: when superseded
		b. Management Control Plans. Comprehensive plans documenting the Agency's efforts to ensure compliance with OMB Circular A-123.	GRS 16, Item 14b		DEST: when superseded
		c. Risk Analyses. Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.	GRS 16, Item 14c	COFF: when closed	DEST: after next review cycle
		d. Annual Reports and Assurance Statements. Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level and compiled by the agency into a single unified report for direct submission to the President or Congress. [See note after item 14d.]	GRS 16, Item 14d	COFF: annually	DEST: after next reporting cycle. [NOTE: This item does not cover the consolidated final reports submitted directly to the President or Congress. The final reports must be scheduled by submitting an SF 115 to National Archives.]
		e. Tracking Files. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.	GRS 16, Item 14e	COFF: end of the year	DEST: 1 year after report is completed
		f. Review Files. [See note after item 14f (2).] Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or			

File Number	Title	Description	Authority	COFF	DEST
		A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.			
		(1) Office with responsibility for coordinating internal control functions.	GRS 16, Item 14f(1)	COFF: when no further corrective action is necessary	DEST: 5 years after cutoff
		(2) Copies maintained by other offices as internal reviews. [NOTE: Alternative reviews such as computer security reviews and management and consultant studies may need to be kept longer than provided in item 14f (2). This item applies only to copies maintained as internal reviews.]	(GRS 16, Item 14f (2) 2).	COFF: when no further corrective action is necessary	DEST: 1 year after cutoff
05-12	ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			
		a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.			Disposition: DEST/DELETE within 180 days after the recordkeeping copy has been produced
		b. Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.			DEST when dissemination, revision, or updating is complete
10	CONTRACTING FILES	This series relates to the function of obtaining supplies, equipment, and services through the process of purchasing and contracting and the assurance of the effective performance of contractual requirements. Included are those mission functions performed by contracting activities. All items in this schedule are considered "Media Neutral."			
10-1	GENERAL ACQUISITION CORRESPONDENCE FILES	Correspondence files of operating contracting offices concerning internal operation and administration matters not covered elsewhere in this schedule.	GRS 3, Item 2	COFF: after 1 year	DEST: in current CFA when 2 years old
10-2	ACQUISITION INSTRUCTIONS	Documents created reflecting policies, procedures, instructions or functional responsibilities.	N1-506-02-1	COFF: after cancellation	DEST: in current CFA 1 year after cancellation
10-3	PROCUREMENT REFERENCE FILES	Documents relating to procurement policies, procedures, publications, instructions, functional responsibilities and other materials maintained for reference purposes. These records may	GRS 3, Item 2		DEST: when no longer needed

File Number	Title	Description	Authority	COFF	DEST
		include documents of a historical or precedent setting nature impacting the acquisition functional area and/or the commissary system; reference publications, examples of unique solicitations and contracts, and other documents which are for information and require no official actions.			
10-4	PROCUREMENT AUTHORITY DESIGNATION/TERMINATION FILES	Documents reflecting the designation and rescission of the designation of contracting officers, ordering officers, credit card holders, and contracting officer representatives, which include the specific procurement authorities delegated.	N1-506-02-1	COFF: after rescission or termination	TRANSFER: to RHA after 2 years DEST: 6 years after rescission or termination
10-4a	GOVERNMENT PURCHASE CARD TRAINING RECORDS	GPC training files of appointed ordering officers, credit card holders, and contracting officer representatives.	N1-506-07-7	COFF: upon separation of employee	TRANSFER: merge with contracting officer designation/termination files DEST: with contracting officer designation/termination files
10-5	ADVANCE PROCUREMENT PLANNING FILES	Documents relating to the development and establishment of long range procurement estimates, or other advance procurement planning documents. Included are documents relating to the establishment, creation, consolidation of requirements for supplies, services and equipment utilizing formal contracting procedures. Emphasis is on "for planning purposes only" and does not include establishment/validation of need through logistics or other approval channels prior to submission for out-years. May include future requirements of current fiscal year. Information may be releasable to industry/private/commercial sector for planning purposes.	N1-506-02-1	COFF: after end of Fiscal Year	TRANSFER: to RHA after 2 years DEST: 6 years
10-6	PROCUREMENT MANAGEMENT REVIEWS	Documents reflecting operations of the Procurement Management Review Program. Included are reports of reviews with conclusions, recommendations, and exhibits; reports of cumulative results of reviews; actions taken on recommendations; follow-up visits; and related documents.			
		a. Office Performing Review (internal)	N1-506-02-1	COFF: after end of Fiscal Year	TRANSFER: to RHA after 1 year or no longer needed for current operation DEST: 6 years after COFF
		b. Survey Activities (external)	N1-506-02-1		DEST: on resolution or completion of all recommended actions, or upon completion of next comparable survey, whichever

File Number	Title	Description	Authority	COFF	DEST
					is sooner or no longer needed for current operation
10-7	SOLICITATION REVIEWS	Invitations for bid or requests for proposals submitted to Directorate of Contracting for review to ensure compliance with procurement regulations prior to release.	N1-506-07-7		
		a. Unsuccessful Offers Quotations, Bids, and Proposals Relating to Contracts Above the Simplified Acquisition (Simplified Threshold is currently \$100,000).	GRS 5, Items 2a & 2b	COFF: upon completion of review	DEST: in CFA 1 year after COFF or no longer needed for current operations, except the documents filed with the contract will be destroyed therewith
		b. Unsuccessful Offers, Quotations, Bids, and Proposals Relating to Contracts Below the Simplified Acquisition (Simplified Threshold is currently \$100,000).	GRS 5, Item b(1)	COFF: upon cancellation	DEST: 1 year after date of award or after final payment, whichever is later
10-8	SOLICITED AND UNSOLICITED UNSUCCESSFUL OFFERS, QUOTATIONS, BIDS, AND PROPOSALS	a. Above the Simplified Acquisition Threshold (Simplified Threshold is currently \$100,000).	GRS 5, Items 2a & 2b	COFF: upon cancellation	DEST: after contract is completed for those records maintained separately from the contract. Otherwise, records maintained with the contract shall be destroyed when the contract file is destroyed
		b. Below the Simplified Acquisition Threshold (Simplified Threshold is currently \$100,000).	GRS 5, Item b (1)	COFF: upon cancellation	DEST: 1 year after date of award or after final payment, whichever is later
10-9	DEBARRED, INELIGIBLE, OR SUSPENDED CONTRACTORS	Document relating to suspension of bidders with whom contractual relationships with the DoD are prohibited. Included are lists of debarred, ineligible, or suspended bidders; status reports and recommendations relating to bidders appearing on the lists; modifications, deletions, and additions to the lists; and similar information.			
		a. Responsible Office (office responsible for final determination as to whether or not a bidder is placed on the list).	N1-506-02-1	COFF: when determination is received	TRANSFER: to RHA after 2 years DEST: 6 years after final determination
		b. Other Offices	N1-506-02-1 (Revised)		DEST: when no longer needed for current operations
10-10	PROCUREMENT STATUS REPORTS	Documents relating to the reporting system designed to provide statistics about placement,	N1-506-02-1	COFF: end of Fiscal Year	DEST: in CFA 2 years after end of

File Number	Title	Description	Authority	COFF	DEST
		status, delivery, and settlement of procurement actions. Included are special, quarterly, procurement activity, status, monthly, contract settlement, semiannual, consolidated, and summary reports, and directly related information. Excluding ad hoc reports run from SPS. These are generated on an as-need basis and destroyed when superseded.			Fiscal Year of preparation
10-11	JUSTIFICATIONS AND APPROVALS	Information on justifications and approvals (J&A's) required prior to solicitation or negotiation of contracts. Included are J&A's and directly related correspondence. (In the case of class J&A's issued according to Subpart 6.3, FAR and DoD FAR Supplement, a reproduced copy of the J&A will be included in each contract file.)			
		a. Office Administering the Contract	N1-506-02-1		DEST: along with resulting contract
		b. Other Offices	N1-506-02-1	COFF: end of Fiscal Year	DEST: in CFA after 2 years
10-12	CONTRACT CLAUSE DEVIATIONS	Documents used in authorizing deviations from contract clauses. Included are deviation requests, approvals, disapprovals, waivers and similar documents.	N1-506-02-1	COFF: end of Fiscal Year	DEST: in CFA after 6 years
10-13	CONTRACT REVIEWS AND CONTRACT TERMINATION REVIEWS	Contract review include documents used by supervisory Headquarters reviewing contracts for such aspects as legal sufficiency, appropriateness of award, reasonableness of price and cost, and similar matters. Included are copies of contracts, worksheets, related correspondence, and similar data. Contract termination reviews include proposals for termination of contracts, contracting officer's statements, review board actions, settlement proposals, approvals, disapprovals and related papers. A complete record set of contract terminations will be filed in the termination section of the related contract in accordance with instructions in DoD FAR Supplement, paragraph 204.8.	N1-506-02-1	COFF: end of Fiscal Year	TRANSFER: to RHA after 2 years DEST: after 6 years, except the documents filed with the contract will be destroyed therewith
10-14	RESERVED				
10-15	CONTRACT DISPUTES AND APPEALS	Documents pertaining to claims for or against the United States, investigations, cases pending or in litigation, or similar matters. Records include all documents pertinent to the appeal, such as findings of fact, Rule 4 records, complaint answer (and/or motion), transcript of proceedings before the Board/Court, exhibits, briefs, and Board/Court decisions.	GRS 3, Item 15	COFF: after final Decision of Board	DEST: 6 years and 3 months after COFF
10-16	BUY AMERICAN ACT FILES	Documents relating to implementation of the Buy American Act. Included are determinations, requests for exceptions with related approvals or disapprovals, lists of excepted items and materials, reports of violation, similar documents, and related correspondence.	N1-506-02-1	COFF: end of Fiscal Year	TRANSFER: to RHA after 2 years DEST: 3 years after COFF except the documents filed with the contract will be destroyed therewith

File Number	Title	Description	Authority	COFF	DEST
10-17	PROCUREMENT INSPECTIONS	Documents relating to inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by inspectors general, Defense Contract Audit Agency, GAO, and supervisory offices; documents indicating corrective action taken, and similar information.	N1-506-02-1	COFF: upon completion of audit or inspection	TRANSFER: to RHA after 2 years DEST: 3 years after COFF except the documents filed with the contract will be destroyed therewith or no longer needed for current operation
10-18	PROCUREMENT REGISTERS	Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis.	N1-506-02-1	COFF: end of Fiscal Year	TRANSFER: to RHA after 2 years DEST: 6 years after COFF
10-19	SIMPLIFIED ACQUISITIONS	Relates to procurement transactions at or below the Simplified Acquisition Threshold* utilizing procedures in FAR Parts 12 & 13, or construction contracts of \$2,000 or less, created in the process of filling specific procurement requirements. Individual case files compiled of correspondence and related papers pertaining to award, administration, receipt, inspection and payment, unsuccessful offers or quotations, and other records prescribed in FAR 4.805. Disposition of Contract actions as a result of Hurricane Katrina should NOT be destroyed and retained in File Section 40-19 (Permanent).			
		a. For Purchases made using a Payment Method other than GPC	GRS 3, Item 3 a	COFF: end of Fiscal Year	TRANSFER: to RHA after 1 year DEST: 3 years after final payment. The Simplified Acquisition Threshold, as of Dec 2005, is \$100,000
		b. For Purchases made using the GPC as the Payment Method	N1-506-07-7	COFF: when final payment is made	TRANSFER: to RHA 1 year after final payment DEST: 6 years and 3 months after final payment. The Simplified Acquisition Threshold, as of Dec 2005, is \$100,000 and does not apply for purchases made using the GPC as the method of payment.
10-20	FORMAL CONTRACT ACTIONS	Relates to procurement transactions exceeding the Simplified Acquisition Threshold or construction contract greater than \$2,000. Contract case files, including signed original	GRS 3, Item 3 a	COFF: end of Fiscal Year	TRANSFER: to RHA after 1 year DEST: 6 years and

File Number	Title	Description	Authority	COFF	DEST
		justification and approvals, determination and findings, copies of supporting documents and data, and other records or documents pertaining to contract. NOTE: Disposition of Contract actions as a result of Hurricane Katrina should NOT be destroyed and retained in File Section 40-19 (Permanent).			3 months after COFF
10-21	MASTER, OPEN-END AND CALL-TYPE CONTRACTS	Documents relating to master, open-end delivery, Federal Supply Schedules, call type, and similar contracts. Included are contracts, service authorizations, delivery orders comparable instruments, and related information.			
		a. Office Administering Contract.	GRS 3, Item 3(2) (a)	COFF: end of Fiscal Year in which final payment was made	DEST: 6 yrs, 3 months, after COFF, except records related to contracts involved in appeals of Contracts handled by a Board of Contract Appeals will be DEST 7 years after date of board's decision
		b. Offices Procuring Under Contract.	File under item 10-19a (Small Purchase) or 10-20 (Formal Contract) as appropriate		
10-22	CANCELED SOLICITATIONS	a. Formal solicitations of offers to provide products or services (e.g., Invitation for Bids, Requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation and evidence of the cancellation.	GRS 3, Item 5c	COFF: upon cancellation of solicitation	DEST: 5 years after cutoff
		b. Unopened bids/proposals.			Return to bidder
10-25	VENDOR FILES	Forms such as SF 129, and miscellaneous material indicating supplies and services offered by each vendor. Files shall contain documents relating to (1) no specific contract, (2) more than one contract, or (3) the contractor in a general way, (e.g., contractor's management systems, past performance, or capabilities).	N1-506-02-1		DEST: when individual documents are superseded by a new record, or when no longer needed for current operations
10-26	SMALL BUSINESS ADMINISTRATION	Documents relating to the internal operation and administration of the small Business program.	GRS 3, Item 17	COFF: after 1 year	DEST: after 3 years
10-26a	SMALL BUSINESS INFORMATION	Documents relating to communications or discussions which provide small Business concerns with information about DeCA requirements for suppliers on bidder lists, adapting their production facilities to compete for prime contracts or subcontracts, changes in	GRS 3, Item 17	COFF: after 1 year	DEST: after 3 years

File Number	Title	Description	Authority	COFF	DEST
		specifications which make it possible for production by small business concerns to meet future procurement needs, and other matters concerning the participation of small business concerns in the military procurement program.			
10-26b	COMPETENCY CERTIFICATES	Documents relating to the issuance of withdrawal of certificates of the competency of small business concerns as to their capacity and credit standing furnished to contract officers. Included are copies of the certificates, communications concerning the capacity and credit of specific and small business concerns and similar documents.	N1-506-07-7	COFF: after 1 year	DEST: after 3 years
10-26c	SMALL BUSINESS PROJECTS AND REPORTS	Documents relating to participation in special projects as directed by DoD and documents relating to special reports required by congressional interest, other Government agencies and DoD.	N1-506-07-7	COFF: after 1 year	DEST: after 3 years
10-26d	SMALL BUSINESS SUBCONTRACTING PROGRAM	Documents relating to the internal operation of the subcontracting program.	GRS 3, Item 17	COFF: after 1 year	DEST: after 3 years
10-27	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			
		a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	N1-506-07-7		DEST/DELETE: within 180 days after the recordkeeping copy has been produced
		b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	N1-506-07-7		DEST: when dissemination, revision, or updating is complete
20	FACILITIES FILES	This series relates to the acquisition, disposal, utilization, maintenance, management of and construction of real property. Note items in this schedule with a disposition of "Unscheduled" cannot be destroyed until approval is announced.			
20-1	GENERAL FACILITIES CORRESPONDENCE	a. Correspondence relating to facilities that cannot logically be filed with the detailed records.	N1-506-02-7	COFF: end of each Fiscal Year	DEST: in CFA after 2 years
		b. Documents relating to facilities that are received for information only, on which no action is required.	N1-506-02-7		DEST: when no longer needed for current operations
20-2	PLANNING AND PROGRAMMING	Those files that relate to establishment of construction/renovation projects using surcharge. These records include project evaluations,	N1-506-02-7		DEST: when superseded, obsolete, or no

File Number	Title	Description	Authority	COFF	DEST
		feasibility reports, cost estimates, program projections, and assorted information papers necessary to project the construction program.			longer needed for current operations, whichever is later
20-3	DESIGN AND CONSTRUCTION	Those files that pertain to commissary construction projects from congressional approval through completion of construction. These records include correspondence directly related to a construction project, all construction contract documentation and reports, all documentation relating to design of a construction project, all construction reports, and all information on status of construction projects. Also included are business plans and blueprint drawings.			
		a. Approved Projects. NOTE: If the building is transferred to a new owner, transfer records to new custodian upon completion of sale, trade, or donation proceedings.	N1-506-02-7	COFF: after termination of construction contract, or when lease is canceled, plans are superseded or obsolete, or when building is destroyed.	TRANSFER: to RHA when project is complete and records are no longer needed for reference DEST: 6 years and 3 months after contract completion, or when lease is canceled, plans are superseded or obsolete, or when building is destroyed
		b. As-Built Drawings Shall be maintained until the plans are superseded or obsolete, or until the building is destroyed.	N1-506-07-8	COFF: end of the Fiscal Year.	DEST: when plans are superseded or obsolete, or until the building is destroyed
		c. Unapproved or Canceled Projects.	N1-506-02-7	COFF: when project is canceled	DEST: in CFA after 2 years
20-4	FACILITIES MAINTENANCE	Those files that pertain to all maintenance of DeCA facilities whether DWC or Surcharge funded. These records include correspondence related directly to a maintenance project, all maintenance contract documentation and reports, and all information on status of maintenance projects.		COFF: when final payment is made	DEST: See instructions below
		a. When GPC is used as the method of payment, regardless of dollar amount.	N1-507-7-8	COFF: when final payment is made	DEST 6 years and 3 months after final payment
		b. Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.	N1-506-02-7	COFF: when final payment is made	Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000, DEST 3 years after final payment. (GRS 3,

File Number	Title	Description	Authority	COFF	DEST
					Items 3a (1) (b))
		c. All other information.	N1-506-02-7	COFF: when final payment is made	DEST after 5 years
20-5	ENERGY MANAGEMENT	RESCINDED SEE 40-16s			DEST: after 5 years
20-6	RESERVED				
20-7	ENVIRONMENTAL POLICY ISSUES	RESCINDED SEE 40-16b			
20-8	KEY ACCOUNTABILITY FILES	Files relating to accountability for keys issued.	GRS 18 Item, 16b	COFF: upon turn-in of key	DEST: 6 months after turn-in of key
20-9	VISITOR CONTROL FILES	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	GRS 18 Item, 17b	COFF: at end of Fiscal Year	DEST: 2 years after final entry or 2 years after date of document, as appropriate
20-10	FACILITIES CHECK FILES	Files relating to periodic guard force facility checks.			
		a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule).	GRS 18 Item, 18a		DEST: when 1 year old
		b. Reports of routine after-hours security checks that either does not reflect security violations or for which the information contained therein is documented in the files defined in item 24 of this schedule.	GRS 18 Item, 18b		DEST: when 1 month old
20-11	GUARD SERVICE CONTROL FILES	Control center key or code records, emergency call cards, and building record and employee identification cards.	GRS 18 Item, 19a		DEST: when superseded or obsolete
20-12	RESERVED				
20-13	RESERVED				
20-14	CREDENTIALS FILES	Identification credentials and related papers.			
		a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.	GRS 11, Item 4a		DEST: credentials 3 months after return to issuing office
		b. Receipts, indexes, listings, and accountable records.	GRS 11 Item, 4b		DEST: after all listed credentials are accounted for
20-15	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			
		a. Copies that have no further administrative value after the recordkeeping copy is made. Includes			DEST/DELETE: within 90 days after the

File Number	Title	Description	Authority	COFF	DEST
		copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.			recordkeeping copy has been produced
		b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.			DEST: when dissemination, revision, or updating is complete
30	SAFETY AND SECURITY FILES				
30-1 thru 30-16	RESERVED				
30-17	SAFETY	Relates to the program to reduce frequency and severity of accidental injuries to civilian and military personnel, contractor employees, and other personnel on the premises of DeCA or performing assignments incident to DeCA operations. Also relates to accidental damage to vehicles, equipment, merchandise and property. All items in this series are considered "Media Neutral." Note: items in this schedule with a disposition of " <u>Unscheduled</u> " cannot be destroyed until approval is announced.			
30-17a	GENERAL SAFETY CORRESPONDENCE	(1) General correspondence relating to safety that cannot logically be filed with the detailed records.	N1-506-07-10	COFF: end of Fiscal Year	DEST: in CFA after 2 years
		(2) Documents relating to safety that are received for information only, on which no action is required.		Non-record	DEST: when no longer needed for current operations
30-17b	SAFETY LIAISON FILES	Information reflecting coordination and exchange of information with private and public safety agencies and representation of the DoD on safety councils and committees. Included are replies to inquiries, requests for information, and similar information.	N1-506-02-4	COFF: end of Fiscal Year	DEST: in CFA after 2 years
30-17c	SAFETY HAZARDS FILES	(1) Scientific/technical analysis or study on safety and occupational health hazards applicable agency or region wide.	N1-506-02-4	COFF: end of Fiscal Year	DEST: after 5 years or when no longer needed for reference, or whichever is sooner
		(2) Information on technical review and advice on safety hazards; and identifying, eliminating or controlling safety hazards.	N1-506-02-4	COFF: end of Fiscal Year	DEST: after 5 years
30-17d	SAFETY AWARENESS TRAINING FILES	Information on developing or selecting safety materials to make personnel aware of safety issues and to conduct safety training. Included are agency safety newsletters, pamphlets, flyers, posters, placard, cartoons, newspaper items, photographs, letters, and similar material (alphabetical files).	N1-506-02-4	COFF: end of Fiscal Year	DEST: when superseded, obsolete, or no longer needed for reference, whichever is later

File Number	Title	Description	Authority	COFF	DEST
30-17e	ACCIDENT AND INCIDENT CASE FILES	Information relating to individual accidents and incidents. included are accident reports (e.g., OSHA Form 301, DeCAF 30-301, DeCAF 30-69) and logs of injuries and illnesses (e.g., OSHA Form 300, OSHA Form 300a, and DeCAF 30-65), and investigations thereof, involving DeCA and motor vehicles, fires, and damage to DeCA property; occupational injuries, illnesses, or death of DeCA military and civilian employees, or contractor personnel; injury or illness to non-DeCA personnel or damage to non-DeCA property and vehicles as a result of DeCA operations; accidents; and similar information.	N1-506-02-4	COFF: when case closes	DEST: 5 years after case closing
30-17f	SAFETY SURVEY AND VISITS FILES	Information relating to surveys/visits made by Headquarters DeCA, Region DeCA, Installation-Level, Dept of Labor OSHA personnel or in-house store safety representatives to evaluate the effectiveness of safety programs, safety standards and procedures; to conduct training; review accident experience; etc. Included are program evaluations (e.g., Safety Program Assistance and Review (SPAR)), site survey/visit reports, spot inspection logs, safety inspection reports, notice of unsafe or unhealthful working conditions (DeCAF 30-68), record of changes made as a result of the survey findings, personal protective equipment workplace hazard assessment surveys, job hazard analysis, and similar information.	N1-506-07-10	COFF: end of the year to which they relate	DEST: after 5 years
30-17g	ACCIDENT EXPERIENCES	Information related to statistical reporting of accidents that summarize and analyze DeCA accident experience and trends involving motor vehicles, fires, damage to property and recordable accidents resulting from occupational injury and illness. Included are exposure reports, listings, and similar information. (This definition does not include information relating to the investigation of specific accident claim files, nor the control documents accumulated by ADP activities for preparation of statistical reports.)	N1-506-02-4	COFF: end of Fiscal Year; maintain in CFA for 2 years, TRF to RHA for remaining retention	DEST: after 5 years
30-17h	MATERIAL SAFETY DATA SHEETS	Data sheets for hazardous chemicals currently used within the work area.	N1-506-02-4		DEST: when chemicals are no longer in use
30-17i	HAZARDOUS CHEMICAL INVENTORY	Specific work area inventory of hazardous chemicals, identified for example by either its chemical, common or trade name, as defined by 29 CFR 1910.1200, which provides the information of when and where the chemical or agent was used. Inventory will normally be updated annually on the first day of March. Retention period is 30 years.	N1-506-02-4	Headquarters: COFF: end of year. All Others: COFF: end of Fiscal Year	Headquarters: TRANSFER to FRC after 4 years DEST: at FRC after remaining retention period is met All Others: Maintain in CFA for 2 years, then TRANSFER to Headquarters Safety Officer
30-17j	HAZARD COMMUNICATION PROGRAM	Facility's written program and associated documentation, which describes implementing procedures of the Hazard Communication Program. Also includes memorandums and purchase orders requesting Material Safety Data Sheets (MSDS).	N1-506-02-4	COFF: end of Fiscal Year	DEST: after 2 years

File Number	Title	Description	Authority	COFF	DEST
30-17k	ERGONOMICS	(1) Information and documentation relating to the implementation and evaluation of the facility's ergonomic program. Includes information on local ergonomic policy; workplace surveillance activities to identify ergonomic hazard areas and to identify, evaluate and manage ergonomic risk factors; ergonomic hazard prevention and control strategies; medical management protocol; and training and education materials/initiatives.	N1-506-02-4	COFF: end of Fiscal Year	DEST: after 5 years or when no longer needed for reference, whichever is longer
		(2) Information and documentation relating to collection, analysis, and interpretation of active surveillance tasks on both general/specific work areas and specific job tasks to identify potential or actual ergonomic risk areas and/or to measure the effectiveness of intervention strategies. Active surveillance tasks may include analysis of manual material handling tasks using the NIOSH lifting equation; employee discomfort surveys; actual measurements of body postures, repetitive movements, exertions; personnel surveys (age, gender, anthropometric data, work schedules, etc.) and facility surveys (machinery/equipment, hand tools, work flow, raw materials and finish products, etc). Retention period is 40 years.	N1-506-02-4	COFF: end of year All Others: COFF: end of year	Headquarters: TRANSFER to FRC after 4 years DEST: at FRC after remaining retention period is met. All Others: Maintain in CFA for 2 years and TRANSFER to Headquarters Safety Officer
30-17l	CONTROL OF HAZARDOUS ENERGY (LOCKOUT/TAGOUT)	Information relating to the implementation and evaluation of the facility's Lockout/Tagout program. Included is the facility's written program, procedures to lockout/tagout applicable machines or equipment, certifications of periodic evaluations of these procedures, and a roster of "authorized" and "affected" employees.	N1-506-02-4	COFF: end of Fiscal Year	DEST: when superseded or obsolete
30-17m	PERMIT REQUIRED CONFINED SPACE	Information relating to the implementation and evaluation of the facilities permit-required confined space program. Included are work area surveys to determine if any spaces are permit-required confined spaces, written permit space program, certification documents to verify that a space is safe for entry and/or hazards have been removed to reclassify as a non-permit space, and the entry permit.	N1-506-02-4		DEST: when superseded or obsolete
30-17n	SAFETY AND FIRE PREVENTION MEETINGS	Information and documentation associated with periodic internal safety related facility council and department meetings. Included are fire prevention meetings, department level safety meetings and facility council meetings.	N1-506-02-4	COFF: end of Fiscal Year	DEST: after 2 years
30-17o	INDUSTRIAL HYGIENE/OCCUPATIONAL HEALTH SURVEILLANCE RECORDS	Records related to the presence or absence, nature and degree of occupational health hazards. These records generally contain noise measurements, heat stress information, ventilation data, floor diagrams of the work area, detailed inventory of	N1-506-02-4	COFF: end of year	Headquarters: TRANSFER to FRC after 5 years DEST: at FRC after remaining

File Number	Title	Description	Authority	COFF	DEST
		workplace toxic substances, and a register of personnel occupationally exposed to chemical substances or other hazardous physical or biological stresses. Retention period for industrial hygiene workplace monitoring and surveys is 40 years.			retention period is met (2) All Others: maintain in CFA for 5 years and TRANSFER to Headquarters Safety Officer
30-17p	HAZARD REPORT	Completed forms (DeCAF 30-66) used by DeCA's employees to document hazard(s). Includes any information and documentation associated with the report's investigation and corresponding result. Also includes any appeal action associated with a hazard report and the facility's hazard report log.	N1-506-02-4	COFF: end of year	DEST: 5 years after correction of deficiency
30-17q	HAZARD ABATEMENT PLAN	Completed forms (DeCAF 30-67) used to establish corrective action for safety hazards, which require longer than 30 days to implement. Includes any information and documentation associated with the plan accomplishment, funding, prioritizing, etc.	N1-506-02-4	COFF: end of year	DEST: 5 years after correction of deficiency
30-17r	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	N1-506-02-4	COFF: end of year	DEST: 5 years after correction of deficiency
		(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	N1-506-02-4		DEST/DELETE within 180 days after the recordkeeping copy has been produced
		(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	N1-506-02-4		DEST/DELETE when dissemination, revision, or updating is complete
30-18	ADMINISTRATIVE SECURITY	Relates to the protection of DeCA resources. All items in this series are considered "Media Neutral." Note: items in this schedule with a disposition of "Unscheduled" cannot be destroyed until approval is announced.	N1-506-02-4		
30-18a	GENERAL SECURITY	Documents relating to security measures undertaken to protect DeCA resources of personnel, classified information, funds, merchandise, facilities, equipment and vehicles.	GRS 18, Item 21	COFF: end of each Fiscal Year	DEST: after 2 years
30-18b	DESIGNATION OF SECURITY OFFICIALS	Documents relating to the designation or assignment of individuals as security managers, documents control officers, key custodians, and	N1-506-02-4		DEST: on transfer, resignation, or separation of

File Number	Title	Description	Authority	COFF	DEST
		custodians of classified documents.			individual or when obsolete, whichever is later
30-18c	ALARM TESTING	System tests conducted on all intrusion detection equipment and duress alarms documented on DeCAF 30-77, Alarm System Test Record or its equivalent.	N1-506-02-4	COFF: end of each month in which the form is completed	DEST: 30 days after COFF
30-18d	INFORMATION SECURITY	Relates to the general administration of the security classification system and the measures required to safeguard classified or unclassified business sensitive information.	N1-506-02-4		
		Security Classification Administration. Documents relating to the administration of a security classification or grading system involving the classification or downgrading of documents, including correspondence or memorandums on down-grading and reports on security classification.	N1-506-02-4	COFF: end of each Fiscal Year	DEST: 2 years after COFF
30-18e	CLASSIFIED/ UNCLASSIFIED DOCUMENT CONTAINER SECURITY FILES	(1) Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	N1-506-02-4		DEST: when superseded by a new form or list or upon turn-in of containers
		(2) Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet. NOTE: Forms involved in investigations will be retained until completion of the investigation.	(Unscheduled) DO NOT DESTROY		Unscheduled DEST: 1 year after last entry
30-18f	PERSONNEL SECURITY CLEARANCE RECORDS	Relates to the administration of the personnel security program involving the security clearance of DeCA personnel. Records accumulating from investigations of personnel conducted under Executive orders and statutory or regulatory requirements.			
		(1) Security Clearance Administrative Subject Files. Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered elsewhere in this schedule.	GRS 18, item 21		DEST: when 2 years old
30-18g	SECURITY CLEARANCE FILES	Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency.			
		(1) Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other	GRS 18, Item 24	COFF: upon separation of employee	DEST: upon notification of death or not later than 5 years after separation or

File Number	Title	Description	Authority	COFF	DEST
		persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.			transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable
		(2) Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.	GRS 18, Item 22b		DEST: in accordance with the investigating agency instructions
		(3) Index to Personnel Security Case Files.	GRS 18, Item 22c		DEST: with related case file
		(4) Personnel Security Clearance Status Files. Lists or rosters showing the current security clearance status of individuals.	GRS 18, Item 23		DEST: when superseded or obsolete
		(5) Security Violation Files. Case files relating to investigations of alleged violations of Executive orders, laws, or DeCA regulations for the safeguarding of national security information.	GRS 18, Item 24	COFF: upon close of case	DEST: 5 years after close of case
		(6) All other files, exclusive of documents placed in official personnel folders.	GRS 18, Item 24b	COFF: upon completion of final action	DEST: 2 years after completion of final action
		(7) Classified Information Nondisclosure Agreements. Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files. Agreements for civilian employees working for elements of the intelligence community must be maintained separately from the official personnel folder. For all other persons, these forms may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).			

File Number	Title	Description	Authority	COFF	DEST
		(a) If maintained separately from the individual's official personnel folder.	GRS 18, Item 25a	COFF: upon employee separation or departure	TRANSFER: to FRC 1 year after separation or departure DEST: when 70 years old
		(b) If maintained in the individual's official personnel folder.	GRS 18, Item 25b		DEST: Apply the disposition for the official personnel folder
30-18h	SECURITY BRIEFINGS AND DEBRIEFINGS	Documents on security briefing/debriefing of personnel. Included are briefing statements, debriefing statements and certificates, and related papers.	N1-506-02-4	COFF: end of Fiscal Year in which the person transfers or separates	DEST: 2 years after COFF
30-18i	SECURITY AWARENESS	Documents accumulated in connection with systems designed to obtain compliance with security directives by all personnel, such as a system requiring that each individual periodically read applicable security directives and sign a statement indicating that he/she understands them.	N1-506-02-4		DEST: after the next periodic application of the system
30-18j	OPERATIONS SECURITY FILES	Documents relating to the preparation, conduct and follow-up analysis of formal and informal training and awareness instruction designed to acquaint individuals with the objectives, principals and methods of OPSEC programs and to maintain a sense of OPSEC awareness among military and civilian personnel assigned to DeCA.	N1-506-02-4	COFF: end of each Fiscal Year	DEST: after 3 years
30-18k	FACILITIES SECURITY AND PROTECTIVE SERVICES RECORDS	Records relating to measures taken for the protection of DeCA facilities from unauthorized entry, sabotage, theft, or loss.			
		(1) Security and Protective Services Administrative Correspondence Files. Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule. [NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency wide responsibilities for security and protective services programs.]	GRS 18, Item 8	COFF: end of Fiscal Year	DEST: when 2 years old
		(2) Assessment, Survey and Inspection Files. Reports of surveys and inspections of DeCA facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage, theft, and unauthorized entry.	GRS 18, Item 9		DEST: when 3 years old or upon discontinuance of facility, whichever is sooner
30-18l	CRITICAL INFRASTRUCTURE PROTECTION (CIP)	Documents relating to the preparation, conduct and follow-up analysis of formal and informal assessments, training and awareness instruction designed to acquaint individuals with the objectives, principals and methods of CIP	Non-record		DEST: when superseded

File Number	Title	Description	Authority	COFF	DEST
		programs and to maintain a sense of CIP awareness among military and civilian personnel assigned to DeCA.			
30-18m	CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND HIGH YIELD EXPLOSIVES (CBRNE) FILES	Documents relating to the preparation, conduct and follow-up analysis of formal and informal assessments, training and awareness instruction designed to acquaint individuals with the objectives, principals and methods of CBRNE programs and to maintain a sense of CBRNE awareness among military and civilian personnel assigned to DeCA.	Non-record		DEST: when superseded
30-18n	EMERGENCY PLANNING RECORDS	Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions. This schedule includes correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule. [NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for emergency programs.]	GRS 18, Item 26	COFF: end of Fiscal Year	DEST: when 2 years old
30-18o	EMERGENCY PLANNING CASE FILES	Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files. [NOTES: (1) If the emergency plan is not included in the agency's master set of directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives of the United States by submission of an SF 115 to NARA. (2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency wide results of tests conducted under emergency plans are also permanent and must be scheduled for transfer to the National Archives of the United States by submission of an SF 115.]	GRS 18, Item 27	COFF: end of Fiscal Year	DEST: 3 years after issuance of a new plan or directive
30-18p	EMERGENCY OPERATIONS TEST FILES	Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	GRS 18, Item 28	COFF: end of Fiscal year	DEST: when 3 years old
30-18q	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	GRS 18, Item 30		
		(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in	GRS 18, Item 30a		DEST/DELETE: within 180 days after the recordkeeping

File Number	Title	Description	Authority	COFF	DEST
		personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.			copy has been produced
		(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	GRS 18, Item 30b		DEST: when dissemination, revision, or updating is complete
30-18r	ACCESS CONTROLS	Information used to maintain accountability for keys, to inventory keys and locks, and to record entry into containers or vaults. Included are key issue log, key and lock inventory records, and forms used to record entry into containers or vaults.			
		(1) KEY CONTROL REGISTERS	GRS 18, Item 16b		DEST: 6 months after return of all keys
		(2) KEY AND LOCK INVENTORY	GRS 18, Item 16b		Key and lock inventory records DEST: 6 months after turn-in of key
35	INFORMATION TECHNOLOGY RECORDS	This schedule provides retention and disposal authorization for files created and maintained in the operation and management of information technology (IT) and related services. As defined in the Information Technology Management Reform Act of 1996 (now the Clinger-Cohen Act), "information technology" includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources. This schedule covers electronic records, information technology management, and records of the Chief Information Officer as described in the National Archives General Records Schedule (GRS). All items in this schedule are considered "Media Neutral."			
35-1	FILES/RECORDS RELATING TO THE CREATION, USE, AND MAINTENANCE OF COMPUTER SYSTEMS, APPLICATIONS, OR ELECTRONIC RECORDS	a. Records created solely to test system performance, as well as hard-copy printouts and related documentation for electronic files/records.	GRS 20, Item 1a		DEST/DELETE: delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes
		b. Records used to create or update master file, including, business not limited to, work files, valid transaction files, and intermediate input/output records.	GRS 20, Item 1b		DEST/DELETE: delete after information has been transferred to the master file and verified
		c. Records and hard-copy printouts created to monitor system usage, including, but not limited to, log-in	(GRS 20, Item 1c		DEST/DELETE: delete/destroy when the agency

File Number	Title	Description	Authority	COFF	DEST
		files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.			determines they are no longer needed for administrative, legal, audit, or other operational purposes
35-2	INPUT/SOURCE RECORDS	a. Hard copy (non-electronic) documents used to create, update, or modify electronic records when the electronic records are retained to meet recordkeeping requirements and are covered by a NARA-approved schedule. Included are such records as hard copy forms used for data input as well as hard copy documents that are scanned into an electronic recordkeeping system (e.g., correspondence, reports, still pictures, maps, etc.).	GRS 20, Item 2a		
		b. Hard copy documents that NARA has specifically designated as permanent records that must be transferred to NARA in hard copy format, even if records have been copied/converted to an electronic format.	GRS 20, Item 2a(1)		PERMANENT TRANSFER: to NARA in accordance with previously approved schedule
		c. Hard copy records previously approved as permanent that are converted to electronic records where the electronic records do not meet NARA's transfer standards for permanent electronic records in effect at the time of conversion.	GRS 20, Item 2a(2)		PERMANENT TRANSFER: to NARA in accordance with previously approved schedule
		d. Hard copy documents that contain information that is not or cannot be captured in the electronic version of the records (e.g., certain handwritten annotations).	GRS 20, Item 2a(3)		Apply previously approved schedule
		e. Hard copy documents other than those covered by Items 2(a) (1) - (3). [NOTE: The term hard copy records or non-electronic records as used in this schedule includes, in addition to traditional textual files: still picture negatives, prints, slides, and transparencies; aerial photography, maps, charts, and drawings; motion picture film and analog videotape; and analog sound recordings.]	GRS 20, Item 2a(4)		DEST/DELETE: after the information has been converted to an electronic medium and verified, when no longer needed for legal or audit purposes or to support the reconstruction of, or serve as a backup to, the electronic records, or 60 days after NARA has been provided the notification required by 36 CFR 1228.31(b)(1)(i),

File Number	Title	Description	Authority	COFF	DEST
					whichever is later
		f. Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.	GRS 20, Item 2a(4)(b)		DEST/DELETE: when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later
		g. Electronic records received from another agency and used as input/ source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.	GRS 20, Item 2a(4)(c)		DEST/DELETE: when data have been entered into the master file or database and verified, or when no longer needed to support reconstruction of, or serve as backup to, the master file or database, whichever is later
		h. Computer files or records containing un-calibrated and un-validated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database.	GRS 20, Item 2a(4)(d)		DEST/DELETE: after the necessary data have been incorporated into a master file
35-3	ELECTRONIC RECORDS THAT REPLACE TEMPORARY HARD COPY RECORDS	Electronic Records That Replace Temporary Hard Copy Records. Electronic records that replace temporary hard copy records covered by previously approved schedules that do not explicitly exclude electronic records. (If a previously approved schedule explicitly excludes electronic records, an SF 115 must be submitted to NARA. None of the authorities provided below may be applied.)			
		a. Scanned Images	GRS 20, Item 3a		DEST/DELETE: after the expiration of the retention period authorized for the hard copy records
		b. Electronic Formats other than Scanned Images. (1) Records covered by temporary items in the GRS other than GRS 1, Item 21 (Employee Medical Folders); GRS 1, Item 22 (Statistical Summaries); GRS	GRS 20, Item 3b		DEST/DELETE: after the expiration of the retention period authorized for the hard copy

File Number	Title	Description	Authority	COFF	DEST
		1, Item 25f (Equal Employment Opportunity Statistics Files); GRS 12, Item 3 (Telecommunications Operational Files); and GRS 18, Item 5 (Top Secret Accounting and Control Files) OR Records covered by temporary items in an agency-specific schedule that pertain to administrative housekeeping activities.			records
	RESERVED	c.			
		d. Digital versions of temporary still pictures, sound recordings, motion picture film, and video recordings.	GRS 20, Item 3b(3)		DEST/DELETE: after the expiration of the retention period authorized for the hard copy records
		e. Program records approved for destruction in a previously approved schedule that is media neutral and does not explicitly exclude electronic records.	GRS 20, Item 3b(4)		DEST/DELETE: after the expiration of the retention period specified in the previously approved schedule
		f. Program records maintained in an electronic format that are not covered by Items 3(a), 3(b) (1), 3(b) (3), or 3(b) (4). [NOTES: (1) Items 3(b)(1) and 3(b)(3) may be applied to electronic records consisting of information drawn from multiple previously scheduled hard copy series of administrative housekeeping records. In such instances, the electronic records must be retained for the longest retention period specified in the previously approved schedules. (2) Disposition authorities included in Item 3 may be applied to copies of records maintained on agency Web sites only in the case of administrative housekeeping records. These items may not be applied to Web site copies of program records, which must be scheduled separately.]	GRS 20, Item 3b(5)		Contact Records Management to complete SF 115
		g. Electronic records that replace hard copy records approved as permanent in a previously approved schedule.	GRS 20, Item 3.1		PERMANENT Submit notification to NARA in accordance with 36 CFR 1228.31(b) (1) (i). [NOTES: (1) Electronic versions of permanent records that are retained as recordkeeping copies must meet the standards contained in

File Number	Title	Description	Authority	COFF	DEST
					<p>NARA guidance concerning the creation, maintenance, and transfer of permanent electronic records. (2) Item 3.1 may be applied if the electronic records consist of information drawn from multiple previously scheduled permanent series. In cases where the electronic records include information drawn from both temporary and permanent hard copy series, an agency may apply Item 3.1 or submit an SF 115 that proposes disposal of the records if the agency believes the electronic records do not warrant permanent retention. (3) This item does not cover copies of permanent records maintained on agency Web sites, which must be scheduled separately.]</p>
35-4	DATA FILES CONSISTING OF SUMMARIZED INFORMATION	Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are created as disclosure-free files to allow public access to the data which may not be destroyed before securing NARA approval.	GRS 20, Item 4		<p>DEST/DELETE: when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes</p> <p>[NOTE: Data files consisting of summarized information which were created from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists or</p>

File Number	Title	Description	Authority	COFF	DEST
					can no longer be accessed, may not be destroyed before securing NARA approval.]
35-5	RECORDS CONSISTING OF EXTRACTED INFORMATION	<p>Records Consisting of Extracted Information. Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA-approved disposition schedule, EXCLUDING extracts that are:</p> <ul style="list-style-type: none"> • produced as disclosure-free files to allow public access to the data; or • produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval. For print and technical reformat files see items 6 and 7 of this schedule respectively. 	GRS 20, Item 5		DEST/DELETE: when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes. [NOTES: ((1) Records consisting of extracted information that was created from a master file or data base that is unclassified, or that was scheduled as permanent but no longer exists or can no longer be accessed, may not be destroyed before securing NARA approval. (2) See item 12 of this schedule for other extracted data.]
35-6	PRINT FILE	Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and statistical reports.	GRS 20, Item 6		DEST/DELETE: when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes
35-7	TECHNICAL REFORMAT FILE	Records consisting of data copied from a complete or partial master file or data base made for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.	GRS 20, Item 7		DEST/DELETE: when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes
35-8	BACKUP OF FILES	Records considered by the agency to be a Federal record, of the master copy of an electronic record or file and retained in case the master file or database is damaged or inadvertently erased.	GRS 20, Item 8		
		a. File identical to records scheduled for transfer to the National Archives.	GRS 20, Item 8a		DEST/DELETE: when the identical records have been captured in a subsequent backup file or when the identical

File Number	Title	Description	Authority	COFF	DEST
					records have been transferred to the National Archives and successfully copied
		b. File identical to records authorized for disposal in a NARA-approved records schedule.	(GRS 20, Item 8b)		DEST/DELETE: when the identical records have been deleted, or when replaced by a subsequent backup file
35-9	FINDING AIDS (OR INDEXES)	Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or DeCA approved records schedule, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.	GRS 20, Item 9		DEST/DELETE: with related records or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later
35-10	SPECIAL PURPOSE PROGRAMS	Application software necessary solely to use or maintain a master file or database authorized for disposal in a GRS item or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or database or any master file or database scheduled for transfer to the National Archives.	GRS 20, Item 10		DEST/DELETE: when related master file or database has been deleted
35-11	DOCUMENTATION	a. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file, database or other electronic records.	GRS 20, Item 11		
		(1) Documentation relating to electronic records that are scheduled for destruction in the GRS or in a NARA-approved agency schedule.	GRS 20, Item a(1)		DEST/DELETE: upon authorized deletion of the related electronic records or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is later
		(2) Documentation relating to electronic records that are scheduled for permanent retention in the GRS or in a NARA-approved agency schedule.	GRS 20, Item 11a(2)		PERMANENT TRANSFER: to the National Archives with the permanent electronic records to which the documentation relates

File Number	Title	Description	Authority	COFF	DEST
		(3) Copies of records relating to system security.	GRS 20, Item 11b		
		(a) System Security Plans and Disaster Recovery Plans.	GRS 20, Item 11b		DEST/DELETE: 1 year after system is superseded
		(b) Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.	GRS 20, Item 11b		DEST/DELETE: 1 year after system is superseded
35-12	DOWNLOADED AND COPIED DATA	Records that are copied, extracted, merged, and/or calculated from other data generated within the agency, when the original data is retained.			
		a. Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review.	GRS 20, Item 12a		DEST/DELETE: when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes
		b. Derived data that provide user access in lieu of hard copy reports that are authorized for disposal.	GRS 20, Item 12b		DEST/DELETE: when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes
		c. Metadata or reference data, such as format, range, or domain specifications which is transferred from a host computer or server to another computer for input, updating, or transaction processing operations. [NOTE: See item 35-5 of this schedule for other extracted data.]	GRS 20, Item 12c		DEST/DELETE: from the receiving system or device when no longer needed for processing
35-13	WORD PROCESSING FILES	Documents such as letters, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes after they have been copied to an electronic recordkeeping system, paper, or microform for recordkeeping purposes.	GRS 20, Item 13		DEST/DELETE: from the word processing system when no longer needed for updating or revision
35-14	ELECTRONIC MAIL RECORDS	Senders' and recipients' versions of electronic mail messages that meet the definition of Federal records, and any attachments to the record messages after they have been copied to an approved recordkeeping system, paper, or microform for recordkeeping purposes. [NOTE: Along with the message text, the recordkeeping system must capture the names of sender and	GRS 20, Item 14		DEST/DELETE: from the e-mail system after copy is made for authorized recordkeeping system.

File Number	Title	Description	Authority	COFF	DEST
		recipients and date (transmission data for recordkeeping purposes) and any receipt data when required.]			
35-15	ELECTRONIC SPREADSHEETS	Electronic spreadsheets generated to support administrative functions or generated by an individual as background materials or feeder reports.			
		a. When used to produce hard copy that is maintained in organized files.	GRS 20, Item 15a		DEST/DELETE: when no longer needed to update or produce hard copy
		b. When maintained only in electronic form.	GRS 20, Item 15b		DEST/DELETE: after the expiration of the retention period authorized for the hard copy by DeCA retention standards. If the electronic version replaces hard copy records with differing retention periods and agency software does not readily permit selective deletion, delete after the longest retention period has expired
35-16	OVERSIGHT AND COMPLIANCE FILES	Records in offices with agency-wide or bureau-wide responsibility for managing IT operations relating to compliance with IT policies, directives, and plans including recurring and special reports, responses to findings and recommendations, and reports of follow-up activities.			
		a. Performance measurements and benchmarks.	GRS 24, Item 1a		DEST/DELETE: when 5 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer
		b. All other oversight and compliance records, including certification accreditation of equipment, quality assurance reviews and reports on implementation of plans, compliance reviews, and data measuring or estimating impact and compliance. [Note: See item 35-3b for performance files relating to systems.]	GRS 24, Item 1b		DEST/DELETE: when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer
35-17	IT FACILITY, SITE MANAGEMENT AND EQUIPMENT SUPPORT SERVICES RECORDS	Records maintained by offices responsible for the control and operation of Buildings and rooms where IT equipment, systems, and storage media are located, including files identifying IT	GRS 24, Item 2		DEST/DELETE: when 3 years old or when superseded or

File Number	Title	Description	Authority	COFF	DEST
		facilities and sites, and files concerning implementation of IT facility and site management and equipment support services provided to specific sites, including reviews, site visit reports, trouble reports, equipment service histories, reports of follow-up actions, and related correspondence.			obsolete, whichever is longer
35-18	IT ASSET AND CONFIGURATION MANAGEMENT FILES	a. Inventories of IT assets, network circuits, and building or circuitry diagrams, including equipment control systems such as databases of barcodes affixed to IT physical assets.	GRS 24, Item 3a		DEST/DELETE: 1 year after completion of the next inventory
		b. Records created and retained for asset management, performance and capacity management, system management, configuration and change management, and planning, follow-up, and impact assessment of operational networks and systems. Includes, but is not limited to:	GRS 24, Item 3a		DEST/DELETE: 1 year after completion of the next inventory
		(1) Data and detailed reports on implementation of systems, applications and modifications; application sizing, resource and demand management; documents identifying, requesting, and analyzing possible changes, authorizing changes, and documenting implementation of changes; documentation of software distribution and release or version management.	GRS 24, Item 3a(1)		DEST/DELETE: 1 year after termination of system
		(2) Records of routine IT maintenance on the network infrastructure documenting preventative, corrective, adaptive and perfective (enhancement) maintenance actions, including requests for service, work orders, service histories, and related records. [Note: If any maintenance activities have a major impact on a system or lead to a significant change, those records should be maintained as part of the item 3b (1).]	GRS 24, Item 3a(2)		DEST/DELETE: when 3 years old or 1 year after termination of system, whichever is sooner
35-19	SYSTEM BACKUPS AND TAPE LIBRARY RECORDS	a. Backup tapes maintained for potential system restoration in the event of a system failure or other unintentional loss of data. [Note: See DeCA File Number 35-8, for backups of master files and databases.]	GRS 24, Item 4a		DEST/DELETE: incremental backup tapes when superseded by a full backup, or when no longer needed for system restoration, whichever is later
		b. Tape library records including automated files and manual records used to control the location, maintenance, and disposition of magnetic media in a tape library including list of holdings and control	GRS 24, Item 4b		DEST/DELETE: when superseded or obsolete.

File Number	Title	Description	Authority	COFF	DEST
		logs.			
35-20	FILES RELATED TO MAINTAINING THE SECURITY OF SYSTEMS AND DATA	a. System Security Plans and Disaster Recovery Plans.	GRS 24, Item 5a		DEST/DELETE: 1 year after system is superseded
		b. Documents identifying IT risks and analyzing their impact, risk measurements and assessments, actions to mitigate risks, implementation of risk action plan, service test plans, test files and data.	GRS 24, Item 5b		DEST/DELETE: 1 year after system is superseded
35-21	USER IDENTIFICATION, PROFILES, AUTHORIZATIONS, AND PASSWORD FILES, EXCLUDING RECORDS RELATING TO ELECTRONIC SIGNATURES	a. Systems requiring special accountability, e.g., those containing information that may be needed for audit or investigative purposes and those that contain classified records.			DEST/DELETE inactive file 6 years after user account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is later
		b. Routine systems, i.e., those not covered by item 35-21a. (See Item 35-1c)			See Item 35-1c
35-22	COMPUTER SECURITY INCIDENT HANDLING, REPORTING, AND FOLLOW-UP RECORDS		GRS 24, Item 7		DEST/DELETE: 3 years after all necessary follow-up actions have been completed
35-23	IT OPERATIONS RECORDS	a. Workload schedules, run reports, and schedules of maintenance and support activities.	GRS 24, Item 8a		DEST/DELETE: when 1 year old
		b. Problem reports and related decision documents relating to the software infrastructure of the network or system.	GRS 24, Item 8b		DEST/DELETE: 1 year after problem is resolved
		c. Reports on operations, including measures of benchmarks, performance indicators, and critical success factors, error and exception reporting, self-assessments, performance monitoring; and management reports.	GRS 24, Item 8c		DEST/DELETE: when 3 years old
35-24	FINANCING OF IT RESOURCES AND SERVICES	[Note: Copies of records needed to support contracts should be in procurement files, which are scheduled under DeCA File Number 10 Series.]			
		a. Agreements formalizing performance criteria for quantity and quality of service, including definition of responsibilities, response times and volumes, charging, integrity guarantees, and non-disclosure	GRS 24, Item 9a		DEST/DELETE: 3 years after agreement is superseded or terminated

File Number	Title	Description	Authority	COFF	DEST
		agreements.			
		b. Files related to managing third-party services, including records that document control measures for reviewing and monitoring contracts and procedures for determining their effectiveness and compliance.	GRS 24, Item		DEST/DELETE: 3 years after control measures or procedures are superseded or terminated
		c. Records generated in IT management and service operations to identify and allocate charges and track payments for computer usage, data processing and other IT services EXCLUDING records that are part of the agency's cost accounting system, which are covered in DeCA 70 Series.	GRS 24, Item 9c		DEST/DELETE: records with no outstanding payment issues when 3 years old
35-25	IT CUSTOMER SERVICE FILES	a. Records related to providing help desk information to customers, including pamphlets, responses to "Frequently Asked Questions," and other documents prepared in advance to assist customers.	GRS 24, Item 10a		DEST/DELETE: 1 year after record is superseded or obsolete
		b. Help desk logs and reports and other files related to customer query and problem response; query monitoring and clearance; and customer feedback records; and related trend analysis and reporting.	GRS 24, Item 10b		DEST/DELETE: when 1 year old or when no longer needed for review and analysis, whichever is later
35-26	IT INFRASTRUCTURE DESIGN AND IMPLEMENTATION FILES	Records of individual projects designed to provide and support new agency IT infrastructure (see Note), systems, and services. Includes records documenting (1) requirements for and implementation of functions such as maintaining network servers, desktop computers, and other hardware, installing and upgrading network operating systems and shared applications, and providing data telecommunications; (2) infrastructure development and maintenance such as acceptance/accreditation of infrastructure components, analysis of component options, feasibility, costs and benefits, and work associated with implementation, modification, and troubleshooting; (3) models, diagrams, schematics, and technical documentation; and (4) quality assurance reviews and test plans, data, and results.			
		a. Records for projects that are not implemented.	GRS 24, Item 11a		DEST/DELETE: 1 year after final decision is made
		b. Records for projects that are implemented.	GRS 24, Item 11b		DEST/DELETE: destroy/delete 5 years after project is terminated
		c. Installation and testing records. [Note: IT Infrastructure means the basic systems and services used to supply the agency and its staff with access to computers and data telecommunications. Components include	GRS 24, Item 11c		DEST/DELETE: destroy/delete 3 years after final decision on acceptance is made

File Number	Title	Description	Authority	COFF	DEST
		hardware such as printers, desktop computers, network and Web servers, routers, hubs, and network cabling, as well as software such as operating systems (e.g., Microsoft Windows and Novell NetWare) and shared applications (e.g., electronic mail, word processing, and database programs). The services necessary to design, implement, test, validate, and maintain such components are also considered part of an agency's IT infrastructure. However, records relating to specific systems that support or document mission goals are not covered by this item and must be scheduled individually by the agency by submission of an SF 115 to NARA.]			
35-27	INFORMATION TECHNOLOGY (IT) PROGRAM PLANNING RECORDS	Records relating to the development of agency IT programs. Included are records that document agency-wide IT goals; specify milestones to be achieved; identify performance measures for the agency's IT portfolio; or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records. [Note: This item does not apply to the data content or design of individual IT systems. Records relating to specific mission-related systems must be scheduled individually by the Agency Records Management Office.]	GRS 27, Item 1	COFF: annually	DEST/DELETE: when 7 years old or when no longer needed, whichever is later
35-28	HARD COPY PRINTOUTS CREATED TO MEET AD HOC BUSINESS NEEDS	Printouts derived from electronic records created on an ad hoc basis for reference purposes or to meet day-to-day business needs.			DEST/DELETE: when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, provided the printouts do not contain substantive information, such as substantive annotations, that is not included in the electronic records. (Printouts that contain substantive information should be disposed of in accordance with the NARA-approved schedule that covers the series in which they are filed.)
35-29	IT CAPITAL INVESTMENT RECORDS	Records documenting the integration of IT investments with agency-wide strategic planning,	GRS 27, Item 3	COFF: annually	DEST/DELETE: 7 years old or

File Number	Title	Description	Authority	COFF	DEST
		budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio; and clearance and review records. [Note: Records needed to support contracts are scheduled under GRS 3].			when no longer needed, whichever is later
35-30	LEGAL AND REGULATORY COMPLIANCE RECORDS	Records documenting agency compliance with Federal IRM laws and regulations, including systems and reports created to support compliance with the mandates of OMB, GAO, and other Federal IRM and IT oversight agencies.	GRS 27, Item 4	COFF: annually	DEST/DELETE: when 5 years old
35-31	CIO COMMITTEE RECORDS	Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records. [Note: Records of Government-wide committees sponsored by CIOs, such as the Federal Chief Information Officers Council, are not covered by this item.]	GRS 27, Item 5	COFF: annually	DEST/DELETE: when 5 years old
35-32	CIO SUBJECT AND OFFICE RECORDS	Records not otherwise identified in this GRS that include briefings, reports, presentations, studies, correspondence, and other documents created to support IT program objectives; responses to and decisions on matters affecting the IT program; or operational and managerial guidance to all organizational segments of the agency. [Note: Official agency policy records generated by the CIO are not covered by this item. They are considered agency policy and issuance records and are scheduled elsewhere.]	GRS 27, Item 6	COFF: annually	DEST/DELETE: when 5 years old
35-33	SCHEDULES OF DAILY ACTIVITIES	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the CIO while serving in an official capacity, EXCLUDING materials determined to be personal and those that have been incorporated into other recordkeeping systems.	GRS 27, Item 7	COFF: annually	DEST/DELETE: when not less than 2 years but not more than 5 years old
35-34	ELECTRONIC MAIL AND WORD PROCESSING	Electronic copies of records that are created on electronic and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	GRS 27, Item 8		
		a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal	GRS 27, Item 8a		DEST/DELETE within 180 days after the recordkeeping copy has been produced

File Number	Title	Description	Authority	COFF	DEST
		directories on hard disk or network drives that are used only to produce the recordkeeping copy.			
		b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	GRS 27, Item 8b		DEST/DELETE when dissemination, revision, or updating is complete
35-35	ENTERPRISE ARCHITECTURE RECORDS	Records documenting the integration of IT investments with agency-wide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency's capital investment portfolio; and clearance and review records. [Note: Records needed to support contracts are scheduled under GRS 3.]		COFF: annually	DEST/DELTE: when 7 years old or when no longer needed, whichever is later
40	OPERATIONS FILES	Records concern the policy and procedures on the day to day functional aspects of commissary grocery meat, produce and front-end department operations to include Central Distribution Centers and Central Meat Processing Plant activities. Records apply to the management and accountability of government owned or contractor managed merchandise. Includes correspondence relating to safety, sanitation, and security controls, change fund management, equipment/operating supply accountability and financial liability. Addresses the identification of authorized commissary patrons and the training of government employees.			
40-1a	GENERAL OPERATIONS CORRESPONDENCE	Correspondence relating to commissary operations that cannot logically be filed with the detailed records to include plant, cost, and stores accounting operations.	GRS 8 Item 1	COFF: end of Fiscal Year	DEST/DELETE: 3 years after COFF
40-1b	INFORMATIONAL DOCUMENTS	Documents relating to commissary operations that are received for information only, on which no action is required.	Non-record		DEST/DELETE: when no longer needed for current operations
40-2	SUPPLY INVENTORY MANAGEMENT	Concerns control of items of supply and equipment within the DeCA supply system area of responsibility; maintaining inventory data on quantity and condition, location, due-in, on-hand and due-out and to facilitate distribution and management of material.			

File Number	Title	Description	Authority	COFF	DEST
40-2a	PROPERTY OFFICER DESIGNATIONS	Documents/correspondence reflecting designation of property officers, hand receipt holders and their responsibilities. Included are letters, memorandums, and other media reflecting appointments, revocations, and disposition of account discrepancies.			
		(1) Appointment letters and related correspondence.	GRS 11, Item 4a	COFF: upon termination of appointment	DEST/DELETE: 3 month after COFF
		(2) Letters and other correspondence related to revocations and disposition of account discrepancies.	N1-506-07-5	COFF: upon termination of appointment or revocation, corrective/adjustment actions, whichever is later	DEST/DELETE: 2 years after COFF corrective/adjustment actions
40-2b	PROPERTY BOOK AND SUPPORTING DOCUMENTS	Documents/correspondence reflecting description, receipt, inventory and turn-in of accountable property for which the PBO is accountable and/or other designated individuals are responsible. Included are property books, receipts, turn-in slips, lateral transfers, inventory adjustment reports, and other documents supporting entries to the property book.	N1-506-07-5	COFF: upon completion of full physical inspection	DEST/DELETE: 3 years after COFF except that open document numbers in the supporting document file will be transferred to the current fiscal/calendar year document file
40-2c	PROPERTY RECORDS INSPECTIONS AND INVENTORY REPORTING FILES	Information on inspections and inventories (including annual, special, change of PBO, cyclic) of property and property records. Included are reports, replies, inquiries, and related information.			
		(1) Headquarters, Regions, FOA	Exception to GRS 3, Item 9c for longer retention	COFF: upon completion of full physical	DEST/DELETE: 3 years after COFF
		(2) CDC, Commissaries	GRS 3, Item 9c	COFF: at end of Fiscal Year inspection	DEST/DELETE: 2 years after COFF unless needed as supporting document for determination of possible adverse personnel action.
40-2d	DOCUMENT REGISTER FILES	Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are	GRS 23, Item 8	COFF: at end of Fiscal Year	DEST/DELETE: 2 years after COFF, except that open

File Number	Title	Description	Authority	COFF	DEST
		registers for nonexpendable and expendable/durable equipment or supplies and similar information.			document numbers will be extracted into current fiscal/calendar year document register (first entries of new register) in original document number sequence NOTE: At the end of the year, the register becomes inactive and a new register is started. The old register is held in the current files area for 2 years. During those 2 years, any open transactions which are completed are closed out (posted) on the old inactive register. At the end of the 2 year retention period, the open numbers (if any still exist) are transferred to the new document register, and the old inactive register is then destroyed.)
40-2e	HAND RECEIPT FILES	Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipt and listings.	GRS 18, Item 12	COFF: upon turn-in or when superseded	DEST/DELETE: 3 months after turn-in (COFF) or other completed accounting for the property, or 3 months after revocation. Individuals may, at their discretion, request and receive the canceled hand receipt for their own retention; in such cases, the canceled hand receipt becomes the individual's personal property and ceases to be an official record.
40-2f	ACCESS CONTROLS	Information used to maintain accountability for keys, to inventory keys and locks, and to record entry into containers or vaults. Included are key Issue log, key and lock inventory records, and forms used to record entry into containers or vaults.			

File Number	Title	Description	Authority	COFF	DEST
		a. Key control registers	GRS 18, Item 16b		DEST/DELETE: 6 months after turn-in of key
		b. Key and lock inventory records	GRS 3, Item 9a	COFF: end of Fiscal year	DEST/DELETE: 2 years from date of list
		c. Forms used to record entry into containers or vaults	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 1 year after COFF
40-2g	CAPITAL FUNDS EXPENDITURES FILES	<p>Information used to record financial transactions in accounting system general ledger accounts, appropriation allotments, and/or the supporting subsidiary property accountability records and/or systems pertaining to current, expired, and closed accounts, for PP&E transactions included are:</p> <ul style="list-style-type: none"> • Final bid documents • Signed acceptance document by the government • Contract/Other Legal Instrument (i.e., lease) • Contract Modifications or Change Orders • Invoices to support the amount accumulated in the CIP account • Indirect Costs incurred internally by the gaining activity that relate to the new acquisition or capital improvement • "Fiscal Year Military Construction Project Data" (DD Form 1391) and work orders to include the design cost during the planning phase • Appraisal results for the donated assets • Transfer documents for transferred assets • "Material Inspection and Receiving Report" (DD Form 250) • "Interim and final Transfer and Acceptance of Military Real Property" (DD Form 1354) document, and • Collection voucher. 6-13 DoD Financial Management Regulation. 	GRS 7, Items 2 & 3 and N1-330-07-2		DEST/DELETE: 6 years and 3 months after the closure of the appropriate account or liquidation of all obligations in the closed accounts, whichever is later
40-3	REQUISITION AND ISSUE OF SUPPLIES AND EQUIPMENT	Policy and procedures pertaining to requisitioning and issue of items of supply and equipment.			
40-3a	REQUISITION SUSPENSE AND STATUS FILES	Documents maintained by the requisitioner which reflect the supply status of subsistence requisitions and supplies and equipment. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions.			
		(1) Stockroom Copy	GRS 3, Item 8a	COFF: after completion of work or upon cancellation of requisition	DEST/DELETE: 2 years after completion or cancellation of requisition
		(2) All other copies	GRS 3, Item 8b		DEST/DELETE: Destroy when 6 months old

File Number	Title	Description	Authority	COFF	DEST
40-3b	RECEIPTING AUTHORITY FILES	Notice of Delegation of Authority-Receipt for Supplies or comparable forms or documents identifying individuals authorized to draw or sign for supplies from a Supply Center (SSSC), a Quick Supply Store (QSS), or similar activity.	N1-506-07-5	COFF: upon expiration/cancellation of delegation	DEST/DELETE: 3 months after COFF
40-3c	EQUIPMENT MAINTENANCE	Documents submitted to contracting officials to obtain maintenance on equipment. Included in this file are copies of contracts awarded for this service.	N1-506-07-5	COFF: after completion of work or upon cancellation of work	DEST/DELETE: 1 year after work is completed or canceled
40-4	PROPERTY ACCOUNTABILITY	Relates to authority, policies, and procedures governing accounting for DeCA property in terms of both monetary value and quantity.			
40-4a	SUBSISTENCE ACCOUNTABILITY APPOINTMENT/ TRANSFER FILES	Documents pertaining to the appointment/transfer to subsistence property accountability from one accountable/responsible officer to another. Included are certification of appointment/transfer, inventory lists, and related documents.	N1-506-07-5	COFF: upon termination of designation	DEST/DELETE: 2 years after COFF
40-4b	PROPERTY RECORD ACCOUNTS	Documents covering DeCA owned and MOU/ISSA/contract property usage and disposition. Includes requests, purchasing documents, shipping, receipt, evaluations and turn-in receipts and records. Includes unserviceable property documentation and disposition guidance. These records are maintained by an accountable or responsible officer.	GRS 3, Item 8a	COFF: after turn-in, transfer, cancellation, or disposal	DEST/DELETE: 2 years after COFF NOTE: No records will be destroyed before final approval is authenticated on appropriate adjustment documents and correspondence, such as equipment inventory adjustment reports and equipment reports of survey. Documents relating to equipment being tested within DeCA activities pertaining to CDC/commissary level usage will be destroyed 2 years after disposition of equipment being tested.)
40-5	COMMISSARY OPERATIONS	Correspondence concerning the policy and procedures on the functional aspects of operations of the commissaries and central distribution centers. Areas covered are day-to-day operating procedures for the grocery, meat, produce and troop support departments covered in DeCA 40 series directives.			
40-5a	COMMISSARY ACTIVITIES STATISTICAL DATA	Documents that pertain to all historical and current data for each commissary/CDC. These records, either in hard copy or computerized format, include data on commissary services provided to authorized customers. Data is used to evaluate and report on commissary/CDC operations and make management decisions. NOTE: Includes, but is not limited to each			

File Number	Title	Description	Authority	COFF	DEST
		department/sub-department operations, account status, hours of service, location, name and grade of commissary personnel and management indicators, etc., and may include financial data used to prepare reports under the financial management requirements that is necessary to evaluate daily operations. Data is normally used to provide all levels of commissary management with current and historical operating data. Specific Data includes: PDED Input Error Report, Inventory Results, PDED Error Listing and Inventory Worklist.			
		(1) RESERVED			
		(2) PDED Error Report and Listing	GRS 23, Item 7		DEST/DELETE: after corrections are made or when no longer needed, whichever is appropriate
		(3) Inventory Reports and supporting documentation	GRS 6, Item 1a	COFF: end of Fiscal Year	DEST/DELETE: after 6 years and 3 months after COFF
		(4) Price Adjustment Inventory	GRS 6, Item 1a	COFF: end of Fiscal Year	DEST/DELETE: 6 years and 3 months after COFF
		(5) Price Verification Report	GRS 23, Item 7		DEST/DELETE: when no longer needed
		(6) Supplemental Price List	GRS 6, Item 1a	COFF: end of Fiscal Year	DEST/DELETE: 6 years and 3 months after COFF
40-5b	COMMISSARY OPERATIONAL AND FUNCTIONAL REPORTS	Documents and correspondence supporting reporting requirements of Headquarters, region and that is used to review and evaluate commissary/CDC operations such as facility usage and condition, stock levels, item availability and installation commander comments, etc. NOTE: This will include reports from personnel providing on-site functional guidance and evaluation of commissary/CDC operations and replies thereto.			
		(1) CDC working copy of reports to include Call Register/Summary, Case and Tonnage, Shipping List, Container Status, Distressed/Reduced Items, Excess Items Listing. Accountable copy filed under DeCA Job Number N1-506-07-4, Item 70-6a (GRS 6, Item 1a).	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 1 year after all actions have been completed
		(2) Location Surveys/Missing Status Reports & NSN Roll-Over Reports	GRS 23, Item 7	COFF: end of the Fiscal Year	DEST/DELETE: when no longer needed

File Number	Title	Description	Authority	COFF	DEST
		(3) Order Confirmation Reports	N1-506-07-5		DEST/DELETE: when no longer needed
		(4) OSD Vendor/Reject/Order Listing	Non-Record		DEST/DELETE: when no longer needed
		(5) Recommended Item List	Non-Record		DEST/DELETE: when no longer needed
		(6) Analysis Reports	GRS 23, Item 5b		DEST/DELETE: when no longer needed
	RESERVED	(7)			
		(8) Master File Report	GRS 20, Item 12 & GRS 20, Item 16		DEST/DELETE: when replaced by new report
		(9) Warehouse Reports	COFF: GRS 3, Item 9		DEST/DELETE: after 2 years with the exception of No-Stock Listing and Price Extended Listing
		(10) Warehouse/Pull/Shipping/Label Report	GRS 23, Item 7		DEST/DELETE: when no longer needed
40-5c	DAILY COMMISSARY/CDC OPERATIONS	Documents relating to the day-to-day operation of the commissary facilities such as grocery, meat, produce, deli, bakery, customer assistance, etc. NOTE: Will include documents on work assignments, work schedule and local directions on operation of each department/sub-department or CDC as required by DeCA directives and policy letters. Documents that establish policy and procedures are not included. Copies of records kept for information only.	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 3 years after COFF
40-5d	COMMISSARY LOCATION STORES	Documentation and reports pertaining to the operation of commissary type support as part of the Navy Exchange System. Included are required reporting data IAW DeCA directives and MOU/ISSA.	N1-506-07-5		DEST/DELETE: when superseded or obsolete
40-5e	BEST COMMISSARY AWARDS	Required reports and evaluation correspondence on commissary operations recommended and awarded recognition for best commissary operation.	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 3 years after COFF
40-5f	OPERATIONAL GUIDANCE	Includes documents pertaining to the proposals, replies and methods of operation for the Frequent Delivery System; Transportation/airlift Program; Management of Vehicles; Grocery, Meat and Produce Departments and Sub-departments and Central Distribution Centers and other aspects of commissary operations.	GRS 16, Item 14a		DEST/DELETE: destroy when superseded
40-5g	COMMISSARY CUSTOMER SERVICE SURVEY	Customer satisfaction survey of store services completed by customers at each location.			

File Number	Title	Description	Authority	COFF	DEST
		(1) Headquarters	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 3 years after COFF
		(2) CDC, Commissaries	Non-Record	COFF: end of Fiscal Year	DEST/DELETE: copies after 1 year
40-6	REPORT OF SURVEY FILES	Reports that describe the circumstances, and recommended action, concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.			
		a. PECUNIARY FILES:	N1-506-07-5	COFF: upon final action	DEST/DELETE: 3 years after COFF
		b. NON-PECUNIARY FILES:	GRS 3, Item 9c	COFF: upon final action	DEST/DELETE: 2 years after COFF
		c. ALL OTHER OFFICES:	RESCINDED		
40-7	REPORT OF SURVEY CONTROL REGISTERS	Registers and related documents maintained to control reports of survey (manual or automated)	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 3 years after COFF
40-8	MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING				
40-8a	MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING (REJECTED)	(1) Rejected documents maintained for planning and control of item stockage to include information on item presentations and proposed/planned promotions for special sales in the commissary. Also includes information on item presentation, such forms as DeCAF 40-33, item movement data and analysis and similar information. (2)	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 3 years after COFF
	MERCHANDISING/PROMOTIONAL MATERIAL AND BUYING (ACCEPTED)	(3) Accepted documents maintained for planning and control of item stockage to include information on item presentations and proposed/planned promotions for special sales in the commissary. Also includes information on item presentation, such forms as DeCAF 40-33, item movement data and analysis and similar information. (4)	(Unscheduled) DO NOT DESTROY	COFF: end of Fiscal Year	HOLD FOR NARA APPROVAL. PROPOSED FOR 6 YEARS/3 MONTHS RETENTION.
40-8b	PROMOTIONAL MATERIAL	Documents relating to promotional activity for merchandise Buying by regions and commissaries to include correspondence from Headquarters DeCA.	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 3 years after COFF
40-8c	PRICING	Documents and reports pertaining to pricing to include price quotes of items provided by manufacturer representatives (vendors) for sale in commissaries, contract listings, Electronic Data Interchange price, manual price changes, monthly vendor price quotes, BPA price list, reports and similar information generated by the Marketing Business Unit (MBU).	GRS 6, Item 1a.	COFF: end of Fiscal Year	DEST/DELETE: 6 years and 3 months after COFF
40-8d	PRODUCE PRICING SYSTEM	System used by Commissary employees to perform produce item maintenance activities, Ordering/Catalog Interface, maintain summary general ledger information and conduct produce			

File Number	Title	Description	Authority	COFF	DEST
		inventory.			
		a. Inputs. Source data retrieved from contractor Web sites.	N1-506-08-1	COFF: end of Fiscal Year	DEST/DELETE: 6 years and 3 months after COF
		b. Master data file. Stored data in Produce Pricing system relational databases.	N1-506-08-1		DELETE: when superseded, obsolete or no longer needed
		c. Outputs. Inventory Reports and Supporting Documentation FN 40-5a (3) Reports of inventory generated by EDI or manually generated on hard copy forms at each Commissary.	N1-506-08-1		DEST/DELETE: after entered into DeCA Electronic Records Management and Archives System (DERMAS) and verified or when 6 years and 3 months old, whichever is sooner
		d. Commissary Operational and Functional Reports. FN 40-5b(1) Reports, documents and correspondence supporting requirements of Headquarters and regions for reviewing and evaluating commissary/CDC operations such as facility usage and condition, stock levels, item availability and installation commander comments, etc. NOTE: This includes reports from personnel providing on-site functional guidance and evaluation of commissary/CDC operations and replies thereto. Reports include call registers/summary, case and tonnage, charge sale shipping list, recommended order list, Contract Master File (CMF) compare, container status, contract headers, distressed/reduced items, excess items listings, excess transfers high dollar/quantity order list, diverted shipment, and diverted shipment error report.	N1-506-08-1	COFF: end of Fiscal Year	DEST/DELETE: 1 year after COFF
		e. Produce Pricing Supplemental Price Changes and Pricing provided to scanning operations.	N1-506-08-1	COFF: end of Fiscal Year	DEST/DELETE: 1 year after COFF
40-8e	SUPPLEMENTAL PRICING CHANGES	Supplemental documents and reports pertaining to pricing to include price quotes of items provided by manufacturer representatives (vendors) for sale in commissaries, contract listings, Electronic Data Interchange price, manual price changes, monthly vendor price quotes, BPA price list, reports and similar information generated by the Marketing Business Unit (MBU) for all store departments in CONUS and OCONUS, to include meat, deli, grocery, and produce.	GRS 6, Item 1a	COFF: end of Fiscal Year	DEST/DELETE: 6 years and 3 months after COFF
40-9	TRANSPORTATION, DISTRIBUTION AND				

File Number	Title	Description	Authority	COFF	DEST
	VEHICLE MANAGEMENT FILES				
40-9a	DISTRIBUTION	Documents maintained for planning and administering all distribution centers (CDC) to include warehousing, ordering and transportation procedures. Includes storage/product layout plans, operating plans and space requirements, freight routes, and transportation cost analysis information.	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 3 years after COFF
40-9b	VEHICLE MANAGEMENT	Documents maintained for planning and administering all vehicle requirements (DeCA owned and borrowed/leased). Includes requirements for analysis of expenses associated with use of vehicles supporting DeCA operations.	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 3 years after COFF
40-9c	TRANSPORTATION	Routine documents maintained in support of transportation movement of commissary goods overseas. Included are copies of transportation control and movement documents (TCMD), copies of DIBS orders from overseas.	GRS 9, Item 4b unless needed for litigation then transfer the.	COFF: end of Fiscal Year	DEST/DELETE: 1 year after COFF records to file number 80-11, Litigation Case Files
40-9d	COMMERCIAL FREIGHT AND PASSENGER TRANSPORTATION FILES	Original vouchers and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, including registers and other control documents, but EXCLUDING those covered by item 1b of this schedule.	GRS 9, Item 1a	COFF: end of the Fiscal Year	DEST: 6 years after COFF
40-10	QUALITY ASSURANCE				
40-10a	PREVENTIVE MEDICINE INQUIRIES	Documents related to furnishing routine technical information on preventive medicine matters to individuals and activities. Included is correspondence on such matters as handling, storage, and disposition of hazardous materials, safe levels of microwave radiation; toxicity of chemical substances and materials in military use; control of insects and rodents; waste disposal; and other preventive medicine matters.	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 5 years after COFF
40-10b	QUALITY ASSURANCE RECORDS	Documents reflecting the contractor's ability to perform, which forms a basis for determining the degree and type of veterinary subsistence inspection to be performed, and the actual performance over a period of time. Includes reports of non-conformance and corrective actions to be taken and/or taken; sampling inspections and records of tests that were conducted.	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 2 years after COFF
40-10c	MILITARY FOOD REPORTS	Documents relating to the sanitary inspections of military and commercial facilities engaged in processing, handling, storage, and sale of subsistence items. Included are sanitary inspection reports, correspondence with facility managers, and supervisors or commanders, relating to inspection reports and similar documents.	N1-506-07-5	COFF: end of Calendar Year	DEST/DELETE: 1 year after COFF
40-10d	ALFOODACTS AND RELATED CORRESPONDENCE	Inspection reports, laboratory testing reports, recommendations for disposition of substandard lots of food products, ALFOODACT messages and similar or related documents.	N1-506-07-5	COFF: end of Calendar Year	DEST/DELETE: 1 year after COFF

File Number	Title	Description	Authority	COFF	DEST
40-10e	REGULATORY AND SAFETY FOOD REQUIREMENTS	FDA, USDA, USDC, and Military Standards pertaining to food safety and quality assurance.	N1-506-07-5		DEST/DELETE: when superseded, obsolete, or when no longer needed for reference, whichever is later
40-10g	PEST MANAGEMENT	Monitoring, evaluation and coordination of pest related inspections conducted in the commissary by all agencies concerned with pest control.	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 2 years after COFF
40-10h	HAZARDOUS ANALYSIS	Documents related to the Critical Control Point Program (HACCP). An operator driven program having favorable impact on the sanitary conditions at commissaries which is a major interest of FDA.	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 2 years after COFF
40-10i	TEMPERATURE LOGS	Temperature logs reflecting the daily recording of temperature for meat, dairy, and other temperature controlled food items.	N1-506-07-5	COFF: end of the month	DEST/DELETE: 1 year after COFF
40-16	ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)				
40-16a	EMS GENERAL REQUIREMENTS	Copies of DeCA's EMS index file structure along with guiding documents, EMS scope and management tools used to meet the Agency's EMS targets, goals, and objectives.	Nonrecord		DEST: when superseded
40-16b	ENVIRONMENTAL POLICIES (COPIES)	Copies of DeCA's environmental policy statements as well as the organizational structure and responsibilities of the Agency's EMS Core Team.	Nonrecord		DEST: when superseded
40-16c	SIGNIFICANT ENVIRONMENTAL ASPECTS	Procedures for and records of the identification and establishment of significant environmental aspects related to activities, products and services at DeCA facilities.	(Unscheduled) DO NOT DESTROY	COFF: when superseded	DEST: 10 years after COFF
40-16d	LEGAL AND OTHER REQUIREMENTS (COPIES)	Copies of procedures and records pertaining to the identification, evaluation and access to EMS legal and other requirements.	(Unscheduled) DO NOT DESTROY	COFF: when superseded	DEST: 10 years after COFF
40-16e	ENVIRONMENTAL MANAGEMENT PLANS (EMP)	Management plans, organizational structures, roles and responsibilities, resources, competency expectations, schedules, and approval/revision histories relating to the Agency's significant environmental aspects.	(Unscheduled) DO NOT DESTROY		PERMANENT
40-16f	EMS/EMP RESOURCES, ROLES, RESPONSIBILITIES AND AUTHORITIES (COPIES)	Copies of DeCA's organizational structure, resources, roles and responsibilities for meeting DeCA's EMS/EMP targets, goals and objectives.	Nonrecord		DEST: when superseded
40-16g	COMPETENCE TRAINING AND AWARENESS	Procedures and records to ensure and document that DeCA associates and personnel are appropriately trained and competent to perform tasks that have potential to affect the environment. Includes records that document DeCA associates' training and competency to meet EMS targets, goals and objectives.	GRS 1	COFF: end of Calendar Year	DEST: 5 years after superseded or when obsolete whichever is later
40-16h	COMMUNICATIONS	Procedures for and records of both the internal and external communications of DeCA's EMS, EMPs and environmental aspects. Includes meeting minutes, articles presentations and reports.			

File Number	Title	Description	Authority	COFF	DEST
40-16i	DOCUMENTATION	Copies of manuals, guides and handbooks for implementing DeCA's EMS and EMPs.	Nonrecords		DEST: when superseded
40-16j	DOCUMENT CONTROL	Procedures and records for the standardization, creation, review and distribution of controlled EMS documents.	(Unscheduled) DO NOT DESTROY	COFF: end of calendar year in which superseded	DEST: 5 years after COFF
40-16k	PROCEDURES AND WORK INSTRUCTIONS	Procedures and work instructions for completing tasks to implement EMPs. Procedures and work instructions are used to avoid deviation from DeCA's environmental policy, objectives and targets, while ensuring that process controls are in place to comply with ISO 14001 standards.	(Unscheduled) DO NOT DESTROY	COFF: end of calendar year in which superseded	DEST: 5 years after COFF
40-16l	EMERGENCY RESPONSE	Procedures and records for identifying, testing reviewing, preventing and responding to accidents and/or emergency situations at DeCA facilities.	(Unscheduled) DO NOT DESTROY	COFF: end of Calendar Year	DEST: 5 years after COFF
40-16m	MONITORING AND MEASUREMENT	Procedures mechanisms, and work plans employed by DeCA to monitor and measure key operational characteristics to document performance of the Agency's EMS and EMPs.	(Unscheduled) DO NOT DESTROY	COFF: end of Calendar Year	DEST: 5 years after COFF
40-16n	ENVIRONMENTAL COMPLIANCE	Procedures for DeCA's compliance management program and evaluations of its compliance with applicable legal and other requirements.	(Unscheduled) DO NOT DESTROY	COFF: end of Calendar Year	DEST: 5 years after COFF
40-16o	NON-CONFORMANCE AND CORRECTIVE ACTION	Procedures for and records of the identification and response to actual and potential non-conformities relative to the Agency's EMS.	(Unscheduled) DO NOT DESTROY	COFF: 2 years after corrective action has been taken	DEST: 5 years after COFF
40-16p	RECORD CONTROL	Procedures and control documents regarding the maintenance of DeCA's EMS records.	(Unscheduled) DO NOT DESTROY	COFF: end of Calendar Year in which superseded	DEST: 5 years after COFF
40-16q	INTERNAL AUDIT	Procedures and records to document and track the Agency's EMS performance and response to audit evaluations.	(Unscheduled) DO NOT DESTROY	COFF: end of Calendar Year	DEST: 5 years after COFF
40-16r	MANAGEMENT REVIEW	Consists of procedures for and records of top management's annual reviews of DeCA's EMS performance.	(Unscheduled) DO NOT DESTROY		PERMANENT
40-16s	ENERGY MANAGEMENT	Records pertaining to the management and consumption of energy by DeCA facilities. Included are correspondence, logs, and reports.	N1-506-07-8	COFF: end of the Fiscal Year.	DEST: after 5 years
40-17	BASE REALIGNMENT AND CLOSURE (BRAC) FILES	Relates to DeCA facilities and operational closures due to BRAC.			
40-17a	BRAC CASE FILES	Case files pertaining to the closure of DeCA facilities affected by BRAC. Included are DoD guidance and Agency guidance, plans, reports, and non-disclosure statements.	N1-506-07-5	COFF: end of Fiscal Year	TRANSFER: to FRC after 4 years DEST/DELETE: 10 years after COFF
40-17b	BRAC DATA CALL FILES	Statistical files by commissary locations pertaining to services, personnel, and other vital information.	N1-506-07-5	COFF: end of Fiscal Year	DEST/DELETE: 3 years after COFF
40-17c	COMMISSARY CLOSURES (NON BRAC)	Commissary facilities closing as a result of decisions outside of BRAC.	(Unscheduled) DO NOT DESTROY	COFF: end of Fiscal Year in which facility closes.	DEST/DELETE: 5 years after COFF
40-18	EMERGENCY PLANNING RECORDS	Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during			

File Number	Title	Description	Authority	COFF	DEST
		emergency conditions.			
40-18a	EMERGENCY PLANNING ADMINISTRATIVE CORRESPONDENCE FILES	Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.	GRS 18, Item 26	COFF: end of Fiscal Year	DEST/DELETE: 2 years after COFF [NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency wide responsibilities for emergency programs.]
40-18b	EMERGENCY PLANNING CASE FILES	[See notes after this item.] Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.	GRS 18, Item 27	COFF: end of Fiscal Year	DEST/DELETE: 3 years after issuance of a new plan or directive
40-18c	EMERGENCY OPERATIONS TESTS FILES	Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	GRS 18, Item 28	COFF: end of Fiscal Year	DEST/DELETE: when 3 years old
40-19	RESERVED				
40-20	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			
		a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	GRS 20, Items 13 & 14.		DEST/DELETE: within 180 days after the recordkeeping copy has been produced
		b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	GRS 20, Items 13 & 14		DEST/DELETE: when dissemination, revision, or updating is complete
50	PERSONNEL FILES	This series relates to the procurement, utilization, and to the administration of civilian and military personnel; and to matters and programs designed primarily to benefit the morale, health, and welfare of personnel.			

File Number	Title	Description	Authority	COFF	DEST
50-1	GENERAL PERSONNEL CORRESPONDENCE FILES	a. Documents relating to the administration of civilian and military personnel matters that cannot logically be filed with the detailed records.	N1-506-02-3	COFF: end of Calendar Year	DEST: after 3 years
		b. Documents relating to facilities that are received for information only, on which no action is required.			DEST: when no longer needed for current operations
50-2	SUPERVISOR/MANAGER CIVILIAN EMPLOYEE RECORDS	General office file with information pertaining to each DeCA employee covering essentially the same type of actions as those contained in the Official Personnel Folder maintained by the Official Personnel Office. These records are filed by employee name and contain such forms as: SF7B, Service Record with complete employee information, positions held and ongoing personnel actions. Also included are reports, papers relating to individual injuries; memorandums/letters of appreciation and commendation; training records; documents showing assigned responsibilities including delegations/designations of authority and additional duty assignments; performance appraisals and counseling; and other related information.	GRS 1, Item 18a	COFF: end of Calendar Year that the individual separates, transfers, or retires	DEST: in current CFA 1 year after COFF
50-3	LOCATOR FILES	Information providing the name, address, telephone number, and similar data for each civilian/military employee assigned to the organization.	(Unscheduled) DO NOT DESTROY		DEST: on TRANSFER or separation of the employee
50-4	CAREER MANAGEMENT PROGRAM	Correspondence implementing the DeCA Commissary Management Career Program, to include program development, forms, instructions, and policy.			
		(1) Headquarters	N1-506-02-3	COFF: end of Fiscal Year in which superseded or obsolete	TRANSFER: to RHA. after 2 years DEST: 5 years after super session or obsolescence
		(2) Business Units, Region, Commissaries	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for current operations, whichever is later
50-4a	CAREER MANAGEMENT RECORDS	Information on persons registered in the Career Management Program showing qualifications, availability and other data pertinent to requests for referrals.	GRS 1, Item 5	COFF: after individual is no longer eligible, place in inactive file	DEST: in CFA 2 years after individual is no longer eligible for consideration
50-4b	CAREER MANAGEMENT REFERRAL AND SELECTION FILES	Correspondence showing placement and promotion actions under the Career Management Program.	GRS 1, Item 32	COFF: end of Calendar Year after the personnel action is completed, place in inactive file	DEST: after OPM audit or 2 years after the personnel action is completed, whichever is sooner
50-5	REEMPLOYMENT	Correspondence issuing policy and guidance on			DEST: when

File Number	Title	Description	Authority	COFF	DEST
	RIGHTS	employee reemployment rights.			superseded, obsolete, or no longer needed for reference, whichever is later
50-5a	AGENCY REEMPLOYMENT LIST (RPL)	Individual files containing correspondence, registration requests, applications and related documentation pertaining to employees' eligibility for the RPL.	N1-506-02-3	COFF: once eligibility ends	DEST: in CFA 2 years after eligibility ends
50-6	OVERSEAS TOUR EXTENSION FILES	Correspondence tracking overseas tour extensions.	N1-506-02-3	COFF: after individual returns to CONUS	DEST: in CFA after 2 years
50-6a	OVERSEAS RETURNEE FILES	Individual files containing signed return rights agreement, copies of PCS orders, transfer out Notice of Personnel Action and other correspondence related to the employee's return rights.	N1-506-02-3	COFF: after individual returns to CONUS	DEST: in CFA after 2 years
50-7	COMMISSARY CAREER INTERN PROGRAM	Correspondence implementing the DeCA Intern Program to include program establishment, policy, procedures, forms, and similar information.			
		(1) Headquarters	N1-506-02-3	COFF: end of Fiscal Year in which superseded or obsolete	TRANSFER: to RHA after 2 years DEST: 5 years after super session or obsolescence
		(2) Business Units, Region			DEST: when superseded, obsolete, or no longer needed for reference, whichever is later
50-8	INTERN FILES	Correspondence showing intern requirements, intern training plans and other personal data necessary for program compliance.	GRS 1, Item 29a	COFF: after completion, place in the inactive file	TRANSFER: to RHA after 2 years DEST: after 5 years or 5 years after completion of the specific training program
50-9	EXAMINING AUTHORITY FILES	Correspondence from OPM delegating the examining authority to DeCA.	GRS 1, Item 33a	COFF: after termination, place in inactive file	TRANSFER: to RHA after 2 years DEST: 3 years after termination of agreement
50-9a	CERTIFICATE OF ELIGIBLE FILES	Records on implementing the DeCA certificate program to include program development, policy and procedures.			
		(1) Headquarters	N1-506-02-3	COFF: end of Fiscal Year in which superseded or obsolete years	TRANSFER: to RHA after 2 years DEST: 5 years after super session or obsolescence
		(2) Regions	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for

File Number	Title	Description	Authority	COFF	DEST
					reference, whichever is later
50-9b	CERTIFICATE FILES	Copies of announcements and certificates of eligibility and all applicant information upon which certification is based.	GRS 1, Item 5	COFF: end of Calendar Year	DEST: in CFA after 2 years
50-9c	ELIGIBLE APPLICATION FILES	a. Active Application Register. Applications (SF 171) of current eligible candidates registered in the delegated examining program.	GRS 1, Item 33k(1)		DEST: on termination of the register
		b. Inactive Application Register. Applications (SF 171) of candidates whose eligibility has expired or whose application package was returned by the Post Office as undeliverable.	GRS 1, Item 33k (2)	COFF: end of Calendar Year	DEST: in CFA 1 year after eligible are placed on register
50-10	HANDICAP PROGRAM	Correspondence containing information on different types of programs handicapped individuals may be involved in such as handicapped of the year award, affirmative action program, etc.	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for reference purposes, whichever is later
50-11	EMPLOYEE DEVELOPMENT AND TRAINING	Record copies of documents relating to the development and establishment of specific, technical, management or specialized training programs and courses of instruction for employees. Included are correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs.	GRS 1, Item 29b		DEST: when 5 years old or when superseded, obsolete, whichever is sooner
50-11a	TRAINING RECORDS	Employee and executive/managerial training records. Records consist of DD 1556 and other correspondence to reflect training completed.	GRS 1, Item 29a(1)	COFF: end of each Calendar Year	TRANSFER: after 2 years to RHA DEST: after 5 years.
50-11b	TRAINING PLANS	Documents reflecting overall programming and scheduling of training and reports of progress thereon, actual training elements and related materials.	GRS 1, Item 29a(1)	COFF: after completion of a specific training program, place in inactive file	TRANSFER: after 2 years to RHA DEST: after 5 years
50-11c	COURSE PUBLICATIONS	Documents related to establishing, revising, and discontinuing courses of instruction for commissary employees. Included are programs of instruction, courses of instruction, lesson plans, coordinating actions, approvals for establishment, revision or discontinuance of the course, and related documents.	N1-506-02-3	COFF: close of Fiscal Year or on revision or supersession or obsolescence	TRANSFER: after 2 years to RHA DEST: after 5 years
50-11d	ACCREDITATION CERTIFICATE FILES	Documents that support the certificates of accreditation for training courses conducted by DeCA Accreditations remain in effect for a six year period.	N1-506-02-3		DEST: accreditation when superseded by new certificate
50-11e	ACCREDITATION FILES	Student records pertaining to individuals attending training in courses accredited and conducted by DeCA training division. Records consist of original data cards, copies of forms such as DD1556, transcripts, notes of counseling and similar materials.	N1-506-02-3	COFF: end of Fiscal Year following completion of training	TRANSFER: after 2 years to RHA DEST: after 5 years
50-12	CLASSIFICATION	DeCA Position and Pay Management Program			

File Number	Title	Description	Authority	COFF	DEST
	AND POSITION MANAGEMENT	(P&PM) including policy letters, directives, letters of instruction, classification decisions, and classification appeal decisions.			
		a. Headquarters	GRS 1, Item 7(a)(2)(a)	COFF: end of Fiscal Year in which superseded or obsolete	TRANSFER: after 2 years to RHA DEST: 5 years after super session or obsolescence
		b. Region, CDC, Business Units, Commissaries			DEST: when superseded, obsolete, or no longer needed for current operations, whichever is later
50-12a	SPECIAL PAY RATES	Consists of environmental/hazardous duty special pay rates affecting employees.			
		(1) Headquarters	N1-506-02-3	COFF: end of Fiscal Year in which superseded or obsolete	TRANSFER: after 2 years to RHA DEST: 5 years after super session or obsolescence
		(2) Region, CDC, Business Units, Commissaries	N1-506-02-3		DEST: when 2 years old or when superseded or obsolete, whichever is later
50-12b	POSITION DESCRIPTIONS	Standardized position descriptions, job analysis/development covering positions within DeCA.	GRS 1, Item 7b		DEST: in CFA 2 years after position is abolished or description superseded
50-13	MANAGEMENT-EMPLOYEE RELATIONS (MER) PROGRAM				
50-13a	MANAGEMENT-EMPLOYEE RELATIONS (MER) PROGRAM	Correspondence implementing the DeCA MER Program including policy letters, memorandums, and directives.			
		(1) Headquarters, OPR	GRS 1, Item 28a(1)	COFF: end of Fiscal Year in which superseded or obsolete	TRANSFER: after 2 years to RHA DEST: 5 years after super session or obsolescence
		(3) Other Headquarters Offices, Region, CDC, Business Units, Commissaries			DEST: when superseded, obsolete, or no longer needed for reference purposes, whichever is later

File Number	Title	Description	Authority	COFF	DEST
50-13b	MANAGEMENT-EMPLOYEE RELATIONS (MER) CASE FILES	Correspondence regarding employee grievance and appeal cases, discipline and adverse actions, indebtedness, drug, alcohol, and HIV (AIDS) issues.	GRS 1, Item 30 a&b	COFF: once case is completed, place in inactive file	TRANSFER: after 2 years to RHA DEST: 4 years after final action on the case
50-14	LABOR RELATIONS PROGRAM	Correspondence and other records relating to DeCA Labor Relations Program, Unfair Labor Practices, negotiated grievances, Impasse issues, FLRA decisions issues.	GRS 1, Item 28 a (2)		DEST: when superseded, obsolete, or no longer needed for current operations, whichever is later
50-15	FEDERAL EMPLOYEE'S COMPENSATION ACT (FECA)	Correspondence relating to employee work related injuries, employee diseases, and establishing policy and instructions.	GRS 1, Item 31.	COFF: on termination of compensation or when deadline for filing a claim has passed, place in inactive file.	TRANSFER: after 2 years to RHA DEST: after 3 years
50-16	LABOR NEGOTIATIONS	Correspondence relating to contract negotiations between DoD elements and labor organizations. Included would be drafts, minutes, approved agreements, and related information.	GRS 1, Item 28a(1)	COFF: once agreement has expired, place in inactive file	TRANSFER: after 2 years to RHA DEST: 5 years after expiration of agreement
50-17	PROGRAM EVALUATION	Correspondence concerning effective personnel management program administration, studies, reports, inspections, etc.			
		a. Policy Issues	N1-506-02-3	COFF: after decision is rendered, place in inactive file	TRANSFER: after 2 years to RHA DEST: policy issues when rescinded
		b. Studies, inspections, and audits	N1-506-02-3		DEST: 5 years after decision rendered
50-18	LEAVE ADMINISTRATION PROGRAM				
50-18a	LEAVE ADMINISTRATION	Correspondence pertaining to guidance and related issues concerning employee leave and employee duty schedules.	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for reference, whichever is later
50-18b	DONATED LEAVE PROGRAM	Correspondence pertaining to guidance and related issues concerning the Donated Leave Program. Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.	GRS 1, Item 37	COFF: once final action has been taken, place in inactive file	DEST: in CFA 1 year after final action on case
50-19	PAY ADMINISTRATION	Correspondence regarding the guidance and related issues concerning employee pay.			

File Number	Title	Description	Authority	COFF	DEST
		a. Headquarters	N1-506-02-3	COFF: end of Fiscal Year place in inactive file	TRANSFER: after 2 years to RHA DEST: after 5 years
		b. Region, CDC, Business Units, Commissaries	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for reference, whichever is later
50-20	PERFORMANCE MANAGEMENT				
50-20a	PERFORMANCE MANAGEMENT SYSTEM	Correspondence, policy letters, and directives implementing employee performance appraisal/standard guidance for the Performance Management System and the Performance Management Recognition System (Merit Pay) employees.	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for reference, whichever is later
50-20b	ADVERSE ACTIONS	Case files involving performance based adverse actions and other actions (removal, denial of within grade-increase, etc., and probationary period actions).	GRS 1, Item 30b	COFF: once final action has been taken, place in inactive file	TRANSFER: after 2 years to RHA DEST: 4 years after final action
50-20c	MERIT PAY SYSTEM	Includes merit pay appraisals, merit increases, performance standards, etc., and other information.	GRS 1, Item 32		DEST: in CFA 2 years after effective date of action
50-21	EMPLOYEE RETIREMENT BENEFITS FILES	Individual case files containing correspondence regarding guidance concerning retirement, retirement estimates, health, injury, life insurance, overseas allowances, annuity estimates, etc.		COFF: once final action has been completed	TRANSFER: after 2 years to RHA DEST: in CFA 1 year after final action
50-22	INCENTIVE AWARDS	Relates to recognition program for employees.			
50-22a	INCENTIVE AWARDS	Correspondence and guidance implementing the program.	GRS 1, Item 12a(1)		DEST: when superseded, obsolete, or no longer needed for reference, whichever is later
50-22b	INDIVIDUAL AWARD FILES	Information regarding submitting, evaluating and approving or disapproving each incentive award.	GRS 1, Item 12a (1)	COFF: end of Calendar Year	COFF: end of Calendar Year
50-22c	INCENTIVE AWARDS PROGRAM REPORTS	Reports regarding the operation of the Incentive Awards Program.	GRS 1, Item 13	COFF: end of each Calendar Year	TRANSFER: after 2 years to RHA DEST: in CFA after 3 years
50-23	PROBATIONARY FILES	Correspondence, policy letters, directives concerning employee probationary periods and actions.	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for reference, whichever is later

File Number	Title	Description	Authority	COFF	DEST
50-24	AUTOMATED PERSONNEL PROGRAM				
50-24a	CIVILIAN PERSONNEL DATA BASE	Correspondence establishing the DeCA Civilian Personnel Data Base and providing guidance on its use.	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for reference, whichever is later
50-24b	PERSONNEL/PAYROLL AUTOMATED SYSTEM INTERFACE	Correspondence establishing procedures, guidance, etc.			DEST: when superseded, obsolete or no longer needed for reference, whichever is later
50-25	RELOCATION SERVICES PROGRAM	Correspondence implementing the DeCA Relocation Services Program.			
		a. Headquarters	N1-506-02-3	COFF: end of Fiscal Year, place in inactive file	TRANSFER: after 2 years to RHA DEST: after 5 years.
		b. Region, CDC, Business Units, Commissaries	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for reference, whichever is later
50-25a	RELOCATION SERVICES DOCUMENTS	Forms and background documents to enter applicants into the relocation services program.	N1-506-02-3	COFF: 1 year after expiration of eligibility	DEST: 1 year after COFF
50-26	REDUCTION-IN-FORCE (RIF)	Documents relating to the methods and procedures for accomplishing reductions in force, preliminary announcements and plans regarding such reductions, copies of personnel authorization documents reflecting assessment of reductions to operating elements, identification of positions to be eliminated and similar matters.			
		a. Headquarters, Business Units, Regions	GRS 1, Item 30b.	COFF: end of Calendar Year	TRANSFER: after 2 years to RHA DEST: after 7 years
		b. Commissaries	N1-506-02-3	COFF: end of Calendar Year	DEST: in CFA after 1 year
50-26a	COMPETITIVE AREAS	Listing of areas in which employees compete for retention under RIF procedures.	GRS 1, Item 17b(1)	COFF: end of each Calendar Year	DEST: in CFA when 2 years old.
50-26b	VOLUNTARY EARLY RETIREMENT (VERA)/VOLUNTARY SEPARATION INCENTIVE PROGRAM (VSIP)	Requests to OPM to implement the authority; approvals; statistics and similar documents.	N1-506-02-3	COFF: end of granted period, place in inactive file	TRANSFER: after 5 years to RHA DEST: 10 years after end of OPM granted period

File Number	Title	Description	Authority	COFF	DEST
50-27	TRANSFER OF FUNCTION	Documents relating to the methods and procedures utilized for accomplishing transfer of functions. Included are preliminary announcements and plans regarding such transfers, copies of personnel authorization documents reflecting assessment of transfer of function to operating elements, identification of positions to be transferred and similar matters.	N1-506-02-3	COFF: end of Fiscal Year	DEST: after 10 years
50-28	REDUCTION AND REALIGNMENT	Information accumulated in fulfilling the requirements of statutes, directives, and policies governing action involving reduction of personnel and manpower spaces and installation and activity realignments. Included are realignment summaries, analyses and assessments, case studies and justifications, environmental information, congressional notification documents, public announcements, implementation plans, and related documents.			
		a. Headquarters	N1-506-02-3	COFF: end of Fiscal Year after completion or cancellation	TRANSFER: after 5 years to RHA DEST: 10 years after completion or cancellation of related reduction or realignment
		b. Region, CDC, Business Units, Commissaries	N1-506-02-3		DEST: 5 years after completion or cancellation of related reduction or realignment. COFF end of Fiscal Year after completion or cancellation, maintain in CFA for 2 years, TRF to RHA for remaining retention and DEST
50-29	DoD PRIORITY PLACEMENT PROGRAM	Guidance pertaining to the DoD Priority Placement Program and its applicability to DeCA civilian personnel and positions.	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for reference, whichever is later
50-29a	PRIORITY PLACEMENT PROGRAM (PPP) ISSUES/ MISCELLANEOUS CORRESPONDENCE	Correspondence and notes pertaining to priority placement program issues that are referred to DeCA for interpretation and/or response. DeCA comments forwarded to OASD on proposed changes to program directives.	N1-506-02-3	COFF: end of Calendar Year	DEST: in CFA after 2 years
50-29b FILES	PRIORITY PLACEMENT PROGRAM (PPP) REGISTRATION FILES	Registration forms, counseling checklists and other correspondence related to employee's eligibility for PPP registration.	N1-506-02-3	COFF: end of Calendar Year after placement or eligibility expires, place in inactive file	DEST: in CFA 2 years after placement or eligibility expires, whichever is sooner

File Number	Title	Description	Authority	COFF	DEST
50-29c	PRIORITY PLACEMENT PROGRAM (PPP) REQUISITION FILES	Logs/listings, resumes, and correspondence related to PPP requisitions.	N1-506-02-3	COFF: end of Calendar Year	DEST: in CFA after 2 years
50-30	STAFFING STANDARDS				
50-30a	STAFFING STANDARDS POLICY	Documents regarding policy and procedures for statistical and engineered time standards, staffing guides, work sheets on individual DeCA work center standards.	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for reference, whichever is later
50-30b	STAFFING STANDARDS APPLICATION	Documents used in connection with development and implementation of manpower staffing standards, including work measurement sheets, personnel yardsticks, and personnel workload reports.	N1-506-02-3		DEST: when superseded, obsolete, or no longer needed for reference, whichever is later
50-31	PERSONNEL STRENGTH	Reports regarding authorized and actual strengths of civilian and military personnel in DeCA and in elements thereof, personnel allotments for specific types of activities, strength by occupational specialty, reports of civilian personnel strength and similar data.			
		a. Headquarters Resource Management	N1-506-02-3	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: after 10 years
		b. Other Headquarters offices, Business Units, Region, CDC, Commissaries	N1-506-02-3		DEST: upon receipt of new listing
50-32	REPROMOTION/SPECIAL CONSIDERATION FILES	Individual files containing applications and related documentation and correspondence pertaining to employees' eligibility for special consideration for repromotion based on grade and/or pay retention.	N1-506-02-3	COFF: once eligibility expires, place in inactive file. COFF at end of Fiscal Year	DEST: in CFA 2 years after eligibility expires
50-33	RECRUITMENT CASE FILES	Files containing all information pertaining to the fill of a vacancy, regardless of the source of recruitment. Information includes, Business Units are not limited to: Request for Personnel Action, vacancy announcement, Request for Certificate of Eligibles (SF 39), request for career referral, career referral list, merit promotion referral list, applications crediting plan or assessment tool, position description, PPP requisition and resumes.	N1-506-02-3	COFF: after action is completed, place in inactive file. COFF file at end of Fiscal Year	DEST: in CFA 2 years after effective date of action
50-34	ALTERNATE WORKSITE RECORDS	Approved requests or applications to participate in an alternate worksite program, agreements between the agency and the employee; records relating to the safety of the worksite, the installation and use of equipment, hardware, and software and the use of secure, classified information or data subject to the Privacy Act.			

File Number	Title	Description	Authority	COFF	DEST
		a. Approved Requests	GRS, 1, Item 42a	COFF: end of Calendar Year	DEST: in CFA 1 year after end of employees' participation in the program
		b. Disapproved Requests.	GRS, 1, Item 42a	COFF: end of Calendar Year	DEST: in CFA 1 year after request is rejected
50-35	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	a. Forms or other records generated by the agency or the participating employee evaluating the alternate worksite program.			DEST: when 1 year old or when no longer needed, whichever is later
		b. Electronic Mail and Word Processing System Copies. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			DEST: when 1 year old or when no longer needed, whichever is later
		c. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.			DEST: delete within 180 days after the recordkeeping copy has been produced
		d. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.			DEST: when dissemination, revision, or updating is completed
55	EQUAL EMPLOYMENT OPPORTUNITY (EEO) FILES	These records pertain to the monitoring and evaluation of the Equal Employment Opportunity Program and Special Emphasis programs, and management of the DeCA EEO Awards Program.			
55-1	EEO GENERAL CORRESPONDENCE FILES	a. EEO General Correspondence files. General correspondence relating to EEO relations and services that cannot be logically filed with the detailed personnel records.	GRS 23, Item 1	COFF: end of Fiscal Year	DEST: in CFA after 3 years
		b. Information Copies: Documents relating to EEO relations and services received for information only.	GRS 23, Item 1		DEST: when no longer needed
55-2	EEO REPORTS	Information reflecting activities and conditions related to EEO for civilian employees. Included are statistical and narrative reports; training report information; summaries and consolidations and similar information.	GRS 1, Item 25g	COFF: end of Calendar Year	TRANSFER: after 2 years to RHA DEST: after 3 years

File Number	Title	Description	Authority	COFF	DEST
55-3	EEO COMPLAINT CASES	Information reflecting complaints of personnel concerning EEO. Cases resolved within the Agency by Equal Employment Opportunity Commission (EEOC) or by a U.S. Court. Included are complaints, transmittal letters, investigative data and summaries, findings of fact statements, exhibits, reports, copies of discussions, final disposition reports, records of hearings and meetings, acceptance statements, withdrawal notices, and similar information.	GRS 1, Item 25g	COFF: end of Calendar Year after final resolution of case	TRANSFER: after 2 years to RHA DEST: 4 years after final resolution of case
55-4	EEO INSTRUCTIONS	Documents used for establishing operating instructions for EEO program throughout the agency.	GRS 1, Item 25g	COFF: end of Calendar Year	TRANSFER: after 2 years to RHA DEST: after 5 years or when superseded or obsolete, whichever is applicable
55-5	AFFIRMATIVE EMPLOYMENT	a. Affirmative Action Correspondence. Committee minutes, program activities, sexual harassment records, reports, supporting papers and related documents.	GRS 1, Item 25g	COFF: end of Calendar Year	TRANSFER: after 2 years to RHA DEST: after 3 years or when superseded or obsolete, whichever is applicable
		b. Affirmative Action Plan. Agency copy of Affirmative Action Plan.			
		(1) Headquarters, Regions	GRS 1, Item 25h	COFF: end of Calendar Year	TRANSFER: after 2 years to RHA DEST: after 5 years or when superseded or obsolete, whichever is applicable
		(2) Feeder Report	GRS 1, Item 25h	COFF: end of Calendar Year	TRANSFER: after 2 years to RHA DEST: 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner
55-6	EMPLOYEE SELECTIONS PROCEDURES	EEO analysis work sheets and statistical data.	GRS 1, Item 25f	COFF: end of Calendar Year	TRANSFER: after 2 years to RHA DEST: after 5 years
55-7	SPECIAL EEO PROGRAMS	Material/exhibits related to Woman's Equality, Black History Month, Hispanic, and People with Disabilities/Handicaps, Asians, American Indian, Federal Women's Month and other scheduled			DEST: when superseded, obsolete or no longer needed for

File Number	Title	Description	Authority	COFF	DEST
		events.			reference, whichever is later
55-8	EEO AWARDS PROGRAM	Information reflecting the recommendation, evaluation and approval or disapproval of awards for achievement in the DeCA EEO program. Included are certificates, citations and other similar or related documents.			
		a. Headquarters EEO Program		COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: disapproved awards after 2 years
		b. Regions EEO Program		COFF: end of Fiscal Year.	DEST: award submissions in CFA after 2 years
55-9	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			
		a. General Information: Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.			DEST/DELETE within 180 days after the recordkeeping copy has been produced
		b. Informational Copies: Copies used for dissemination, revision, or updating that is maintained in addition to the recordkeeping copy.			DEST when dissemination, revision, or updating is completed
60	CORPORATE PLANNING FILES	Records created to facilitate and document DeCA's planning and governance processes. Records in this series include plans, policies, strategies, research concepts, goals, and other records related to the Agency re-engineering process and the planning, development, and implementation of those processes. All items in this schedule are considered "Media Neutral."			
60-1	STRATEGIC MANAGEMENT	RESERVED			
60-2	RESEARCH AND ANALYSIS	RESERVED			
60-3	CONTINUOUS PROCESS IMPROVEMENT	RESERVED			
60-4	RESERVED	RESERVED			
60-5	PROJECT STUDIES & ARTICLES	RESERVED			
60-6	RESERVED	RESERVED			

File Number	Title	Description	Authority	COFF	DEST
60-7	RESERVED	RESERVED			
60-8	AGENCY INITIATIVES	RESERVED			
60-9	CORPORATE PLANNING GENERAL CORRESPONDENCE FILES	General correspondence relating to Agency information that cannot logically be filed with the detailed listed records above including documents relating to Agency information that are received for information only.	(Unscheduled) DO NOT DESTROY	COFF: end of Fiscal Year	DEST: 3 years after COFF
70	RESOURCE MANAGEMENT FILES	These records relate to the overall financial management plans, budgeting, accounting, disbursement, and collection of Defense Working Capital Funds - Commissary Operation and Commissary Resale Stocks, as well as Commissary Surcharge collections.			
70-1	MISSION ORGANIZATION AND FUNCTIONS MANAGEMENT	Relates to establishment of and changes in organization, mission, functions and relationships including staff directories, missions and functions manual, similar documents, and rationale for changes.			
		a. Headquarters Resource Management	N1-506-07-4	COFF: when superseded or rescinded If the recordkeeping copy is paper, then transfer to offsite storage 5 years after COFF. Transfer to the National Archives and Records Administration (NARA), in 5-year blocks, when the newest record is 10 years old. If the record is electronic, pre-accession to NARA, 5 years after COFF when the newest record is 5 years old. Record shall include all related documentation and external finding aids as specified in 36 CFR 1228.270 or standards applicable at the time. Transfer legal custody to the National Archives and Records Administration when 10 years old. Annual rate of accumulation of paper records	PERMANENT: If the record-keeping copy is paper, then TRANSFER to offsite storage 5 years after COFF. TRANSFER to the National Archives and Records Administration (NARA), in 5-year blocks, when the newest record is 10 years old. If the record is electronic, pre-accession to NARA, 5 years after COFF when the newest record is 5 years old. Record shall include all related documentation and external finding aids as specified in 36 CFR 1228.270 or standards applicable at the time. TRANSFER legal custody to the National Archives and Records Administration when 10 years old. Annual rate of accumulation of paper records is approximately 2.5 cubic feet

File Number	Title	Description	Authority	COFF	DEST
				is approximately 2.5 cubic feet	
		b. All Other (Copies)		COFF: when superseded or rescinded	DEST: when superseded or obsolete
70-2	INTERNAL CONTROL SYSTEMS FILES	Information created in the course of operating an Internal Management Control Program such as prescribed by DoD Directive 5010.38. This information concerns controls, which assure DeCA management of the laws, directives, and policies, are followed: transactions are carried out, resources are safeguarded from unauthorized use or disposition, financial and statistical records and reports are reliable and accurate, and that resources are efficiently and effectively managed. Included are risk assessments, internal control reviews and evaluations, reviews of operating accounting systems, management control plan, other plans and schedules, assurance statements, reports and similar information.			
70-2a	HEADQUARTERS, RM OFFICE PERFORMING DECA-WIDE RESPONSIBILITIES	DeCA Director's Annual Statement of Assurance to SECDEF.			
		(1) Headquarters	N1-506-07-4	COFF: when superseded or rescinded	DEST: 5 years after final COFF
		(2) All Other Offices	GRS 16, Item 14c	Temporary	COFF: after final action date
70-2b	RISK ASSESSMENTS, REVIEWS AND/OR EVALUATIONS	Headquarters	GRS 16, Item 14c	COFF: close file annually	DEST: next review cycle
70-2c	MATERIAL WEAKNESSES FEEDER STATEMENTS, REPORTS, AND OTHER RECORDS	Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level and compiled by the agency into a single unified report for direct submission to the President or Congress.	GRS 16, Item 14d	COFF: when no further action is necessary	DEST: after 1 year
70-2d	MANAGEMENT CONTROL PLANS	All Offices	GRS 16, Item 14b		DEST: when superseded
70-3	RESERVED				
70-4a	GENERAL FINANCE CORRESPONDENCE	General correspondence relating to resource finance that cannot logically be filed with the detailed records. These documents include routine comments on regulations, directives or other publications submitted to the office with chief responsibility, such as cost accounting, finance, travel, and other financial documents. Includes general requests for information and replies; reports with general recommendations and suggestions various transmittal and other transactions of a general, routine, and administrative nature. These include cards, listings, indexes, or other items, which are created solely to facilitate or control work, extra	N1-506-07-4	COFF: end of Fiscal Year	DEST: in CFA 2 years after COFF

File Number	Title	Description	Authority	COFF	DEST
		copies of actions maintained by action officers.			
70-4b	FINANCIAL MANAGEMENT	Accounting documents related to the Commissary's overall financial management of appropriations; Resale Stocks (DWCF), Commissary Operations (DWCF) and Commissary surcharge collection funds.	GRS 6, Item 1a	COFF: end of Fiscal Year	DEST: 6 years 3 months after COFF
70-5	MILITARY AND CIVILIAN PERSONNEL TRAVEL AND SERVICES	Relates to the process of authorization, arrangements, and filling of specific requirements for transportation of persons and related items.			
70-5a	TRAVEL POLICY AND PROGRAM DOCUMENTS	Documents related to formulation, management, administration and execution of the travel program such as DoD directives, guidance, studies analysis, reports and similar information.	GRS 16, Item 14a	COFF: end of Fiscal Year	DEST: 6 years 3 months after COFF
70-5b	TRAVEL ORDERS	Orders directing or authorizing military and civilian travel to be performed including, when applicable, requests for approval of such travel and related documents. Defense Travel system maintains actively for 15 months, thereafter they are archived by DoD NTE a total time period of 6 years. Manual Travel Orders will be retained for 6 years. Documents related to formulation, management, administration and execution of the travel program such as DoD directives, guidance, studies analysis, reports and similar information.	GRS 6, Item 1a	COFF: end of Fiscal Year	DEST: 6 years 3 months after COFF
70-5c	GOVERNMENT TRAVEL CHARGE CARD SYSTEM REPORTS	Reports furnished by the firm issuing the cards on employees utilizing the program such as delinquency statistics, performance identification on potential abuse/misuse of the card privilege, payment information, charge activity, and similar information.	N1-506-07-4	COFF: after all entries are cleared.	DEST: 1 year after all entries are cleared
70-5d	GOVERNMENT TRAVEL CHARGE CARD APPLICATIONS	Records provide an audit trail of employees requesting enrollment into the Government Charge Card Program and their acknowledgement to fulfill the terms and conditions of the agreement.	N1-506-07-4	COFF: when employee terminates from the program	DEST: 1 year after COFF
70-6	COMMISSARY SALES AND RECEIPTS	Documents supporting sale and receipt transactions at commissaries.			
70-6a	ACCOUNTABLE OFFICER RECORDS	Commissary Sales and Receipts Data. Original or electronic copy of accountable officer accounts maintained in the Agency for site audit by GAO and internal agency auditors, consisting of statements of transactions, statements of accountability, collection schedules and vouchers, or documents used as schedules or vouchers, exclusive of commercial passenger transportation and freight records and payroll records EXCLUSIVE accounts and supporting documents pertaining to American Indians. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operating the agency. All copies except the certified payment	GRS 6, Item 1a	COFF: end of the Fiscal Year	DEST: 6 years and 3 months after COFF

File Number	Title	Description	Authority	COFF	DEST
		or collection copy usually, the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding in this schedule. Included but not limited to, the Standard and Optional Forms listed under GRS 6, 1a, to include agency equivalent forms.			
70-6b	TOBACCO RECORDS	Tobacco records that would normally be destroyed with item 70-6a(1) but put on hold due to Department of Justice (DOJ) litigation hold	DoJ		Hold do not destroy
70-6c	COMMISSARY FEEDER DATA	Commissary daily shipping/receiving documents.	GRS 23, Item 7		DEST: after 3 months
70-6d	ACCOUNTABLE OFFICER SUPPORTING DOCUMENTATION	Memorandum copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records and supporting documentation covered by the 40 series and payroll records covered by 70 series.	GRS 6, Item 1b	COFF: end of the Fiscal Year	COFF: at the end of the FY
70-7	APPROPRIATIONS ACCOUNTING	Documents relating to the accounting for appropriations allotments and the commitment, obligation, and expenditure of allotted funds.			
70-7a	ALLOTMENTS	Files relating to transactions making specific funds allocated to a fiscal operating agency available for obligation to field installations, either through allotment or sub allotment accumulated by fiscal administrative elements.	GRS 7, Item 3	COFF: end of the Fiscal Year	DEST: 6 years and 3 months after COFF
70-7b	RESERVED				
70-7c	GENERAL LEDGERS	General ledgers which contain the accounts necessary to reflect financial operations, such as asset accounts, operating accounts, liability accounts, budgetary accounts, and statistical accounts, maintained for the purpose of establishing in summary from the status of the accounts, operations for the month, and to provide a medium for verifying the accuracy of reports and subsidiary ledgers.	GRS 7, Item 2	COFF: end of the Fiscal Year	DEST: 6 years and 3 months after COFF
70-7d	SUBSIDIARY LEDGERS	Subsidiary ledgers maintained as a source for ascertaining the composition of general ledger accounts, 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 others ledgers, and unapplied DO deposit fund ledgers.	GRS 7, Item 4a	COFF: end of the Fiscal Year	DEST: 3 years after COFF
70-7e	TRIAL BALANCES	Trail balances for meat and produce departments and any subdepartments prepared from general ledger accounts.	GRS 8, Item 4	COFF: end of the Fiscal Year	DEST: when 2 year old
70-7f	FINANCIAL REPORTS	Copies of financials reports forwarded to higher echelon, such as: CFO statements and quarterly reports supporting annual statements and comparable reports.	GRS 6, Item 1a	COFF: end of Fiscal Year	DEST: after 6 years and 3 months
70-7g	FUNDS ACCOUNTING	Documents relating to the overall administration of funds accounting matters and systems.			

File Number	Title	Description	Authority	COFF	DEST
		(1) Defense Working Capital Funds – Commissary Operations. OPERATIONS. Documents relating to the accounting of the DWCF commissary operations funds.	GRS 6, Item 1a	COFF: end of the Fiscal Year.	DEST: after 6 years and 3 months
		(2) Defense Working Capital Fund Commissary Resale Stocks Fund Accounting. Documents which relate to the accounting of the DWCF commissary resale stock fund.	GRS 6, 1a	COFF: end of the Fiscal Year	DEST: after 6 years and 3 months
		(3) Commissary Surcharge Collections. Documents which relate to the accounting of the Commissary Surcharge Collections fund.	GRS 6, Item 1a	COFF: end of the Fiscal Year	DEST: after 6 years and 3 months
70-7h	GENERAL GOVERNMENT PURCHASE CARD CORRESPONDENCE FILES	(1) Detailed records relating to the charge card program concerning expenses incurred, items purchased, and approvals to use the card outside normal purchasing parameters. This item includes correspondence about GPC training, as well as letters of appointment and/or delegation of GPC authority.	N1-506-07-4	COFF: end of the Fiscal Year	DEST: after 6 years and 3 months
		(2) Documents relating to the charge card program that are received for information only on which no action is required.	GRS 23, Item 1b		DEST: when no longer needed for current operations
70-8	RESERVED				
70-9	DECA ELECTRONIC PAYROLL SYSTEM	Records documenting actions taken to implement the system.			
70-9a	PAYROLL SUBSTANTIATING DOCUMENTS	These files include official authorizations for continuing, changing, canceling, withholding, or deducting amounts from a person's wages; and/or copies pertaining to the following:			
		(1) Withholding Tax Exemption Certificates - IRS Forms W-4, State, City, and County.	GRS 2, Item 13	COFF: end of the Fiscal Year	DEST: 4 years after superseded or obsolete or upon separation of employee
		(2) SF 1192 authorizations for savings bonds).	GRS 2, Item 13		DEST: 4 months after issuance of bonds
		(3) SF 1187 (request for payroll deductions for labor organization dues).	GRS 2, Item 15	COFF: end of the Fiscal Year	DEST: after GAO audit or when 3 years old, whichever is sooner
		(4) CSC FORM 804A (voluntary allotment for payment of charitable contributions to combined Federal campaign (CFC) organizations, etc.).	GRS 2, Item 15a	COFF: end of the Fiscal Year	DEST: after GAO audit or when 3 years old, whichever is sooner
		(5) Individual Request for Pay or Leave Information.	GRS 2, Item 23a years	COFF: end of the Fiscal Year	DEST: after GAO audit or when 3 old, whichever is sooner

File Number	Title	Description	Authority	COFF	DEST
		(6) Information between Agency and Payroll Processor That Affects a Person's Pay.	GRS 2, Item 24	COFF: end of the Fiscal Year	DEST: when 2 years old
		(7) Notices of Exception. Payroll system ticklers related approvals or disapprovals.	GRS 2, Item 22a	COFF: end of the Fiscal Year	DEST: when actions are complete or no longer needed, NTE 2 years
		(8) Tax Files.			
		(a) Active Employees	GRS 2, Item 13 (Supported by FMR Volume 8)	COFF: remove documents that have been superseded or canceled and place in an inactive file	DEST: after 4 years
		(b) Inactive Employees	GRS 2, Item 13 (Supported by FMR Volume 8)	COFF: remove entire file when employee separates/terminates or retires	DEST: after 4 years
70-9b	TIME AND ATTENDANCE (T&A) RECORDS (SOURCE)	Supplemental records to the official individual leave record. Included are TA sheets and flextime work schedules; applications for leave and similar data.	GRS 2, Items, 6a, 7, & 8	COFF: end of Calendar Year	DEST: after GAO audit or when 6 years old, whichever is sooner. NOTE: Those commissaries who forward the original T&A records to a finance office should maintain a copy of the original for 1 year
70-10	RESERVED				
70-11	RESERVED				
70-12	SUPPORT AGREEMENTS	Documents relating to the budgeting financial and support responsibilities provided for in agreements between DeCA and activities supporting DeCA.			
		a. Headquarters Resource Management, Office Executing Agreements	N1-506-07-4 Temporary	COFF: when agreement is superseded, canceled or terminated	DEST: 3 years after
		b. All Other Offices	N1-506-07-4		DEST: when superseded, obsolete, or no longer required
70-13	RESERVED				
70-14a	CONTRACT ADVISORY AND ASSISTANCE SERVICE (CAAS) PROGRAM	Documents pertaining to the establishment of program and changes thereto, mandated by DoD Directive 4205.2, DoD Contracted Advisory & Assistance Services (CAAS).	GRS 16, Item 14a		DEST: when superseded, obsolete or no longer required

File Number	Title	Description	Authority	COFF	DEST
70-14b	CONTRACT ADVISORY AND ASSISTANCE SERVICE (CAAS) CONTRACTS	Documents pertaining to the development of the CAAS contract. Included are purchase request, statement of work and contractor's final deliverable.	GRS 3, Item 3(a)1	COFF: upon completion of contract	DEST: 6 years and 3 months after completion of contract
70-15	RESERVED				
70-16	FINANCIAL INVENTORY ACCOUNTING (FIA)	Relates to the accounting for property (stocks) in financial terms rather than or in conjunction with quantitative terms.			
70-16a	FINANCIAL INVENTORY ACCOUNTING (FIA) FILES	Documents relating to the overall administration of the financial inventory accounting system. Includes documents prescribing the methods and procedures for operating the financial inventory accounting system.	GRS 7, Item 1	COFF: at end of Fiscal Year	DEST: after 2 years
70-16b	FINANCIAL INVENTORY ACCOUNTS	Documents serving as an integral part of the accounts such as category journals, category ledgers, financial inventory control records, and related posting media. Includes reports reflecting the financial values of inventories together with related analyses.	GRS 7, Item 4a	COFF: at end of Fiscal Year	DEST: after 3 years
70-17	MANPOWER				
70-17a	MANPOWER FILES		(Use 70-19)		
70-17b	MANPOWER AUTHORIZATIONS		(Use 70-19)		
70-17c	MANNING DOCUMENTS		(Use 70-19)		
70-17d	MANAGEMENT STUDIES		(Use 70-19)		
70-18a	OFFICE FINANCIAL FILES	General office files consisting of user fund requests for travel, training, reports of long-distance telephone call charges, office supplies and maintenance; notices of funds available; office funds expended; and similar information.	GRS 23, Item 1	COFF: end of Fiscal Year	DEST: after 2 years or when no longer needed, whichever is sooner
70-18b	BUDGETARY SERVICES	Administration of budgetary matters.	GRS 5, Item 1	COFF: end of Fiscal Year	DEST: after 2 years
70-18c	BUDGET ESTIMATES	(1) Headquarters	Use Item 70-18d or 70-18e as appropriate		
		(2) Regions	GRS 5, Item 1		DEST: 2 years after close of fiscal year covered by Budget
70-18d	BUDGET REVIEW	Headquarters Resource Management & Regions	N1-506-07-4 Temporary	COFF: end of Fiscal Year	TRANSFER: to FRC after 4 years DEST: 10 years after COFF
70-18e	BUDGET APPORTIONMENT FILES	Resource Management documents reflecting the apportionment and allocation of budgets, including financial plans and operating budgets.			
		(1) Headquarters & Regions	N1-506-07-4 Temporary	COFF: end of Fiscal Year	DEST: 6 years & 3 months after COFF

File Number	Title	Description	Authority	COFF	DEST
		(2) All Others	GRS 5, Item 4	COFF: end of Fiscal Year	DEST: 2 yrs after close of Fiscal Year
70-18f	REIMBURSEMENTS. MILITARY INTER-DEPARTMENTAL PURCHASE REQUESTS	Documents relating to the transfer of funds or payment to other departments or agencies for material or services furnished.			
		(1) Headquarters & Regions	N1-506-07-4	COFF: end of Fiscal Year	TRANSFER: to FRC after 4 years DEST: 10 years after COFF
		(2) All Others	GRS 5, Item 4	COFF: end of Fiscal Year	DEST: 2 yrs after close of Fiscal Year
70-18g	COST ACCOUNTING	Relates to the accounting systems devised to record, classify, and summarize costs of material, labor and overhead incident to the maintenance and operation of installations and activities.			
		(1) Cost Accounting Administration Files. Documents relating to the overall administration of the cost accounting functions.	GRS 8, Item 6a	COFF: end of Fiscal Year	DEST: after 3 years
		(2) Cost Accounting Reports and Procedures. Copies of documents prescribing the methods and procedures for operating the cost accounting system. Includes the Standard Financial Operating Statements.	Non-Record		DEST: when superseded or obsolete
70-19	MANAGEMENT ENGINEERING PROGRAM	Documents accumulated in connection with operational improvements, manpower surveys/standards and studies covering subjects such as personnel requirements, manning levels, manpower analysis, and emergency requirements. Efficiencies include inventory and appraisal reports, and manpower survey schedules and reports.			
		(1) Headquarters	N1-506-07-4 Temporary	COFF: end of Fiscal Year	DEST: 5 years after COFF
		(2) All Other Offices	N1-506-07-4 Temporary		DEST: when superseded or obsolete
70-20	COMMERCIAL ACTIVITY (CA) PROGRAM	Documents accumulated in the initiation, analysis and implementation of the Commercial Activity Program including performance work statements, management studies, and public-private competition cost analyses.			
70-20a	RESERVED				
70-20b	COMMERCIAL ACTIVITY CASE FILES	Case files containing preliminary planning, performance work statements, management studies, and public-private competition cost analyses, results of the competition, and other			

File Number	Title	Description	Authority	COFF	DEST
		related documents for specific studies.			
		(1) Headquarters & Regions	N1-506-07-4 Temporary	PIF and COFF: after completion of subsequent study	DEST: 5 years after COFF unless needed longer for agency business
		(2) All Other Offices	N1-506-07-4 Temporary		DEST: when superseded or obsolete
70-21	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the others in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			
		a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy			DEST/DELETE: within 180 days after the recordkeeping copy has been produced
		b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.			DEST/DELETE: when dissemination, revision, or updating is complete
80	LEGAL MATTERS	These records concern judicial and administrative boards and proceedings, decision, opinions, and policies applicable to civil law and military affairs; domestic, international, foreign, procurement, contract and commercial law; policies and procedures relative to patents, inventions, taxation, land litigation; ethics; Freedom of Information Act and Privacy Act; investigation, processing, settlement, and payment of claims against or on behalf of the Government; and the provision of legal services to the Defense Commissary Agency. All items in this schedule are considered "Media Neutral."			
80-1	GENERAL LEGAL SERVICES CORRESPONDENCE	a. General Legal Correspondence. Correspondence relating to legal matters that cannot logically be filed with the detailed records.	N1-506-07-9	COFF: end of Fiscal Year	DEST: in CFA after 2 years
		b. Informational Documents. Documents relating to legal services that are received for information only, on which no action is required.	N1-506-07-9		DEST: when no longer needed for current operations
80-2	LITIGATION FILES	These records concern legal proceedings, legal actions disputes and controversy involving DeCA.			

File Number	Title	Description	Authority	COFF	DEST
80-2a	RESERVED				
80-2b	LEGAL REPRESENTATION	Documents on assistance given the Department of Justice in the defense of military personnel and DoD civilian employees against civil or criminal proceedings arising out of omissions or acts committed by them in the course of their official duties, but not proceedings against the U.S. or its instrumentalities. Included are advisory reports; investigative reports; litigation reports; pleadings; communications with the Department of Justice, U.S. Attorneys, and other organizations, agencies, activities, and persons, both within and without the Federal Government; related papers. Documents relating to legal representation of military personnel and DoD civilians who have been named and served as additional defendants in specific cases will be filed, retained and disposed of with the individual case file for that case.			
		(1) Cases Involving Litigation	N1-506-02-3	COFF: when case closes	TRANSFER: to FRC after 4 years DEST: after 15 years
		(2) Other Cases	GRS 23,Item 1	COFF: when case closes	TRANSFER: to FRC after 4 years DEST: after 10 years
80-2c	WITNESS APPEARANCES	Documents on requests for military personnel and DoD civilian employees to appear as witnesses before civil courts, administrative tribunals, and regulatory bodies. Included are requests with supporting documents; letters; electrically transmitted messages; personnel action forms; and other papers indicating action taken on the requests.	N1-506-02-3	COFF: after appearance of witness or on completion of hearing, whichever is applicable	DEST: 2 years after COFF
80-2d	JUDICIAL INFORMATION RELEASE FILES	Documents on the release of information for use in litigation in response to subpoenas, court orders, or requests. Included are requests, subpoenas, court orders, copies of the documents concerned or summaries of their contents, recommendations concerning releases, memorandums of law, the coordinating actions, and related papers. To the extent possible, file these papers in the particular file to which the information release pertains (example, the proper personnel, patent, or claim file).			
		(1) Safeguarded Information	N1-506-07-9	COFF: end of Fiscal Year	TRANSFER: to FRC after 4 years DEST: Safeguarded information after 10 years
		(2) Non-safeguarded Information	N1-506-07-9	COFF: end of Fiscal Year	DEST: after 2 years
80-2e	RESERVED				

File Number	Title	Description	Authority	COFF	DEST
80-2f	LEGAL OPINION PRECEDENTS OF CASES INVOLVING LITIGATION	Documents showing legal opinions concerned with interpretations of statutes, laws, regulation, investigations, and similar legal matters. Excluded are documents on a specific claim, investigation, or case. The excluded documents will be disposed of with the claim, investigation, or case file to which they belong.	N1-506-07-9	COFF: end of Fiscal Year	TRANSFER: to FRC: after 4 years DEST: after 15 years
80-2g	FRAUD AND IRREGULARITIES	Documents relating to incidents and allegation of fraud, criminal conduct, collusive bidding, gratuities clause violation, and similar matters. When such cases involve or result in litigation, documents should be filed with the pertinent litigation case files.	N1-506-02-3	COFF: end of Calendar Year after file is closed	TRANSFER: to RHA after 2 DEST: 4 years after transfer
80-3	ETHICS FILES	Ethics. These records relate to matter involving Standards of Conduct for DeCA personnel. Documents relating to the establishment and overall management of a system designed to assure that DeCA personnel do not have conflicts of interest and are aware of and adhere to the standards of conduct on actual or potential legal proceedings. Included are advisory reports, investigative reports, litigation.	GRS 1, Item 27		DEST: when superseded, obsolete or no longer needed for reference purposes
80-4	LEGISLATION	These records concern lawmaking, ordinances, regulations, statutes and amendments.			
80-4a	LEGISLATION FILES	Documents on preparing and processing of legislation. Executive Orders, proclamations, and reports on legislation proposed by or of interest, but exclusive of appropriation bills. Included are communications containing drafts of legislation proposed and reports on Congressional committees on introduced legislation; testimony of Agency officials, legislative proposals and reports on legislation proposed by, or the responsibility of the Secretary of Defense, Navy, or Air Force; reports to the Office of Management and budget; and related papers.	N1-506-02-3	PIF: at close of each Congress and retain in CFA for 5 years	PERMANENT TRANSFER: as described below: (1) TEXTUAL: TRANSFER: to WNRC in 5 year blocks when 10 years old; Transfer to National Archives in 5 year blocks when 20 years old. (2) ELECTRONIC: TRANSFER: to National Archives in 5 years after the close of each Congress. At the time of transfer, NARA and DeCA will determine medium and format in which records will be transferred as well as their arrangement. Every effort will be made to transfer records electronically in accordance with the standards for permanent electronic records contained in 36 CFR 1228.270 or standards

File Number	Title	Description	Authority	COFF	DEST
					applicable at that time. If transfer in an electronic medium is not feasible, prior to transfer, with NARA concurrence, records will be converted to paper or to microform. DeCA will also transfer any indexes or other records maintained for the management, search and retrieval of files that are needed to ensure preservation of the official record in full and/or to permit ready access to files after they are accessioned by NARA
80-4b	LEGISLATION COMMENTS	Documents showing comments on proposed legislation. Executive Orders, proclamations, and reports that are initiated by or for which chief responsibility for action has been assigned to another staff agency or command. Included are related copies of the organizations comments, copies of proposed legislation, and related papers.	N1-506-02-3	COFF: end of each Calendar Year	TRANSFER: to RHA after 2 years DEST: 3 years after transfer
80-5	PECUNIARY FILES	Documents pertaining to pecuniary actions involving DeCA property.			
80-5a	PECUNIARY CHARGE APPEALS	Information on the review, processing, and making of determinations in connection with appeals on the establishment of pecuniary charges. Pecuniary charges are established as a result of reports of survey covering loss of property, board proceedings covering losses or shortages in appropriated or non-appropriated funds, and proceedings on the loss of individual's property. Included are copies of reports of survey, GPLDs, inquiries from and answers furnished GAO, and similar information.	N1-506-07-9	COFF: when case closes	TRANSFER: to FRC after 4 years DEST: 10 years after closing of case
80-5b	CONTRACT APPEALS	Case files reflecting the processing of contractors' appeals and complaints submitted for consideration under the provisions of disputes or similar clauses in contracts.	N1-506-02-3	COFF: end of Fiscal Year in which final action on the appeal or complaint was taken	TRANSFER: to FRC after 4 years DEST: 10 years after final action on the appeal or complaint
80-6	RESERVED				
80-7	RESERVED				
80-8	RESERVED				

File Number	Title	Description	Authority	COFF	DEST
80-9	RESERVED				
80-10	RESERVED				
80-11	LITIGATION CASES	Documents on actual or potential legal proceedings. Included are advisory reports; investigative reports; litigation reports; copies of processes and plenary; communications with the Department of Justice and U.S. Attorneys, and with other organizations, agencies, activities, and persons both within and outside of the Federal Government; and related papers. Documents on litigation matters involving patents, copyrights, trademarks, and proposition data. Real property acquisitions are properly considered a part of and will be filed in those files.			
		a. Miscellaneous Administrative Tribunals.	N1-506-02-3	COFF: end of Fiscal Year GC, Headquarters DeCA	DEST: 6 years after completion of litigation
		b. Cases in Federal Courts	N1-506-02-3	COFF: end of Fiscal Year	DEST: 6 years after completion of litigation
		c. Cases in State Courts	N1-506-02-3	COFF: end of Fiscal Year	DEST: 6 years after completion of litigation
80-12	CLAIM FILES	These records relates to claims involving DeCA.			
80-12a	CLAIM INVESTIGATION REPORTS	Documents showing the results of investigation of accidents and incidents which could but do not result in the filing of a claim. Included are investigation reports; marine casualty investigation reports; statements of witnesses, and related papers.			
		(1) Report on Possible Claim Against the Government.	N1-506-07-9	COFF: on expiration of the pertinent statutory period for filing a claim	DEST: 10 years after COFF
		(2) Reports on Possible Claims in Favor of the Government on which No Claim Exists.	N1-506-07-9	COFF: on expiration of the pertinent statutory period for filing a claim	DEST: 10 years after COFF
80-12b	CONTRACT ADJUSTMENTS AND CLAIM DETERMINATIONS	Information showing recommendations or determination on adjustment of contract under Public Law 85-804 and on contract claims asserted by a contractor against the Government, or by the Government against a contractor other than those under 80-5a. They also accumulate in reporting contractor bankruptcies so that, if appropriate, claims in favor of or against the bankruptcy can be asserted. Included are copies of contractor claims an adjustment requests, contractual documents, documents containing justification or support for the claim or adjustment request; determinations, recommendations; memoranda of law; coordinating actions; bankruptcy reports, and related information. NOTE: To the extent practical, documents described above should be	N1-506-02-3	COFF: after final determination or settlement	DEST: 10 years after final determination or Settlement Regions DEST: 6 years after final settlement of claim or litigation

File Number	Title	Description	Authority	COFF	DEST
		filed with and disposed of with the related contract file. When bankruptcies and contract claims and adjustments result in litigation, the files described above will be filed and disposed of with the pertinent litigation file.			
80-12c	CLAIMS	Case files on claims for damage, loss or destruction of private property; personal injury or death resulting from negligence of wrongful acts or omission of acts by military personnel and civilian employees. NOTE: If results in Litigation file under 80-11.	N1-506-07-9	COFF: after final action on the case	DEST: 10 years after final action on the case
80-13	CRIMINAL INCIDENT/ INVESTIGATION FILES	Reports of investigation, messages, statements of witnesses, subjects and victims, photographs, laboratory reports, data collection reports, and other related papers. Records pertain to civilian and military personnel of DeCA, contractor employees and other persons who committed or are suspected of having committed a felony or misdemeanor on DeCA controlled activities or facilities; or outside of those areas in cases where DeCA is or may be a party of interest.	N1-506-02-3	COFF: when investigation closes	DEST: 3 years after completion of investigation or incident
80-14	RESERVED				
80-15	RESERVED				
80-16	LAW ENFORCEMENT AGENCY CRIMINAL TYPE REPORTS	DCIS and other law enforcement agency reports about crimes against the Government, except those involving espionage, sabotage or loyalty matters. Included are reports containing criminal suitability type information on members of the services and DoD civilians which are sent to commands and agencies for information or proper action.	N1-506-07-9	COFF: end of Fiscal Year	DEST: after 1 year
80-17	RESERVED				
80-18	INTELLECTUAL PROPERTY OPINIONS	Information on interpreting or rendering opinions on all matters of invention, patent, copyright, data, and other intellectual property rights which are not described elsewhere in the 80 series of records.	N1-506-02-3	COFF: end of Fiscal Year	DEST: on supersession or obsolescence
80-19	STANDARDS OF CONDUCT	Relates to matters involving Standards of Conduct for military and civilian personnel.			
		a. STANDARDS OF CONDUCT. Documents relating to the establishment and overall management of a system designed to assure that DeCA personnel do not have conflicts of interest and are aware of and adhere to codes of ethics and standards of conduct.	N1-506-02-3		DEST: when superseded or obsolete
		b. Employment and Financial Interest Statements. Information showing Government employment, private employment, and financial interest of civilian employees and military personnel required to file such statements under DoD. Included are statements of employment and			

File Number	Title	Description	Authority	COFF	DEST
		financial interests, supplementary statements, reports of change, review comments and related information.			
		(1) Statements of Employment and Financial Interests, Supplementary Statements, Reports of Change, Review Comments.	N1-506-02-3	COFF: after separation	DEST: 3 years after separation
		(2) Control Lists	N1-506-02-3		DEST: when superseded or obsolete
		(3) Related Information	N1-506-02-3	COFF: end of Fiscal Year	DEST: when superseded or obsolete
80-20	FREEDOM OF INFORMATION AND PRIVACY ACT RECORDS UTILIZATION	Documents relating to the review, approval, and/or disapproval of requests for release of information from DeCA records under the Freedom of Information Act (FOIA) and documents relating to implementing the Privacy Act of 1974 and providing or refusing access to or amendment of records in response to requests from individuals to whom the records pertain.			
80-20a	FOIA ADMINISTRATIVE FILES	Documents relating to the general implementation of the FOIA. Included are routine correspondence, memoranda, notices, and related documents.	GRS 14, Item 15	COFF: end of Fiscal Year	DEST: after 2 years
80-20b	FOIA REQUESTS	Documents relating to requests for information under the FOIA. Included are the original request; a copy of the reply thereto granting access, stating inability to identify or nonexistence of requested records, and indicating fee charges; and related documents.	GRS 14, Item 11a	COFF: end of Fiscal Year	DEST: after 2 years if not appealed. If appealed, withdraw and file under FOIA appeals, 80-20c
80-20c	FOIA APPEAL FILES	Documents relating to administrative appeals under the provisions of the FOIA. Included are the appellant's letter, copy of reply thereto, related supporting documents, and copies of the denied records.	GRS 14, Item 12b	COFF: end of Fiscal Year	DEST: 6 years after final denial by agency, or 3 years after adjudication by courts, whichever is later
80-20d	FOIA REPORT FILES	Documents relating to recurring reports and one-time information requirements relating to implementation of the FOIA, including annual reports to Congress.	GRS 14, Item 14	COFF: end of Fiscal Year	DEST: after 2 years
80-20e	PRIVACY ACT GENERAL ADMINISTRATIVE FILES	Documents relating to the general operation of the Privacy Act Program. Included are memoranda, routine correspondence, and related documents.	GRS 14, Item 26	COFF: end of Fiscal Year	DEST: after 2 years; earlier disposal is authorized
80-20f	PRIVACY CASE FILES	Documents accumulated in notifying requestors of the existence of records on them, providing or refusing access to or amendment of records, acting on appeals or refusals to provide access or amend records, and providing or developing information for use in litigation. Included are requests, approval and refusal actions, appeals and actions on appeals, coordination actions, copies of the requested and amended or un-			

File Number	Title	Description	Authority	COFF	DEST
		amended records, statements or disagreements, and related documents.			
		(1) Approved Requests, Unappealed Refusals, and Refusals Fully Overruled by Appellate Authorities	GRS 14, Item 23	COFF: end of Fiscal Year	DEST: after 4 years
		(2) Refusals Upheld in Whole or Inpart by Appellate Authorities.	GRS 14, Item 23	COFF: end of Fiscal Year	TRANSFER: to FRC: after 4 years. DEST: after 10 years, provided legal proceedings are completed
80-20g	PRIVACY STATEMENT FILES	Documents accumulated by privacy officials in reviewing Privacy Act notification statements and related forms, formats, and other papers used to collect information from individuals; to ensure necessity, compliance with Privacy Program requirements, consistency with purpose and routine uses of the related system notice, appropriate use of SSN, and similar matters. Included are Privacy Act notification statements, including related forms, formats, surveys, and reports; coordination actions, copies of instructions, and related documents.		COFF: end of Fiscal Year	DEST: 2 years after discontinuance of related form, format, survey, or report
80-20h	SYSTEM REPORT AND NOTICE FILES.	Documents relating to the preparation, coordination, and submission of reports, system notices, and exemption rules for proposed new system of records or changes to existing systems. Included are system reports, including OMB and Congressional comments on them; copies of system notices and exemption rules and public comments on them; coordination actions; and related documents.		COFF: on discontinuance of the related system of records or on determination not to publish the system notice in the Federal Register	TRANSFER: to FRC after 4 years
80-20i		a. Headquarters		COFF: on discontinuance of the related system of records or on determination not to publish the system notice in the Federal Register	PERMANENT TRANSFER: to FRC after 4 years
		b. Regions			DEST: after 2 years
	PRIVACY ACT REPORT FILES	Documents consisting of recurring reports and one-time information requirements relating to agency implementation of the Privacy Act. Included are annual reports of OMB and Congress, similar reports and related documents.	GRS 14, Item 25	COFF: end of Fiscal Year	DEST: after 2 years
80-20j	ERRONEOUS RELEASE FILES	Records documenting erroneous release of privacy related data that must be reported to DoD Privacy Office as Privacy Violations.	GRS 14, Item 36a	COFF: end of Fiscal Year	
80-20k	ELECTRONIC MAIL AND WORD PROCESSING	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of			

File Number	Title	Description	Authority	COFF	DEST
	SYSTEM COPIES	the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			
		(1) Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.			DEST/DELETE: within 180 days after the recordkeeping copy has been produced
		(2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.			DEST: when dissemination, revision, or updating is complete
90	INSPECTOR GENERAL FILES	These records concern process reviews, assistance, inquiries, and investigations relating to activities and matters pertaining to the performance of mission and the state of discipline, efficiency, and economy of DeCA by the Inspector General and other inspectors general. Includes security and criminal investigations, and staff/assistance visits and other inspections which are performed by other DeCA personnel. All items in this schedule are considered "Media Neutral."			
90-1	GENERAL PROCESS REVIEWS, ASSISTANCE, INVESTIGATIONS, FOLLOW-UP CORRESPONDENCE AND DoD INSPECTIONS	a. General correspondence relating to process reviews, assistance, investigations, follow-up and DoD inspections that cannot logically be filed with the detailed records listed below. Routine comments on regulations, directives, or other publications prepared by another office with chief responsibility; program and budget documents; management improvement reports; cost reduction reports and comparable information submitted to offices in charge of these functions; routine or general requests for information and replies; informal reports with related information; general recommendations and suggestions with all types of transmittals; other transactions of a general, routine, and administrative nature on which the office takes action.		COFF: end of each Fiscal Year	DEST: in CFA after 2 years
		b. Documents relating to process reviews, assistance, investigations, follow-up, and DoD inspections that are received for information only, on which no action is required.			DEST: when superseded, obsolete or no longer needed for reference, whichever is later

File Number	Title	Description	Authority	COFF	DEST
90-2	IG PROCESS REVIEWS, INSPECTIONS, AND SPECIAL ASSESSMENTS	Information relating to process reviews, special interest process reviews, follow-ups, personnel conference periods, inspections and similar files pertaining to inspections made of the command by DoD/DeCA IG.		COFF: end of Fiscal Year of comparable review or inspection.	DEST: in CFA 1 year after the next comparable review or inspection
90-3	IG INQUIRIES AND INVESTIGATIONS	Cases on inquiries and investigations conducted by DeCA inspectors general, DoD inspectors general and services inspectors general. This includes information pertaining to fraud, waste, and abuse, standards of conduct, injustice to individuals and other similar information.		COFF: end of Fiscal Year	TRANSFER: after 2 years to inactive for remaining retention period DEST: after 10 years
90-4	OTHER INQUIRIES, INSPECTIONS AND INVESTIGATIONS	Information and reports relating to inquiries and investigations maintained by offices external to the DeCA IG. Examples are inspections/inquiries conducted by commanders/directors, appointed officials, DeCA directorates/staff offices, and the DeCA security officer. This includes information concerning physical security, information security, operations security, and loss prevention.		COFF: end of each Fiscal Year	TRANSFER: after 2 years to inactive for remaining retention period DEST: after 3 years
90-5	CONGRESSIONAL CORRESPONDENCE	a. Information relating to congressional inquiries, requests from the Office of the Secretary of Defense, and other higher authorities/officials.			
		(1) Headquarters			DEST: after 10 years retention in CFA. NOTE: In the event a new congressional is received from a former requestor, all previous correspondence from the requestor that have not met the end of their lifecycle will be consolidated with the new request and the retention period will be calculated based on the most recent request
		(2) Regions, Business Units, CDC, Commissaries		COFF: end of Fiscal Year	DEST: in CFA after 1 year
		b. Information memorandums, guidance on handling congressionals from individuals regarding grievances, and other related information.			
		(1) Headquarters, Region OPR			DEST: when no longer needed
		(2) Other Offices			DEST: when superseded, obsolete or no longer needed for reference purposes,

File Number	Title	Description	Authority	COFF	DEST
					whichever is later
90-6	CASE FILES	Records pertaining to DeCA Fraud, Waste & Abuse Hotline			
90-6a	CONTACTS FILES	Documents on DeCA Fraud, Waste & Abuse (FWA) Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG Fraud, Waste & Abuse Unit (FWAU), reporting minor violations of directives or requests for assistance, that can be handled with minimal intervention by the FWAU or which do not rise to the level requiring initiating a formal individual case file.			DEST: 10 years in CFA after closure, or when no longer needed, whichever is later
90-6b	REFERRAL CASE FILES	Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, reporting minor violations of directives or requests for assistance that can be handled by formal referral to a Region Director or DeCA entity, when no formal response is required.		COFF: after closure	TRANSFER: to inactive after 2 years and hold for remaining retention DEST: in CFA 10 years after closure
90-6c	COMPLAINT CASE FILES	Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, requesting assistance or lodging non-FWA complaints, which require extensive intervention by the FWAU, or a response of action taken from Region Director or other DeCA entities to which the issue is referred for resolution. The official file also includes copies of the case notes and coversheets, which are printed from the electronic tracking and control log.		COFF: after closure, place in inactive file for 2 years	DEST: in CFA 10 years after closure
90-6d	FWA CASE FILES	Documents related to DeCA FWA Hotline calls, walk-in visits, telephone calls or electronic messages to the DeCA IG FWAU, reporting substantive allegations of FWA, which require extensive intervention by the FWAU, the referral of the issue to criminal investigative agencies, the conduct of a informal inquiry or investigation, and/or a response of action(s) taken from Region Directors or other DeCA or non-DeCA entities to whom the issue is referred for inquiry and resolution. Included in the official file are copies of the case notes, coversheets, and report in inquiries, which are printed from the electronic tracking and control log.		COFF: after closure, place in inactive file for 2 years after closure.	DEST: in CFA 10
90-6e	DoD HOTLINE CASE FILES	Documents pertaining to DoD Hotline Action Cases or Information Case Referrals from the DoD IG.		COFF: after closure, maintain in CFA for 2 years	DEST: in CFA 10 years after closure
90-6f	CRIMINAL CASE FILES	Copies of criminal cases received from outside source investigative agencies such as Defense Criminal Investigative Service (DCIS), Criminal Investigative Division (CID), Air Force Office Special Investigation (AFOSI), Naval Criminal Investigative Service (NCIS) and/or any other federal or local law enforcement agency for action or information.		COFF: after case closure, place in inactive file.	TRANSFER: after 2 years to RHA DEST: 10 years after case closure
90-7	DEROGATORY INFORMATION	Electronic database entries containing Subjects' names, locations and FWAU or			DEST: entry upon DEST of

File Number	Title	Description	Authority	COFF	DEST
	FILES	criminal case file numbers, indicating the existence and location of substantiated derogatory information.			referenced case file
90-8	IG TRENDS AND ANALYSIS FILES	Information accumulated from IG functions, processed through a database to analyze and identify trends that impact on DeCA operations.			
		a. Headquarters		COFF: end of Fiscal Year	DEST: in CFA after 2 years
		b. Regions			DEST: when superseded, obsolete or no longer needed for current operations, whichever is later
90-9	STAFF ASSISTANCE VISITS	Documents created in connection with scheduled or special visits (but not inspections, surveys, or audits) to perform staff assistance, staff reviews, program reviews, and technical supervision or for conducting studies. Included are requests for permission to visit, reports of visit (including findings, recommendations and follow up actions) and other directly related documents.			
		a. Office Performing Visit		COFF: end of Fiscal Year after completion of visit or study	DEST: in CFA after 1 year
		b. Office Visited		COFF: end of Fiscal Year	DEST: in CFA after 1 year, except files relating to recurring staff visits will be destroyed on completion of the next visit. DEST recurring staff visits at end of Fiscal Year that next visit is completed
90-10	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			
		a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.			DEST/DELETE within 90 days after the recordkeeping copy has been produced

File Number	Title	Description	Authority	COFF	DEST
		b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.			DEST: when dissemination, revision, or updating is completed
95	INTERNAL REVIEW FILES	These records concern authority, responsibilities, organization, and policies relating to auditing services within DeCA.			
95-1	INTERNAL REVIEW REPORT FILES	Documents relating to review and examination of operations to insure proper protection of assets; and the accuracy, propriety, legality, and reliability of actions taken primarily in connection with the use of assets. These files accumulate as a result of commands making review of their own operations, supervisory and staff offices making review of their subordinate commands, and supervisory and staff offices receiving the results of reviews made by subordinate commands. Included are reports and directly related information.			
		a. Headquarters	N1-506-02-2	COFF: end of Fiscal Year in which all necessary actions pertaining to the report are completed	TRANSFER: after 4 years to RHA DEST: after 10 years
		b. Regions, CDC, Business Units, Commissaries	N1-506-02-2		DEST: after next comparable review
95-2	INTERNAL REVIEW SUPPORTING DOCUMENTS FILES	Reports, correspondence, and related background information, which serves as feeder material for the internal review reports covered by item 5-9. These files accumulate as a result of: Commands making review of their own operations. Supervisory and staff offices making review of their subordinate commands. Supervisory and staff offices receiving the results of reviews made by subordinate commands. Included are reports and directly related correspondence.			
		a. Headquarters	N1-506-02-2	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: after 5 years
		b. Regions, CDC, Business Units, Commissaries	N1-506-02-2		DEST: after next comparable review
95-3	GOVERNMENT ACCOUNTABILITY OFFICE (GAO) AUDIT REPORTING FILES	Information on reports of audit made by the GAO. Included are notices of intent to audit; copies of documents furnished to GAO representatives; copies of tentative findings and recommendations; advance notice of major findings; reports of major findings; reports of exit conferences; draft, final and follow-up progress reports, and comments on these reports; and related information.			
		a. Headquarters	N1-506-02-2	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA

File Number	Title	Description	Authority	COFF	DEST
					DEST: after 10 years, except that GAO draft reports may be destroyed on receipt of final report
		b. Regions, CDC, BUSINESS UNITS, Commissaries	N1-506-02-2	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: after 3 years
95-4	DOD IG, AND DEFENSE CONTRACTING AUDIT AGENCY (DCAA) AUDIT REPORTING FILES	Information on reports of audits conducted by the Department of Defense Inspector General (DoDIG) and Defense Contract Audit Agency (DCAA). Included are notices of intent to audit, pre-audit surveys, tentative findings and recommendations, audit reports and command comments, and other official correspondence and related information.			
		a. Headquarters	N1-506-02-2	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: 10 years after all necessary actions pertaining to the report
		b. Regions, CDC, Business Units, Commissaries	N1-506-02-2	COFF: end of Fiscal Year	DEST: 2 years after all necessary actions pertaining to the report are completed
95-5	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			
		a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	N1-506-02-4		DEST/DELETE: within 180 days after the recordkeeping copy has been produced
		b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	N1-506-02-4		DEST/DELETE: when dissemination, revision, or updating is complete
100	CORPORATE COMMUNICATIONS FILES	Relates to the program and functions involving relationships between DeCA and the public, internal and external information activities, and community relations. All items in this schedule	(Unscheduled) DO NOT DESTROY		

File Number	Title	Description	Authority	COFF	DEST
		are considered "Media Neutral."			
100-1	GENERAL CORPORATE COMMUNICATIONS CORRESPONDENCE FILES	General correspondence relating to Agency information that cannot logically be filed with the detailed records listed below including documents relating to Agency information that are received for information only.		COFF: end of Fiscal Year	DEST: in CFA after 3 years
100-2	BIOGRAPHIES	Biographies, photographs, news clippings, and related documents pertaining to military/civilian personalities including local commissary officer arranged alphabetically.	N1-506-02-8	COFF: upon retirement, transfer, separation, or death of person concerned	DEST: in CFA 6 months after retirement, transfer, separation, or death of person concerned. NOTE: Biographies on leading individuals may be transferred to the Historian for use as historical source data
100-3	LOCAL NEWS CLIPS	News clippings taken from newspapers, periodicals, and wire services.	(Unscheduled) DO NOT DESTROY		DEST: when no longer needed for current operations
100-4	INSTALLATION RELATIONS	Documents on the maintenance and improvement of relations between the Agency and local installations.	N1-506-02-8	COFF: end of Fiscal Year	DEST: in CFA after 2 years or when no longer needed for reference, whichever is later
100-5	ELECTRONIC COMMUNICATIONS PROGRAM	Documents regarding the use of radio/television/video media for communicating with target audiences.	N1-506-02-8		DEST: when obsolete, superseded, or no longer needed for operations, whichever is later
100-6	FACT SHEETS	Informational material on Agency events, region activities, and commissary functions.	N1-506-02-8		DEST: when obsolete, superseded, or no longer needed for operations, whichever is later
100-7	RESERVED				
100-8	MEDIA RELATIONS	Documents on assistance provided to magazine/book representatives in the development of feature stories concerning Agency activities developed in response to written requests.	N1-506-02-8	COFF: end of Fiscal Year	DEST: in CFA after 2 years or when no longer needed for reference, whichever is later.
100-9	MEDIA QUERY INFORMATION	Guidance on the release of information in response to requests or inquiries from the media or public.	N1-506-02-8	COFF: end of Fiscal Year	DEST: in CFA after 2 years or when no longer needed for reference, whichever is later
100-10	MEDIA TRAINING	Documents relating to media training program for senior DeCA officials including functional chiefs and directors at Headquarters, region commanders/directors, and select personnel at	N1-506-02-8		DEST: when superseded, obsolete, or when no longer needed

File Number	Title	Description	Authority	COFF	DEST
		commissary level.			for current operations, whichever is later
100-11	NEWS CONFERENCE RECORDS	Documents developed for managing news conferences.	N1-506-02-8		DEST: when superseded, obsolete, or when no longer needed for current operations, whichever is later
100-12	PATRON AWARENESS PROGRAM	Documents used in enhancing patron awareness of the commissary benefits.	N1-506-02-8	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: after 3 years or when no longer needed for reference, whichever is later
100-13	PATRON RESPONSE PROGRAM	Documents resulting from actions taken to evaluate and improve the overall commissary system. Included are Your Action Line (YAL), coordinating actions and related information.	N1-506-02-8	COFF: end of Fiscal Year	DEST: in CFA after 2 years
100-14	CORPORATE COMMUNICATIONS GUIDANCE	Documents denoting corporate communications policies, procedures and guidance for DeCA.	N1-506-02-8		DEST: when superseded, obsolete, or no longer needed for operations, whichever is later
100-15	CORPORATE COMMUNICATIONS OPERATING INSTRUCTIONS	Documents used to establish operating instructions for the Corporate Communications Office and the region public affairs representatives.	N1-506-02-8		DEST: when superseded, obsolete or no longer needed for current operations, whichever is later
100-16	CORPORATE COMMUNICATIONS RELEASES	Documents on the preparation, coordination, clearance, and release of information to the public, to include briefing documents, news releases, photographs/negatives/contact sheets, slides, speeches, and videotapes.	N1-506-02-8	COFF: end of Fiscal Year	DEST: in CFA after 2 years
100-17	STORY/VIDEO SUBMISSIONS	Information provided in support of region corporate communications programs which includes Vision story ideas/photos, video ideas, etc.	N1-506-02-8	COFF: end of Fiscal Year	DEST: in CFA after 2 years
100-18	SECURITY AND POLICY REVIEW PROGRAM	Documents that determine the degree of releasability of information to the public.	N1-506-02-8	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: after 3 years or when no longer needed for reference, whichever is later
100-19	SPECIAL EVENTS PLANNING	Documents used in planning ceremonies, dedications, retirements, exhibits, Armed Forces Day, or other special events.	N1-506-02-8	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: after 3 years, or when no longer needed for reference,

File Number	Title	Description	Authority	COFF	DEST
					whichever is later
100-20	HISTORICAL PROGRAM	Relates to the program for production of specific or general histories and the assignment of responsibilities for writing them, including implementing actions.			
100-20a	HISTORIES	These files consist of documents, which reflect the history of DeCA. They are maintained by the DeCA historian and include only significant records that document the mission, development, and operation of DeCA. Included are formally prepared histories, including organizational and function histories, produced by the DeCA historian or others for DeCA; past organizational histories and supplements; minutes of staff level meetings; special studies; orders and plans pertaining to activations, redesignations, reorganizations, and changes in operational policy and procedure; activity memorialization; and other information relating to historic ceremonies and special events; and similar documents with historical value. Arranged by subject.			
		(1) Headquarters Historian	N1-506-02-8		PERMANENT Maintain until deactivation of the agency. TRANSFER: to NARA in 5 year blocks when 15 years old DEST: when no longer needed for reference purposes
		(2) Other Offices, Regions	N1-506-02-8		TRANSFER: all contents of this file to include scrapbooks, photos, plaques, trophies and other memorabilia to Headquarters historian upon closure DEST: when no longer needed for reference purposes
		(3) Commissaries	N1-506-02-8		DEST: when no longer needed for reference purposes

File Number	Title	Description	Authority	COFF	DEST
100-20b	HISTORICAL BACKGROUND AND REFERENCE MATERIALS	Materials accumulated by historians or for historical purposes consisting of documents collected or maintained as source material, such as transcripts of interviews; maps, charts, and statistical compilations, and special collections of policy directives and correspondence of exceptional importance; summaries of major problems and events submitted by operating officials; historian notes regarding organization of materials; and manuscripts and comments relating thereto. Official record copies of documents proper for filing in offices other than historian's offices will not be incorporated into this file series; however, copies thereof may be included.			
		(1) Headquarters Historian	N1-506-02-8		DEST: when no longer needed for reference purposes
		(2) Regions, CDC, Commissaries	N1-506-02-8		DEST: when no longer needed for reference purposes
100-20c	HISTORIAN SOURCES	Documents used as source data in preparation of historical volumes (photocopies of correspondence, reports, directives, pamphlets, publications, photographs, videotapes, or other official records).	N1-506-02-8	COFF: after publication of volumes	DEST: in CFA 2 years after publication of the related volumes. Note: material applicable to future volumes may be retained for reference purposes
100-20d	ACTIVITY MEMORIALIZATION FILES	Documents accumulated incident to the naming of a building, group of buildings, street, driveway, area, or facility, and consisting of correspondence, orders, photographs, citations, and related records.			
		(1) Headquarters Historian	N1-506-02-8	COFF: when no longer needed for reference purposes	TRANSFER: to the Histories File 5-15a
		(2) Regions, CDC, Commissaries	N1-506-02-8		DEST: when no longer needed for historical reference purposes
100-20e	SIGNIFICANT PHOTOGRAPHS	Still photographs of senior agency officials and events that result from significant agency responsibilities and constitute evidence of the mission, organization, function, decisions, procedures, operations or other activities. The official record copy includes captioned prints, negatives and/or slides. Annual accumulation is:			
		(1) Headquarters: Official Record Set.	N1-506-02-8		maintain until deactivation of agency. Offer collection to the Defense Visual Information Center

File Number	Title	Description	Authority	COFF	DEST
		(2) Other Offices, Regions	N1-506-02-8		DEST: when no longer needed
		(3) Commissaries	N1-506-02-8		TRANSFER: contents of this file to the Headquarters Historian upon closure
100-21	VISUAL INFORMATION (VI)	These records concern policies, procedures, and responsibilities for direction, planning, programming, and implementing visual information system requirements and relates to technical and logistical aspects of programs and functions involving visual information productions, graphic presentations, graphic publications, exhibits, training aids, and audiovisual support.			
100-21a	VISUAL INFORMATION FILES	Files that document origin, development, use, acquisition, and ownership of temporary audiovisual records.	GRS 21, Item 28		DEST: according to related audiovisual files
100-21b	VISUAL INFORMATION MANAGEMENT REPORTS	Reports containing management data on visual information activities.	N1-506-02-8	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: after 3 years
100-21c	VISUAL INFORMATION PRODUCT CONTROLS	Documents related to requirements, justifications, and approvals for the development, production and procurement of visual information devices, equipment and products.	N1-506-02-8	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: after 3 years
100-21d	VISUAL INFORMATION WORKORDER REQUESTS	Requisitions and other requests for the production of, the use, or information relative to various items of VI presentations and services.	N1-506-02-8	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: after 3 years
100-21e	VISUAL MEDIA PROGRAM	Documents related to products to be used in commissaries to assist in conveying DeCA themes and messages, and to develop corporate identity.	N1-506-02-8		DEST: when obsolete, superseded, or no longer needed for current operations, whichever is later
100-21f	OVERHEAD TRANSPARENCIES (VIEWGRAPHS)		GRS 21, Item 5	COFF: end of Fiscal Year	DEST: in CFA after 1 year
100-21g	ARTWORK	Used for handbills, flyers, posters, letterhead, and other graphics.	GRS 21, Item 6		DEST: when no longer needed for publication or reprinting
100-21h	PHOTO PRODUCTION	Copies of photos made for agency use.	GRS 21, Item 6		DEST when no longer needed
100-21i	LINE COPIES OF GRAPHS AND CHARTS		GRS 21, Item 8		DEST: when no longer needed
100-21j	PRODUCTION DISKS	Computer disks used for VI productions.	(Unscheduled) DO NOT DESTROY		
100-21k	BRIEFING/ TRAINING MEDIA	Briefing and training productions acquired from outside the Agency.	GRS 21, Item 9	COFF: end of Fiscal Year after completion	DEST: in CFA 1 year after completion of

File Number	Title	Description	Authority	COFF	DEST
					training
100-211	AUDIO RECORDINGS	For transcription or use in conjunction with other VI productions.	GRS 21, Item 22		DEST: immediately after use.
100-21m	EXHIBIT MATERIAL	Documents reflecting planned exhibit construction, policies, support, methods, and approaches, fact sheets and similar material.	N1-506-02-2	COFF: end of Fiscal Year	TRANSFER: after 2 years to RHA DEST: after 3 years
100-21n	ROUTINE PHOTOGRAPHS	Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency, as well as duplicate copies of photographs.	GRS 21, Item 1	COFF: end of each Fiscal Year	DEST: in CFA when 1 year old
100-22	ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES	Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.			
		a. Copies that have no further administrative value after the recordkeeping copy is made.			DEST/DELETE within 180 days after the recordkeeping copy has been produced
		b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.			DEST: when dissemination, revision, or updating is complete

GLOSSARY

ACRONYMS

ADP	automatic data processing
AFOSI	Air Force Office Special Investigation
BPA	blanket purchase agreement
BRAC	base realignment and closure
CA	commercial activity
CAAS	contracting advisory and assistance service
CBRNE	chemical, biological, radiological, nuclear and high yield explosives
CDC	Central Distribution Center
CFA	current file area
CFO	chief financial officer
CFR	Code of Federal Regulations
CID	Criminal Investigative Division
CIO	chief information officer
CIP	critical infrastructure protection
CMF	contract master file
CMPP	central meat processing plant
COFF	cutoff
CONUS	continental United States
CY	calendar year
DCAA	Defense Contracting Audit Agency
DCIS	Defense Criminal Investigative Service
DD	Department of Defense
DeCAD	Defense Commissary Agency Directive
DeCAF	Defense Commissary Agency Form
DERMAS	DeCA Electronic Records Management and Archives System
DEST	destroy
DODIG	Department of Defense Inspector General
DOJ	Department of Justice
DWCF	Defense Working Capital Fund
EDI	electronic data interchange
EEO	equal employment opportunity
EEOC	Equal Employment Opportunity Commission
EMP	environmental management plans
EMS	Environmental Management System
FAR	Federal Acquisition Regulation
FARM	functional area records manager
FDA	Food and Drug Administration
FECA	Federal Employee's Compensation Act
FIA	financial inventory accounting
FLRA	Federal Labor Relation Authority
FOIA	Freedom of Information Act (FOIA)
FRC	Federal Records Center
FWA	fraud, waste, and abuse

FWAU	fraud, waste, and abuse unit
FY	fiscal year
GAO	Government Accountability Office
GPLD	Government property lost damaged
GPC	Government purchase card
GRS	general records schedule
HACCP	hazardous analysis critical control point
HQ	headquarters
IG	Inspector General
IRM	information resource management
ISSA	inter-Service support agreement
IT	information technology
J&A	justification and approval
MBU	marketing business unit
MER	management-employee relations
MOU	memorandum of understanding
MSDS	Material Safety Data Sheets
NARA	National Archives and Records Administration
NCIS	Naval Criminal Investigative Service
NTE	not to exceed
OASD	Office of the Assistant Secretary of Defense
OCONUS	outside the continental United States
OMB	Office Management and Budget
OPM	Office of Personnel Management
OPR	office of primary responsibility
OPSEC	operations security
OSHA	Occupational Safety and Health Administration
PBO	property book officer
PDED	programmable data entry device
PP&E	plant, property and equipment
P&PM	position and pay management
PPP	priority placement program
QSS	quick supply store
RHA	records holding area
RIF	reduction-in-force
RM	resource management
RPL	reemployment priority list
SSSC	self-service supply center
SF	standard form

T&A	time and attendance
TCMA	transportation control and movement documents
U.S.C.	United States Code
USDA	United States Department of Agriculture
USDC	United States Department of Commerce
VERA	voluntary early retirement authority
VI	visual information
VSIP	voluntary separation incentive program
YAL	your action line