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Description of document: Chemical Safety and Hazard Investigation Board (CSB)
Records Retention Schedule, 2017

Requested date: 29-August-2017

Released date: 28-September-2017

Posted date: 01-October-2018

Source of document: FOIA Request
CSB FOIA Officer
US Chemical Safety and Hazard Investigation Board
2175 K Street NW
Suite C-100
Washington, DC 20037

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**U.S. Chemical Safety and
Hazard Investigation Board**

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Vanessa Allen Sutherland
Chairperson and Member

Manny Ehrlich, Jr.
Board Member

Rick Engler
Board Member

Kristen M. Kulinowski, Ph.D.
Board Member



September 28, 2017

E-mail delivery

Re: FOIA Request R17-047

Attached please find a replacement for the CSB Records Retention Schedule that I sent you yesterday. The attached report has been modified so that the entire category name is visible and easier to read. Please discard the report I sent you yesterday, as it is incomplete.

This letter is a final response from the Chemical Safety and Hazard Investigation Board (CSB) to your e-mail of August 29, 2017, in which you made a Freedom of Information Act (FOIA) request for: “[a] copy of the CSHIB Records Retention Schedule (also known as the agency records schedule).”

Your request was received by this office on August 30, 2017, and assigned file number **R17-047**.

If you believe that this FOIA determination has been made in error, you may contact our FOIA Public Liaison, Kara Wenzel, Acting General Counsel, at 202-261-7625, for any further assistance and to discuss any aspect of your request. Ms. Wenzel is also the CSB’s current Chief FOIA Officer.

Additionally, you may contact the Office of Government Information Services (OGIS) at the National Archives and Records Administration to inquire about the FOIA mediation services they offer. The contact information for OGIS is as follows: Office of Government Information Services, National Archives and Records Administration, 8601 Adelphi Road-OGIS, College Park, Maryland 20740-6001, e-mail at ogis@nara.gov; telephone at 202-741-5770; toll free at 1-877-684-6448; or facsimile at 202-741-5769.

**U.S. Chemical Safety and
Hazard Investigation Board**

If you are not satisfied with the response to this request, you may submit an administrative appeal. Such an appeal must be made in writing and must be postmarked or electronically transmitted within **90 days** of the date of this response letter (March 10, 2017). An appeal should include a copy of your initial request; a copy of this letter; and a statement of the circumstances, reasons, or arguments supporting your position. To ensure proper handling, you should mark an appeal letter and its envelope as a "FOIA Appeal." FOIA appeals should be submitted to:

ATTN: Office of the General Counsel/FOIA Appeals
Chemical Safety and Hazard Investigation Board
1750 Pennsylvania Ave, NW, Suite 910
Washington, DC 20006

This response completes the CSB's processing of your request, which is now closed. If you have any questions about this response, feel free to contact me by telephone at: 202-261-7619, or by e-mail at michele.bouziane@csb.gov.

Sincerely,



Michele Bouziane
FOIA Officer

Attachment: CSB Standard Report/Retention Schedule Report (36 pp)



Standard Report

Retention Schedule Report

Page 1
Date 9/28/2017
Time 1:21:24 PM

Definitions regarding retention schedules may be found in 36 CFR Subchapter B Part 1220.18

Title Sunshine Act Meeting Records
Class Level Series Schedule Number 100A-001-001
NEW GRS # CSBOGC-10X Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Transcripts-and voting-records
Class Level Part Schedule Number 100A-001-001-A
NEW GRS # CSBOGC-010 Disposition Authority CSB-OGC-10A
Must Not Destroy Hold 10 years and transfer in 5 year blocks to NARA.

Title Other Sunshine Act meeting records
Class Level Part Schedule Number 100A-001-001-B
NEW GRS # CSBOGC-010 Disposition Authority CSB-OGC-10B
Destroy Permitted Destroy 10 years after cut-off.

Title Notation Items
Class Level Series Schedule Number 100A-001-002
NEW GRS # CSBOGC-008 Disposition Authority CSB-OGC-8
Must Not Destroy Hold 10 years and transfer in 5 year blocks to NARA

Title Quorum Assembly Records
Class Level Series Schedule Number 100A-001-003
NEW GRS # CSBOGC-011 Disposition Authority CSB-OGC-11
Destroy Permitted Destroy 10 years after cut-off.

Title Rulemaking Docket
Class Level Series Schedule Number 100A-001-004
NEW GRS # CSBOGC-004 Disposition Authority CSB-OGC-4
Destroy Permitted Destroy 10 years after cut-off.

Title Board Orders
Class Level Series Schedule Number 100A-001-005
NEW GRS # CSBOGC-009 Disposition Authority CSB-OGC-9
Must Not Destroy Hold 10 years and transfer in 5 year blocks to NARA.

Title Reading Files/Working Files
Class Level Series Schedule Number 100A-002-001
NEW GRS # CSB0.0-115 Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title Member Calendars
Class Level Series Schedule Number 100A-002-002
NEW GRS # CSB0.0-115 Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title Non-Mission-Related Internal Committees.
Class Level Series Schedule Number 100A-104-001
NEW GRS # GRS5.1-030 Disposition Authority DAA-GRS2016-00160003
Destroy Permitted Destroy when business use ceases.

Title Mission-Specific Committees
Class Level Series Schedule Number 100A-104-002
NEW GRS # CSB0.0-115 Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title Board Affairs Program Governance Files
Class Level Series Schedule Number 110-001-001
NEW GRS # CSB0.0-115 Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!



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Retention Schedule Report

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Definitions regarding retention schedules may be found in 36 CFR Subchapter B Part 1220.18

Title Board Affairs General Administration

Class Level Series Schedule Number **110-002-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Issuance Case Files

Class Level Series Schedule Number **110-101-001**
NEW GRS # Disposition Authority

Destroy Permitted **See Parts for Disposition Instructions**

Title Notices and other types of issuances related to routine administrative functions (e.g., payroll, procurement, personnel).

Class Level Part Schedule Number **110-101-001-A**
NEW GRS # Disposition Authority **NC1-GRS-81-5 item 3c**

Destroy Permitted **Destroy when superseded or obsolete.**

Title Case files (that document aspects of the development of the issuance)

Class Level Part Schedule Number **110-101-001-B**
NEW GRS # Disposition Authority **NC1-GRS-81-5 item 3d**

Destroy Permitted **Destroy when issuance is destroyed.**

Title Forms Control Case Files

Class Level Series Schedule Number **110-101-002**
NEW GRS # **GRS4.1-040** Disposition Authority **DAA-GRS-2013-0002-0009**

Destroy Permitted **Destroy 3 years after form is discontinued, superseded, or cancelled, but longer retention is authorized if needed for business use.**

Title Report Control Case Files

Class Level Series Schedule Number **110-101-003**
NEW GRS # Disposition Authority **NC1-GRS-80-7 item 1**

Destroy Permitted **Destroy 2 years after the report is discontinued**

Title Official Agency(Board) Correspondence

Class Level Series Schedule Number **110-102-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Congressional and Public Affairs Division (CPA) Program Governance Files

Class Level Series Schedule Number **120-001-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title CPA General Administrative Records

Class Level Series Schedule Number **120-002-001**
NEW GRS # **GRS6.4-010** Disposition Authority **DAA-GRS-2016-0005-0001**

Destroy Permitted **Destroy when 3 years old, or no longer needed, whichever is later.**

Title General Public Correspondence

Class Level Series Schedule Number **120-101-001**
NEW GRS # **GRS6.4-020** Disposition Authority **DAA-GRS-2016-0005-0002**

Destroy Permitted **Destroy when 90 days old, but longer retention is authorized if required for business use.**

Title Routine Media Communications

Class Level Series Schedule Number **120-102-001**
NEW GRS # **GRS6.4-040** Disposition Authority **DAA-GRS-2016-0005-0004**

Destroy Permitted **Destroy when no longer needed for business use.**

Title Official Media Communications Products (Speeches, statements, press briefings, press releases etc.)

Class Level Series Schedule Number **120-102-002**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**



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Definitions regarding retention schedules may be found in 36 CFR Subchapter B Part 1220.18

Title Product Production Case Files

Class Level Series Schedule Number **120-103-001**
NEW GRS # **GRS6.4-030** Disposition Authority **DAA-GRS-2016-0005-0003**

Destroy Permitted Destroy when no longer needed for business use.

Title Published Communications Products

Class Level Series Schedule Number **120-103-002**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!

Title Agency History

Class Level Series Schedule Number **120-103-003**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!

Title Biographies

Class Level Series Schedule Number **120-103-004**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!

Title Routine Communications Products(Internal and Non-Mission)

Class Level Series Schedule Number **120-103-005**
NEW GRS # **GRS6.4-050** Disposition Authority **DAA-GRS-2016-0005-0006**

Destroy Permitted Destroy when 2 years old but longer retention is authorized if required for business use.

Title Occupational Safety and Health (OSH) Program Governance Files

Class Level Series Schedule Number **130-001-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!

Title OSH General Administration

Class Level Series Schedule Number **130-002-001**
NEW GRS # **GRS2.7-000** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!

Title Management of the "Change Safety Bulletin"

Class Level Series Schedule Number **130-0105-001**
NEW GRS # **GRS2.7-000** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!

Title Deficiencies (Inspection or Reporting)

Class Level Series Schedule Number **130-101-001**
NEW GRS # **GRS2.7-000** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!

Title Occupational Injury and Illness Files

Class Level Series Schedule Number **130-102-002**
NEW GRS # **GRS2.7-000** Disposition Authority **N1-GRS-87-6 item 35**

Must Not Destroy Unscheduled; Do Not Destroy!

Title Protective and Preventative Measures

Class Level Series Schedule Number **130-103-001**
NEW GRS # **GRS2.7-000** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!

Title Industrial Hygiene

Class Level Series Schedule Number **130-103-002**
NEW GRS # **GRS2.7-000** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!



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Definitions regarding retention schedules may be found in 36 CFR Subchapter B Part 1220.18

Title Property Safety

Class Level Series Schedule Number **130-103-003**
NEW GRS # **GRS2.7-000** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Employee Occupational Medical Folder (EMF)

Class Level Series Schedule Number **130-104-001**
NEW GRS # **GRS2.7-000** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Alternative Dispute Resolution (ADR) Program Governance Files

Class Level Series Schedule Number **140-001-001-A**
NEW GRS # **GRS2.3-010** Disposition Authority **DAA-GRS-2015-0007-0001**

Destroy Permitted **Destroy when 3 years old, but longer retention is authorized if required for business use.**

Title Reasonable Accommodation Program Governance Files

Class Level Series Schedule Number **140-001-001-B**
NEW GRS # **GRS2.3-020** Disposition Authority **DAA-GRS-2015-0007-0004**

Destroy Permitted **Destroy 3 years after being superseded, but longer retention is authorized if required for business use.**

Title Equal Employment Opportunity (EEO) Program Governance Files

Class Level Series Schedule Number **140-001-001-C**
NEW GRS # **GRS2.3-030** Disposition Authority **DAA-GRS-2015-0007-0006**

Destroy Permitted **Destroy when 3 years old, but longer retention is authorized if required for business use.**

Title Anti-harassment Program Governance Files

Class Level Series Schedule Number **140-001-001-D**
NEW GRS # **GRS2.3-040** Disposition Authority **DAA-GRS-2015-0007-0012**

Destroy Permitted **Destroy 3 years after being superseded or obsolete, but longer retention is authorized if required for business use.**

Title EEO External Reporting

Class Level Series Schedule Number **140-001-005**
NEW GRS # **GRS2.3-035** Disposition Authority **DAA-GRS-2015-0007-0011**

Destroy Permitted **Destroy when 5 years old, but longer retention is authorized if required for business use.**

Title EEO General Administration

Class Level Series Schedule Number **140-002-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Employees Reasonable Accommodation Requests

Class Level Series Schedule Number **140-101-001**
NEW GRS # **GRS2.3-021** Disposition Authority **DAA-GRS-2015-0007-0005**

Destroy Permitted **Destroy 3 years after employee separation from the agency or all appeals are concluded whichever is later, but longer retention is authorized if required for business use.**

Title Informal Process EEO Discrimination Complaint

Class Level Series Schedule Number **140-102-001**
NEW GRS # **GRS2.3-031** Disposition Authority **DAA-GRS-2015-0007-0006**

Destroy Permitted **Destroy 3 years after resolution of case, but longer retention is authorized if required for business use.**

Title Formal Process EEO Discrimination Complaint

Class Level Series Schedule Number **140-102-002**
NEW GRS # **GRS2.3-032** Disposition Authority **DAA-GRS-2015-0007-0008**

Destroy Permitted **Destroy 7 years after resolution of case, but longer retention is authorized if required for business use.**



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Definitions regarding retention schedules may be found in 36 CFR Subchapter B Part 1220.18

Title EEO Counseling (cases that do not result in complaint)

Class Level Series Schedule Number **140-102-003**
 NEW GRS # **GRS2.3-033** Disposition Authority **DAA-GRS-2015-0007-0009**
Destroy Permitted Destroy 2 years after final resolution of case, but longer retention is authorized if required for business use.

Title EEO Compliance Reviews

Class Level Series Schedule Number **140-103-001**
 NEW GRS # **GRS2.3-034** Disposition Authority **DAA-GRS-2015-0007-0010**
Destroy Permitted Destroy when 7 years old, but longer retention is authorized if required for business use.

Title Anti-harassment Complaint Case

Class Level Series Schedule Number **140-104-001**
 NEW GRS # **GRS2.3-041** Disposition Authority **DAA-GRS-2015-0007-0013**
Destroy Permitted Destroy when 7 years old, but longer retention is authorized if required for business use.

Title Informal Process Alternative Dispute Resolution Cases

Class Level Series Schedule Number **140-105-001**
 NEW GRS # **GRS2.3-011** Disposition Authority **DAA-GRS-2015-0007-0002**
Destroy Permitted Destroy 3 years after case is closed, but longer disposition is authorized if required for business use.

Title Formal Process Alternative Dispute Resolution

Class Level Series Schedule Number **140-105-002**
 NEW GRS # **GRS2.3-012** Disposition Authority **DAA-GRS-2015-0007-0003**
Destroy Permitted Destroy 7 years after case is closed, but longer retention is authorized if required for business use.

Title Legal Program Records

Class Level Series Schedule Number **200A-001-001**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title Legal General Administration

Class Level Series Schedule Number **200A-002-001**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title Legal Programs Chronological Correspondence File

Class Level Series Schedule Number **200A-002-002**
 NEW GRS # **CSBOGC-005** Disposition Authority **CSB-OGC-5**
Destroy Permitted Destroy 3 years after cut-off.

Title Legal Programs Miscellaneous Inquiries

Class Level Series Schedule Number **200A-002-003**
 NEW GRS # **CSBOGC-013** Disposition Authority **CSB-OGC-13**
Destroy Permitted Destroy 5 years after cut-off.

Title Investigation Legal Files

Class Level Series Schedule Number **200O-101-001**
 NEW GRS # **CSBOGC-002** Disposition Authority **CSB-OGC-2**
Destroy Permitted Destroy 15 years after cut-off

Title Legal Support for Personnel Matters

Class Level Series Schedule Number **200O-101-002**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!



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Definitions regarding retention schedules may be found in 36 CFR Subchapter B Part 1220.18

Title General Litigation Files

Class Level Series Schedule Number **200O-101-003**
NEW GRS # **CSBOGC-003** Disposition Authority **CSB-OGC-3**

Destroy Permitted Destroy 10 years after cut-off.

Title Legal Opinions

Class Level Series Schedule Number **200O-102-001**
NEW GRS # **CSBOGC-00X** Disposition Authority

Destroy Permitted See Parts for Disposition Instructions

Title Office of General Counsel Formal Legal Opinions

Class Level Part Schedule Number **200O-102-001-A**
NEW GRS # **CSBOGC-001** Disposition Authority **CSB-OGC-001A**

Must Not Destroy Hold 20 years and transfer in 10 year blocks to NARA

Title Third Party Legal Opinions

Class Level Part Schedule Number **200O-102-001-B**
NEW GRS # **CSBOGC-001** Disposition Authority **CSB-OGC-001B**

Must Not Destroy Hold 20 years and transfer in 10 year blocks to NARA

Title Procurement Solicitation Review

Class Level Series Schedule Number **200O-102-002**
NEW GRS # **CSBOGC-00X** Disposition Authority

Destroy Permitted See Parts for Disposition Instructions

Title Completed Solicitations

Class Level Part Schedule Number **200O-102-002-A**
NEW GRS # **CSBOGC-006** Disposition Authority **CSB-OGC-006A**

Destroy Permitted Destroy 7 years after cut-off.

Title Cancelled solicitations

Class Level Part Schedule Number **200O-102-002-B**
NEW GRS # **CSBOGC-006** Disposition Authority **CSB-OGC-006B**

Destroy Permitted Destroy 7 years after cut-off.

Title Reviews for Confidential Business Information

Class Level Series Schedule Number **200O-102-003**
NEW GRS # **CSBOGC-007** Disposition Authority **CSB-OGC-007**

Destroy Permitted Destroy 7 years after cut-off.

Title Interagency Agreements

Class Level Series Schedule Number **200O-102-004**
NEW GRS # **CSBOGC-012** Disposition Authority **CSB-OGC-012**

Destroy Permitted Destroy 5 years after cut-off.

Title Ehtics Program Governance Files

Class Level Series Schedule Number **210-001-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!

Title Office of Government Ethics Questionnaire and Surveys

Class Level Series Schedule Number **210-001-005-A**
NEW GRS # **GRS2.8-040** Disposition Authority **DAA-GRS2014-00050005**

Destroy Permitted Destroy 3 years after submission

Title Reports of payments accepted from non-Federal sources.

Class Level Series Schedule Number **210-001-005-B**
NEW GRS # **GRS2.8-03X** Disposition Authority

Destroy Permitted See Parts for Disposition Instructions



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Definitions regarding retention schedules may be found in 36 CFR Subchapter B Part 1220.18

Title Agency reports.

Class Level **Part** Schedule Number **210-001-005-B-001**
 NEW GRS # **GRS2.8-030** Disposition Authority **DAA-GRS-2014-0005-0003**
Destroy Permitted Destroy 3 years following submission of the report to OGE, but longer retention is authorized if required for business use.

Title Supporting documentation.

Class Level **Part** Schedule Number **210-001-005-B-002**
 NEW GRS # **GRC2.8-031** Disposition Authority **DAA-GRS-2014-0005-0004**
Destroy Permitted Destroy 1 year following submission of the report to OGE, but longer retention is authorized if required for business use.

Title Ethics Program General Administrative Records

Class Level **Series** Schedule Number **210-002-001**
 NEW GRS # **GRS2.8-010** Disposition Authority **DAA-GRS2016-00060001**
Destroy Permitted Destroy 6 years following the conclusion of an ethics regulatory review, provision of advice to an employee, making a determination regarding outside employment or after such determination is no longer in effect or applicable, or when no longer needed for

Title Ethics Program Public Financial Disclosure Reports

Class Level **Series** Schedule Number **210-101-001**
 NEW GRS # **GRS2.8-06X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Reports for individuals filing IAW the Act and not subsequently confirmed by the senate.

Class Level **Part** Schedule Number **210-101-001-A**
 NEW GRS # **GRS2.8-060** Disposition Authority **DAA-GRS2014-00050007**
Destroy Permitted Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.

Title All Other Reports for individuals filing in accordance with the Act.

Class Level **Part** Schedule Number **210-101-001-B**
 NEW GRS # **GRS2.8-061** Disposition Authority **DAA-GRS2014-00050008**
Destroy Permitted Destroy 6 years after receipt of the OGE Form 278 or 278e by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.

Title Periodic transaction reports.

Class Level **Part** Schedule Number **210-101-001-C**
 NEW GRS # **GRS2.8-062** Disposition Authority **DAA-GRS2014-00050009**
Destroy Permitted Destroy 7 years after receipt by the agency or when the related subsequent OGE Form 278 (SF 278) is ready for destruction 6 years later. The reports may be retained longer if needed for active investigation. This disposition instruction is mandatory; deviations are not allowed.

Title Request to Inspect or Other Distribution of Reports

Class Level **Part** Schedule Number **210-101-001-D**
 NEW GRS # **GRS2.8-063** Disposition Authority **DAA-GRS-2014-0005-0010**
Destroy Permitted Destroy when the requested report is destroyed. This disposition instruction is mandatory; deviations are not allowed.

Title Ethics Program Confidential Financial Disclosure Reports

Class Level **Series** Schedule Number **210-101-002**
 NEW GRS # **GRS2.8-07X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions



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Definitions regarding retention schedules may be found in 36 CFR Subchapter B Part 1220.18

Title Reports for Individuals Not Confirmed by the Senate

Class Level **Part** Schedule Number **210-101-002-A**
 NEW GRS # **GRS2.8-070** Disposition Authority **DAA-GRS2014-00050011**
Destroy Permitted **Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.**

Title All Other Reports

Class Level **Part** Schedule Number **210-101-002-B**
 NEW GRS # **GRS2.8-071** Disposition Authority **DAA-GRS2014-00050012**
Destroy Permitted **Destroy 6 years after receipt of the OGE Form 450 by the agency, EXCEPT: See Notes!**

Title Office of Government Ethics Optional Form 450-A Reports

Class Level **Part** Schedule Number **210-101-002-C**
 NEW GRS # **GRS2.8-072** Disposition Authority **DAA-GRS2014-00050013**
Destroy Permitted **Destroy 6 years after receipt of the OGE Form 450-A report by the agency, along with the associated OGE Form 450, or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.**

Title Ethics Program Alternative/Additional Financial Disclosure Reports

Class Level **Series** Schedule Number **210-101-003**
 NEW GRS # **GRS2.8-08X** Disposition Authority
Destroy Permitted **See Parts for Disposition Instructions**

Title Reports for individuals not subsequently confirmed by the U.S. Senate.

Class Level **Part** Schedule Number **210-101-003-A**
 NEW GRS # **GRS2.8-080** Disposition Authority **DAA-GRS2014-00050014**
Destroy Permitted **Destroy 1 year after nominee ceases to be under consideration for the position or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.**

Title All other reports

Class Level **Part** Schedule Number **210-101-003-B**
 NEW GRS # **GRS2.8-081** Disposition Authority **DAA-GRS2014-00050015**
Destroy Permitted **Destroy 6 years after receipt of the financial disclosure report by the agency or when no longer needed for active investigation, whichever is later. This disposition instruction is mandatory; deviations are not allowed.**

Title Ethics Program Agreements Records

Class Level **Series** Schedule Number **210-103-001**
 NEW GRS # **GRS2.8-10X** Disposition Authority
Destroy Permitted **See Parts for Disposition Instructions**

Title Agreements for employees who do not file financial disclosure reports.

Class Level **Part** Schedule Number **210-103-001-A**
 NEW GRS # **GRS2.8-100** Disposition Authority **DAA-GRS2014-00050017**
Destroy Permitted **Destroy 6 years after the waiver or other agreed-upon determination or action has been issued or undertaken, or 6 years after it is no longer in effect, or when no longer needed for active investigation, whichever is later. Longer retention is authorized**

Title Agreements for employees who file financial disclosure reports

Class Level **Part** Schedule Number **210-103-001-B**
 NEW GRS # **GRS2.8-101** Disposition Authority **DAA-GRS2014-00050018**
Destroy Permitted **Destroy at the same time as the employee's last related financial report is destroyed or when no longer needed for active investigation, whichever is later. Longer retention is authorized if needed for business use.**



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Definitions regarding retention schedules may be found in 36 CFR Subchapter B Part 1220.18

Title Financial Disclosure Review and Counseling Supporting Documentation
Class Level Series Schedule Number 210-103-003
NEW GRS # GRS2.8-090 Disposition Authority DAA-GRS2014-00050016
Destroy Permitted Destroy at the same time an individual's related financial disclosure report is destroyed or 6 years after the individual has submitted their last financial disclosure report; or when no longer needed for active investigation, whichever is later.

Title Ethics Program Training Records
Class Level Series Schedule Number 210-104-101
NEW GRS # GRS2.6-020 Disposition Authority DAA-GRS-20160014-0002
Destroy Permitted Destroy when 6 years old or when superseded, whichever is later

Title Ethics Program Referrals and Notifications of Violations
Class Level Series Schedule Number 210-105-001
NEW GRS # GRS2.8-020 Disposition Authority DAA-GRS2014-00050002
Destroy Permitted Destroy 6 years after final disposition of the referral to either the IG or DOJ

Title Freedom of Information Act (FOIA) Program Governance Files
Class Level Series Schedule Number 220-001-001
NEW GRS # CSB0.0-115 Disposition Authority
Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Reports to Congress, DOJ, and other agencies regarding FOIA
Class Level Series Schedule Number 220-001-005
NEW GRS # GRS4.2-070 Disposition Authority DAA-GRS2013-00070006
Destroy Permitted Destroy 2 years after date of report, but longer retention is authorized if required for business use.

Title Annual reports by agency CIO, Inspector General, or Senior Agency Official for FOIA.
Class Level Series Schedule Number 220-001-005-B
NEW GRS # GRS4.2-080 Disposition Authority DAA-GRS2013-00070022
Destroy Permitted Destroy 5 years after submission of report, but longer retention is authorized if required for business use.

Title FOIA Program General Administrative Records
Class Level Series Schedule Number 220-002-001
NEW GRS # GRS4.2-001 Disposition Authority DAA-GRS-2016-0013-0003
Destroy Permitted Destroy when 3 years old, but longer retention is authorized if needed for business use.

Title FOIA General Information Requests
Class Level Series Schedule Number 220-101-001
NEW GRS # GRS4.2-010 Disposition Authority DAA-GRS2013-00070001
Destroy Permitted Destroy when 90 days old, but longer retention is authorized if required for business use.

Title FOIA Request Case and Appeals Files
Class Level Series Schedule Number 220-101-002
NEW GRS # GRS4.2-020 Disposition Authority DAA-GRS2016-00020001
Destroy Permitted Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.

Title FOIA Research and Control Files
Class Level Series Schedule Number 220-101-003
NEW GRS # GRS4.2-040 Disposition Authority DAA-GRS2016-00020004
Destroy Permitted Destroy or delete 5 years after date of last entry, final adjudication by courts, or final action by agency (such as release of information from controlled unclassified status), as may apply, whichever is later; but longer retention is authorized if required.



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Title Virtual Public Library Records

Class Level Series Schedule Number **220-101-004**
NEW GRS # **GRS4.2-180** Disposition Authority **DAA-GRS-2016-0008-0001**

Destroy Permitted Destroy when no longer needed.

Title FOIA Compliance Reporting

Class Level Series Schedule Number **220-102-001**
NEW GRS # **GRS4.2-081** Disposition Authority **DAA-GRS2013-00070023**

Destroy Permitted Destroy 2 years after submission of report, but longer retention is authorized if required for business use.

Title Privacy Act (PA) Program Governance Files

Class Level Series Schedule Number **230-001-001**
NEW GRS # **CBS0.0-115** Disposition Authority

Must Not Destroy Unscheduled; Do Not Destroy!

Title Reports to Congress, DOJ, and other agencies regarding PA

Class Level Series Schedule Number **230-001-005-A**
NEW GRS # **GRS4.2-070** Disposition Authority **DAA-GRS2013-00070006**

Destroy Permitted Destroy 2 years after date of report, but longer retention is authorized if required for business use.

Title Annual reports by agency CIO, Inspector General, or Senior Agency Official for PA.

Class Level Series Schedule Number **230-001-005-B**
NEW GRS # **GRS4.2-080** Disposition Authority **DAA-GRS2013-00070022**

Destroy Permitted Destroy 5 years after submission of report, but longer retention is authorized if required for business use.

Title PA Program General Administrative Records

Class Level Series Schedule Number **230-002-001**
NEW GRS # **GRS4.2-001** Disposition Authority **DAA-GRS-2016-0013-0003**

Destroy Permitted Destroy when 3 years old, but longer retention is authorized if needed for business use.

Title PA General Information Requests

Class Level Series Schedule Number **230-101-001**
NEW GRS # **GRS4.2-010** Disposition Authority **DAA-GRS2013-00070001**

Destroy Permitted Destroy when 90 days old, but longer retention is authorized if required for business use.

Title PA Request Case and Appeals Files

Class Level Series Schedule Number **230-101-002**
NEW GRS # **GRS4.2-020** Disposition Authority **DAA-GRS2016-00020001**

Destroy Permitted Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.

Title Accounting for control of "Released" Records

Class Level Series Schedule Number **230-101-003**
NEW GRS # **GRS4.2-040** Disposition Authority **DAA-GRS2016-00020004**

Destroy Permitted Destroy or delete 5 years after date of last entry, final adjudication by courts, or final action by agency(such as release of information from controlled unclassified status), as may apply, whichever is later; but longer retention is authorized if required for business use.

Title PA Amendment Case Files

Class Level Series Schedule Number **230-102-001**
NEW GRS # **GRS4.2-090** Disposition Authority **DAA-GRS2013-00070007**

Destroy Permitted Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later. Longer retention is authorized if required for business use.



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Title PA Accounting of Disclosure Case Files

Class Level Series Schedule Number **230-103-001**
 NEW GRS # **GRS4.2-050** Disposition Authority **NC1-64-771 item 27**
Destroy Permitted **Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.**

Title PA Program Erroneous Release

Class Level Series Schedule Number **230-103-002**
 NEW GRS # **GRS4.2-061** Disposition Authority **DAA-GRS2015-00020002**
Destroy Permitted **Destroy 6 years after the erroneous release, but longer retention is authorized if required for business use.**

Title Access Tracking Records

Class Level Series Schedule Number **230-104-001**
 NEW GRS # **GRS4.2-030** Disposition Authority **DAA-GRS2013-00070020**
Destroy Permitted **Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.**

Title Control Container Management

Class Level Series Schedule Number **230-104-002**
 NEW GRS # **GRS4.2-031** Disposition Authority **DAA-GRS2013-00070020**
Destroy Permitted **Destroy when superseded or obsolete, but longer retention is authorized if required for business use.**

Title PA Container Control Logs

Class Level Series Schedule Number **230-104-003**
 NEW GRS # **GRS4.2-032** Disposition Authority **DAA-GRS2016-00020003**
Destroy Permitted **Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.**

Title PA Compliance Reporting

Class Level Series Schedule Number **230-105-001**
 NEW GRS # **GRS4.2-081** Disposition Authority **DAA-GRS2013-00070023**
Destroy Permitted **Destroy 2 years after submission of report, but longer retention is authorized if required for business use.**

Title Investigations Program Files

Class Level Series Schedule Number **300A-001-001**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Investigations General Administration

Class Level Series Schedule Number **300A-002-001**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Initial Notification and Preliminary Screening

Class Level Series Schedule Number **300O-101-001**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy **See Parts for Disposition Instructions**

Title Incident Log Entry

Class Level Part Schedule Number **300O-101-001-A**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy **Unscheduled; Do Not Destroy!**



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Title Incident Screening Reports & Research Materials

Class Level **Part** Schedule Number **300O-101-001-B**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Follow-Up Research and Evaluation

Class Level **Series** Schedule Number **300O-101-002**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Team Selection and Assignments

Class Level **Series** Schedule Number **300O-102-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Planning and Management

Class Level **Series** Schedule Number **300O-102-002**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Resource Allotment

Class Level **Series** Schedule Number **300O-102-003**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Procurements and Budgeting

Class Level **Series** Schedule Number **300O-102-004**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Internal Communications and Reporting

Class Level **Series** Schedule Number **300O-102-005**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Background Information

Class Level **Series** Schedule Number **300O-103-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Preliminary Research

Class Level **Series** Schedule Number **300O-103-002**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Preliminary Safety and Health Plan

Class Level **Series** Schedule Number **300O-103-003**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Preliminary Contacts

Class Level **Series** Schedule Number **300O-103-004**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Official Notifications

Class Level **Series** Schedule Number **300O-104-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**



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Title Official Correspondence

Class Level Series Schedule Number **300O-104-002**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Official Understandings or Agreements

Class Level Series Schedule Number **300O-104-003**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Witness Statements and Interviews

Class Level Series Schedule Number **300O-105-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Physical Evidence

Class Level Series Schedule Number **300O-105-002**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **See Parts for Disposition Instructions**

Title Photographs, Drawings, Sketches

Class Level Part Schedule Number **300O-105-002-A**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Audio or Video Recordings (excl Interviews)

Class Level Part Schedule Number **300O-105-002-B**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Documentary Evidence

Class Level Series Schedule Number **300O-105-003**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **See Parts for Disposition Instructions**

Title Information Responses

Class Level Part Schedule Number **300O-105-003-A**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Record Responses

Class Level Part Schedule Number **300O-105-003-B**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Interrogatory Responses

Class Level Part Schedule Number **300O-105-003-C**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Electronic Data

Class Level Series Schedule Number **300O-105-004**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Community/Public Impact

Class Level Series Schedule Number **300O-105-005**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**



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Title Testing and Results

Class Level Series Schedule Number **300O-105-006**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Recommendations Program Files

Class Level Series Schedule Number **400A-001-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Recommendations General Administration

Class Level Series Schedule Number **400A-002-001**
NEW GRS # **CSB0.0-115** Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Displaced Employee Program Governance Files

Class Level Series Schedule Number **510-001-001-A**
NEW GRS # **GRS2.3-070** Disposition Authority **DAA-GRS-2015-0007-0019**

Destroy Permitted **Destroy 3 years after being superseded, but longer disposition is authorized if required for business use.**

Title Telework/Alternative Worksite Program Governance Records

Class Level Series Schedule Number **510-001-001-B**
NEW GRS # **GRS2.3-080** Disposition Authority **DAA-GRS-2015-0007-0021**

Destroy Permitted **Destroy when 3 years old, but longer retention si authorized for business use.**

Title Donated Leave Program Administrative Records

Class Level Series Schedule Number **510-001-001-C**
NEW GRS # **GRS2.4-070** Disposition Authority **DAA-GRS-2016-0015-0008**

Destroy Permitted **Destroy when 3 years old, but longer retention is authorized if required for business use.**

Title Child Care Program Administrative Files

Class Level Series Schedule Number **510-001-001-D**
NEW GRS # **GRS2.4-120** Disposition Authority **DAA-GRS-2016-0015-0015**

Destroy Permitted **Destroy when 3 years old, but longer retention is authorized if required for business use.**

Title Transportation Subsidy Program Administrative Records

Class Level Series Schedule Number **510-001-001-E**
NEW GRS # **GRS2.4-130** Disposition Authority **DAA-GRS-2016-0015-0017**

Destroy Permitted **Destroy when 3 years old, but longer retention is authorized if required for business use.**

Title Family Medical Leave Act Program Files

Class Level Series Schedule Number **510-001-001-F**
NEW GRS # **GRS2.4-140** Disposition Authority **DAA-GRS-2016-0015-0019**

Destroy Permitted **Destroy 3 years after superseded or obsolete, but longer retention is authorized if required for business use.**

Title Separation Program Management Records

Class Level Series Schedule Number **510-001-001-G**
NEW GRS # **GRS2.5-01X** Disposition Authority

Destroy Permitted **See Parts for Disposition Instructions**

Title Records not specific to an agency separation initiative.

Class Level Part Schedule Number **510-001-001-G-A**
NEW GRS # **GRS2.5-010** Disposition Authority **DAA-GRS-2014-0004-0001**

Destroy Permitted **Destroy when no longer required for business use.**



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Title Records specific to an agency separation initiative such as reduction-in-force, voluntary early retirement, voluntary separation
Class Level Part Schedule Number 510-001-001-G-B
NEW GRS # GRS2.5-011 Disposition Authority DAA-GRS-2014-0004-0002
Destroy Permitted Destroy 2 years after date of program closure, but longer retention is authorized if required for business use.

Title Phased Retirement Program Administrative Records
Class Level Series Schedule Number 510-001-001-H
NEW GRS # GRS2.5-050 Disposition Authority DAA-GRS-2016-0007-0001
Destroy Permitted Destroy when 3 years old or 3 years after revision or replacement, as appropriate, but longer retention is authorized if required for business use.

Title Personnel Management General Administrative Records
Class Level Series Schedule Number 510-002-001
NEW GRS # GRS2.2-010 Disposition Authority DAA-GRS-2017-0007-0001
Destroy Permitted Destroy when 3 years old, but longer retention is authorized if required for business use.

Title Classification Standards
Class Level Series Schedule Number 510-101-001
NEW GRS # GRS2.1-010 Disposition Authority DAA-GRS-2014-0002-0001
Destroy Permitted Destroy 2 years after standard is superseded, canceled, or disapproved by OPM (as appropriate) but longer retention is authorized if required for business use.

Title Position Descriptions
Class Level Series Schedule Number 510-101-002
NEW GRS # GRS2.1-02X Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Official Agency Position Description
Class Level Part Schedule Number 510-101-002-A
NEW GRS # GRS2.1-020 Disposition Authority DAA-GRS-2014-0002-0002
Destroy Permitted Destroy 2 years after position is abolished or description is superseded, but longer retention is authorized if required for business use.

Title PD Case Files
Class Level Part Schedule Number 510-101-002-B
NEW GRS # GRS2.1-022 Disposition Authority DAA-GRS-2014-0002-0003
Destroy Permitted Destroy when position description is final, but longer retention is authorized if required for business use.

Title Position Reviews and Classification Appeals
Class Level Series Schedule Number 510-101-003
NEW GRS # GRS2.1-030 Disposition Authority DAA-GRS-2014-0002-0004
Destroy Permitted Destroy 3 years after final decision, but longer retention is authorized if required for business use.

Title Certificates of Classification
Class Level Series Schedule Number 510-101-004
NEW GRS # GRS2.1-040 Disposition Authority DAA-GRS-2014-0002-0005
Destroy Permitted Destroy 2 years after position is abolished or description is superseded, but longer retention is authorized if required for business use.

Title Delegation of Authority for Examination and Certification
Class Level Series Schedule Number 510-101-005
NEW GRS # GRS2.1-150 Disposition Authority DAA-GRS-2014-0002-0021
Destroy Permitted Destroy 3 years after agreement terminates but longer retention is authorized if required for business use.



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Title Case Files on lost or exposed job test materials

Class Level Series Schedule Number **510-101-006**
 NEW GRS # **GRS2.1-070** Disposition Authority **DAA-GRS-2014-0002-0012**
Destroy Permitted Destroy 5 years after date of final report.

Title Delegated Authority Audits

Class Level Series Schedule Number **510-101-007**
 NEW GRS # **GRS2.1-160** Disposition Authority **DAA-GRS-2014-0002-0022**
Destroy Permitted Destroy when 3 years old but longer retention is authorized if required for business use.

Title Job Vacancy Case Files

Class Level Series Schedule Number **510-101-008**
 NEW GRS # **GRS2.1-05X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title One Time Job Selections

Class Level Part Schedule Number **510-101-008-A**
 NEW GRS # **GRS2.1-050** Disposition Authority **DAA-GRS-2014-0002-0007**
Destroy Permitted Destroy 2 years after selection certificate is closed or final settlement of any associated litigation; whichever is later.

Title Standing Register Selections

Class Level Part Schedule Number **510-101-008-B**
 NEW GRS # **GRS2.1-051** Disposition Authority **DAA-GRS-2014-0002-0007**
Destroy Permitted Destroy 2 years after termination of register.

Title Job Application Packages (for systems ie USAJobs)

Class Level Series Schedule Number **510-101-009**
 NEW GRS # **GRS2.1-060** Disposition Authority **DAA-GRS-2014-0002-0011**
Destroy Permitted Destroy 1 year after date of submission.

Title Interview Records

Class Level Series Schedule Number **510-101-010**
 NEW GRS # **GRS2.1-090** Disposition Authority **DAA-GRS-2014-0002-0008**
Destroy Permitted Destroy 2 years after case is closed by hire or non-selection, expiration of right to appeal a non-selection, or final settlement of any associated litigation, whichever is later.

Title Political Appointment Records (Schedule C)

Class Level Series Schedule Number **510-101-011**
 NEW GRS # **GRS2.1-10X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Records Related to Appointees

Class Level Series Schedule Number **510-101-011-A**
 NEW GRS # **GRS2.1-100** Disposition Authority **DAA-GRS-2014-0002-0014**
Destroy Permitted Destroy after separation. Retention up to end of administration under which individual was hired is authorized if required for business use.

Title Appointee Ethics Pledges and Waivers

Class Level Series Schedule Number **510-101-011-B**
 NEW GRS # **GRS2.1-101** Disposition Authority **DAA-GRS-2014-0002-0007**
Destroy Permitted File in appointee's Official Personnel File, per Executive Order 13490.

Title Records Related to Non-Appointees

Class Level Series Schedule Number **510-101-011-C**
 NEW GRS # **GRS2.1-102** Disposition Authority **DAA-GRS-2014-0002-0015**
Destroy Permitted Destroy 1 year after consideration of the candidate ends. Retention up to end of administration under which individual was considered is authorized if required for business use.



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Title Disabled Excepted Service Appointment Records (Schedule A,B,D)

Class Level Series Schedule Number **510-101-012**
 NEW GRS # **GRS2.1-110** Disposition Authority **DAA-GRS-2014-0002-0018**
Destroy Permitted Destroy 5 years after candidate enters on duty, is no longer under consideration, or declines offer.

Title Non-Disabled Excepted Service Appointments (Schedule A,B,D)

Class Level Series Schedule Number **510-101-013**
 NEW GRS # **GRS2.1-111** Disposition Authority **DAA-GRS-2014-0002-0019**
Destroy Permitted Destroy 2 years after candidate enters on duty, is no longer under consideration, or declines offer.

Title Hires Under Special Temporary Authority

Class Level Series Schedule Number **510-101-014**
 NEW GRS # **GRS2.1-130** Disposition Authority **DAA-GRS-2014-0002-0016**
Destroy Permitted Destroy 2 years after hiring authority closes but longer retention is authorized if required for business use.

Title Pre-Appointment Files

Class Level Series Schedule Number **510-101-015**
 NEW GRS # **GRS2.1-14X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Records concerning prospective employees who enter on duty.

Class Level Part Schedule Number **510-101-015-A**
 NEW GRS # **GRS2.1-141** Disposition Authority **None; filing instruction**
Destroy Permitted Forward to appropriate human resources office to include in OPF after employee enters on duty.

Title Records concerning prospective employees who do not enter on duty.

Class Level Part Schedule Number **510-101-015-B**
 NEW GRS # **GRS2.1-142** Disposition Authority **DAA-GRS-2014-0002-0009**
Destroy Permitted Destroy 1 year after prospective employee is no longer a candidate.

Title Copies of records included in Job vacancy case

Class Level Part Schedule Number **510-101-015-C**
 NEW GRS # **GRS2.1-143** Disposition Authority **DAA-GRS-2014-0002-0010**
Destroy Permitted Destroy after prospective employee enters on duty, declines appointment, or is no longer a candidate.

Title Employment Eligibility Verification Records

Class Level Series Schedule Number **510-101-016**
 NEW GRS # **GRS2.2-060** Disposition Authority **DAA-GRS-2017-0007-0007**
Destroy Permitted Destroy 3 years after employee separates from service or transfers to another agency.

Title Workforce and Succession Planning Records

Class Level Series Schedule Number **510-102-001**
 NEW GRS # **GRS2.2-020** Disposition Authority **DAA-GRS-2017-0007-0002**
Destroy Permitted Destroy 3 years after issuing each new plan, but longer retention is authorized if required for business use.

Title Skill Set Records

Class Level Series Schedule Number **510-102-002**
 NEW GRS # **GRS2.2-120** Disposition Authority **DAA-GRS-2017-0007-0018**
Destroy Permitted Destroy when business use ceases.

Title Requests for Non-Competitive Personnel Action

Class Level Series Schedule Number **510-102-003**
 NEW GRS # **GRS2.1-080** Disposition Authority **DAA-GRS-2014-0002-0013**
Destroy Permitted Destroy 1 year after approval is granted or denied.



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Title Notification of Personnel Actions

Class Level Series Schedule Number **510-102-004**
NEW GRS # **GRS2.2-050** Disposition Authority **DAA-GRS-2017-0007-0006**

Destroy Permitted Destroy when business use ceases.

Title Employee Performance File System

Class Level Series Schedule Number **510-102-005**
NEW GRS # **GRS2.2-07X** Disposition Authority

Destroy Permitted See Parts for Disposition Instructions

Title Acceptable Performance Appraisals of Non-SES appointees

Class Level Part Schedule Number **510-102-005-A**
NEW GRS # **GRS2.2-070** Disposition Authority **DAA-GRS-2017-0007-0008**

Destroy Permitted Destroy no sooner than 4 years after date of appraisal, but longer retention is authorized if required for business use.

Title Unacceptable performance appraisals of non-senior

Class Level Part Schedule Number **510-102-005-B**
NEW GRS # **GRS2.2-071** Disposition Authority **DAA-GRS-2017-0007-0009**

Destroy Permitted Destroy after employee completes 1 year of acceptable performance from the date of written advance notice of proposed removal or reduction-in-grade notice. This disposition instruction is mandatory; deviations are not allowed.

Title SES appointees (as defined in 5 U.S.C. 3132a(2)).

Class Level Part Schedule Number **510-102-005-C**
NEW GRS # **GRS2.2-072** Disposition Authority **DAA-GRS-2017-0007-0010**

Destroy Permitted Destroy no sooner than 5 years after date of appraisal, but longer retention is authorized if required for business use.

Title Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

Class Level Part Schedule Number **510-102-005-D**
NEW GRS # **GRS2.2-073** Disposition Authority **DAA-GRS-2017-0007-0011**

Destroy Permitted Destroy when superseded. This disposition instruction is mandatory; deviations are not allowed.

Title Personnel Counseling Case Files

Class Level Series Schedule Number **510-102-006**
NEW GRS # Disposition Authority

Destroy Permitted See Parts for Disposition Instructions

Title General Counseling Records

Class Level Part Schedule Number **510-102-006-A**
NEW GRS # Disposition Authority **NC1-64-77-10 item 27a**

Destroy Permitted Destroy 3 years after termination of counseling.

Title Alcohol and Drug Abuse Counseling Records

Class Level Part Schedule Number **510-102-006-B**
NEW GRS # Disposition Authority **NC1-64-77-10 item 27b**

Destroy Permitted Destroy when 3 years old.

Title Employee Incentive Awards Program

Class Level Series Schedule Number **510-102-007**
NEW GRS # **GRS2.2-030** Disposition Authority **DAA-GRS-2017-0007-0003**

Destroy Permitted Destroy when 2 years old or 2 years after award is approved or disapproved, whichever is later, but longer retention is authorized if required for business use.

Title Records Related to Official Passports

Class Level Series Schedule Number **510-102-009**
NEW GRS # **GRS2.2-09X** Disposition Authority

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Title Application Records

Class Level **Part** Schedule Number **510-102-009-A**
 NEW GRS # **GRS2.2-090** Disposition Authority **DAA-GRS-2017-0007-0013**
Destroy Permitted Destroy when 3 years old or upon employee separation or transfer, whichever is sooner; but longer retention is authorized if required for business use.

Title Official Passport Registrars

Class Level **Part** Schedule Number **510-102-009-B**
 NEW GRS # **GRS2.2-091** Disposition Authority **DAA-GRS-2017-0007-0014**
Destroy Permitted Destroy when superseded or obsolete.

Title Official Passports

Class Level **Part** Schedule Number **510-102-009-C**
 NEW GRS # **GRS2.2-092** Disposition Authority **None; filing instruction**
Destroy Permitted Transfer to new agency or return to the Department of State upon expiration or upon separation of the employee.

Title eOPF

Class Level **Series** Schedule Number **510-102-010**
 NEW GRS # **GRS2.0-000** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Long-Term Records

Class Level **Part** Schedule Number **510-102-010-A**
 NEW GRS # **GRS2.2-040** Disposition Authority **DAA-GRS-2017-0007-0004**
Destroy Permitted Destroy when survivor or retirement claims are adjudicated or when records are 129 years old, whichever is sooner, but longer retention is authorized if required for business use.

Title Short Term Records

Class Level **Part** Schedule Number **510-102-010-B**
 NEW GRS # **GRS2.2-041** Disposition Authority **DAA-GRS-2017-0007-0005**
Destroy Permitted Destroy when superseded or obsolete, or upon separation or transfer of employee, whichever is earlier.

Title Individual employee separation records required to be placed in separating employee's OPF.

Class Level **Part** Schedule Number **510-102-010-C**
 NEW GRS # **GRS2.5-040** Disposition Authority **None; filing instruction**
Destroy Permitted File on left side (short-term) or right side (long-term) of the Official Personnel Folder (OPF), as appropriate.

Title Labor Management Relations Records

Class Level **Series** Schedule Number **510-103-001**
 NEW GRS # **GRS2.3-050** Disposition Authority **DAA-GRS-2015-0007-0014**
Destroy Permitted Destroy 5 years after expiration of agreement, but longer retention is authorized if required for business use.

Title Labor Management Relations Arbitrations

Class Level **Series** Schedule Number **510-103-002**
 NEW GRS # **GRS2.3-052** Disposition Authority **DAA-GRS-2015-0007-0016**
Destroy Permitted Destroy 5 years after final resolution of case, but longer retention is authorized if required for business use.

Title Administrative Grievance, Disciplinary, and Adverse Action Files

Class Level **Series** Schedule Number **510-103-003**
 NEW GRS # **GRS2.3-06X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Administrative Grievance Case Files

Class Level **Part** Schedule Number **510-103-003-A**
 NEW GRS # **GRS2.3-060** Disposition Authority **DAA-GRS-2015-0007-0017**
Destroy Permitted Destroy no sooner than 4 years but no less than 7 years after case is closed.



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Title Adverse Action Case Files

Class Level **Part** Schedule Number **510-103-003-B**
 NEW GRS # **GRS2.3-061** Disposition Authority **DAA-GRS-2015-0007-0018**
Destroy Permitted Destroy no sooner than 4 years but no later than 7 years after case is closed.

Title Performance Based Action Case Files

Class Level **Part** Schedule Number **510-103-003-C**
 NEW GRS # **GRS2.3-062** Disposition Authority **DAA-GRS-2015-0007-0023**
Destroy Permitted Destroy no sooner than 4 years but no later than 7 years after case is closed.

Title Telework/Alternate Worksite Files

Class Level **Series** Schedule Number **510-103-004**
 NEW GRS # **GRS2.3-081** Disposition Authority **DAA-GRS-2015-0007-0022**
Destroy Permitted Destroy 1 year after end of employee's participation in the program, but longer retention is authorized if required for business use.

Title Displaced Employee Case Files

Class Level **Series** Schedule Number **510-103-005**
 NEW GRS # **GRS2.3-071** Disposition Authority **DAA-GRS-2015-0007-0020**
Destroy Permitted Destroy when employee is no longer eligible for displaced employee programs, but longer retention is authorized if required for business use.

Title Wage Survey Files

Class Level **Series** Schedule Number **510-104-001**
 NEW GRS # **GRS2.4-080** Disposition Authority **DAA-GRS-2016-0015-0010**
Destroy Permitted Destroy after completing second succeeding survey in the specific wage area (i.e., retain records of the two most recently completed surveys), but longer retention is authorized if required for business use.

Title Incentive Package Records

Class Level **Series** Schedule Number **510-104-002**
 NEW GRS # **GRS2.4-090** Disposition Authority **DAA-GRS-2016-0015-0011**
Destroy Permitted Destroy 3 years after date of approval, completion of service agreement, or termination of incentive or differential payment, whichever is later, but longer retention is authorized if required for business use.

Title Workers Compensation Records

Class Level **Series** Schedule Number **510-104-003**
 NEW GRS # **GRS2.4-100** Disposition Authority **DAA-GRS-2016-0015-0012**
Destroy Permitted Destroy 3 years after compensation ceases or when deadline for filing a claim has passed.

Title Requests for Benefits under Spouse Equity

Class Level **Series** Schedule Number **510-104-004**
 NEW GRS # **GRS2.4-11X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Successful Applications

Class Level **Part** Schedule Number **510-104-004-A**
 NEW GRS # **GRS2.4-110** Disposition Authority **DAA-GRS-2016-0015-0014**
Destroy Permitted Transfer to appropriate retirement system after enrollment is cancelled or terminated, or annuity payment begins.

Title Denied Applications

Class Level **Part** Schedule Number **510-104-004-B**
 NEW GRS # **GRS2.4-111** Disposition Authority **DAA-GRS-2016-0015-0014**
Destroy Permitted Destroy 1 year after original denial, denial of appeal, or final court order, whichever is appropriate.



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Title Child Care Subsidy Program Case File

Class Level Series Schedule Number **510-104-005**
 NEW GRS # **GRS2.4-121** Disposition Authority **DAA-GRS-2016-0015-0016**
Destroy Permitted Destroy 2 years after employee participation concludes, but longer retention is authorized if required for business use.

Title Transportation Subsidy Case File

Class Level Series Schedule Number **510-104-006**
 NEW GRS # **GRS2.4-131** Disposition Authority **DAA-GRS-2016-0015-0018**
Destroy Permitted Destroy 2 years after employee participation concludes, but longer retention is authorized if required for business use.

Title Donated Leave Program Case File

Class Level Series Schedule Number **510-104-007**
 NEW GRS # **GRS2.4-071** Disposition Authority **DAA-GRS-2016-0015-0009**
Destroy Permitted Destroy 1 year after the employee receiving leave is no longer participating in the program, but longer retention is authorized if required for business use.

Title Family Medical Leave Act Case File

Class Level Series Schedule Number **510-104-008**
 NEW GRS # **GRS2.4-141** Disposition Authority **DAA-GRS-2016-0015-0020**
Destroy Permitted Destroy 3 years after conclusion of leave being taken, but longer retention is authorized if required for business use.

Title Training Program Records

Class Level Series Schedule Number **510-105-001**
 NEW GRS # **GRS2.6-010** Disposition Authority **DAA-GRS-2016-0014-0001**
Destroy Permitted Destroy when 3 years old, or 3 years after superseded or obsolete, whichever is appropriate, but longer retention is authorized if required for business use.

Title Individual Employee Training Records

Class Level Series Schedule Number **510-105-002**
 NEW GRS # **GRS2.6-030** Disposition Authority **DAA-GRS-2016-0014-0003**
Destroy Permitted Destroy when superseded, 3 years old, or 1 year after separation, whichever comes first, but longer retention is authorized if required for business use.

Title SES Candidate Development Program

Class Level Series Schedule Number **510-105-003**
 NEW GRS # **GRS2.6-040** Disposition Authority **DAA-GRS-2016-0014-0004**
Destroy Permitted Destroy when no longer needed for business use.

Title SES Candidate Development Participant Training Record

Class Level Series Schedule Number **510-105-004**
 NEW GRS # **GRS2.6-041** Disposition Authority **DAA-GRS-2016-0014-0005**
Destroy Permitted Destroy upon certification by OPM's Qualifications Review Board (QRB) or 1 year after separation from SESCO, but longer retention is authorized if required for business use.

Title Individual Employee Separation Case Files

Class Level Series Schedule Number **510-106-001**
 NEW GRS # **GRS2.5-020** Disposition Authority **DAA-GRS-2014-0004-0003**
Destroy Permitted Destroy 1 year after date of separation or transfer, but longer retention is authorized if required for business use.

Title Individual Employee Phased Retirement Case Files

Class Level Series Schedule Number **510-106-002**
 NEW GRS # **GRS2.5-051** Disposition Authority **DAA-GRS-2016-0007-0002**
Destroy Permitted Destroy 1 year after employee participation concludes or the employee retires, but longer retention is authorized if required for business use.



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Title Records and Information Management Program Governance Files

Class Level Series Schedule Number 520-001-001-A
 NEW GRS # GRS4.1-020 Disposition Authority DAA-GRS-2013-0002-0007
Destroy Permitted Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Title Library Program Governance Files

Class Level Series Schedule Number 520-001-001-B
 NEW GRS # CSB0.0-115 Disposition Authority
Must Not Destroy **Unscheduled; Do Not Destroy!**

Title RM Program General Administrative Records

Class Level Series Schedule Number 520-002-001-A
 NEW GRS # GRS4.1-020 Disposition Authority DAA-GRS-2013-0002-0007
Destroy Permitted Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Title Library General Administrative Records

Class Level Series Schedule Number 520-002-001-B
 NEW GRS # GRS4.4-010 Disposition Authority DAA-GRS-2015-0003-0001
Destroy Permitted Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable. Longer retention is authorized for business use.

Title Record-Keeping Requirements Review

Class Level Series Schedule Number 520-101-001
 NEW GRS # GRS4.1-020 Disposition Authority DAA-GRS-2013-0002-0007
Destroy Permitted Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Title Record Maintenance System Review and Certification

Class Level Series Schedule Number 520-101-002
 NEW GRS # GRS4.1-020 Disposition Authority DAA-GRS-2013-0002-0007
Destroy Permitted Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Title Record Tools Updates

Class Level Series Schedule Number 520-101-003
 NEW GRS # GRS4.1-020 Disposition Authority DAA-GRS-2013-0002-0007
Destroy Permitted Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Title Vital Record Designation and Revocation

Class Level Series Schedule Number 520-102-001
 NEW GRS # GRS4.1-030 Disposition Authority DAA-GRS-2013-0002-0008
Destroy Permitted Destroy 3 years after project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Title Vital Record Store Annual Cycling and Audit

Class Level Series Schedule Number 520-102-002
 NEW GRS # GRS4.1-030 Disposition Authority DAA-GRS-2013-0002-0008
Destroy Permitted Destroy 3 years after project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Title Administering the Destruction of Temporary Records

Class Level Series Schedule Number 520-103-001
 NEW GRS # GRS4.1-020 Disposition Authority DAA-GRS-2013-0002-0007
Destroy Permitted Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.



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Title Administering the Accessioning of Permanent Records

Class Level Series Schedule Number **520-103-002**
 NEW GRS # **GRS4.1-020** Disposition Authority **DAA-GRS-2013-0002-0007**
Destroy Permitted Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Title File Room Tracking and Control Records

Class Level Series Schedule Number **520-104-001**
 NEW GRS # **GRS4.1-010** Disposition Authority **DAA-GRS-2013-0002-0016**
Destroy Permitted Destroy when no longer needed.

Title RIM Helpdesk Records

Class Level Series Schedule Number **520-105-002**
 NEW GRS # **GRS5.8-010** Disposition Authority **DAA-GRS-20170001-0001**
Destroy Permitted Destroy 1 year after resolved, or when no longer needed for business use, whichever is appropriate.

Title Data Administration Records (Permanent)

Class Level Series Schedule Number **520-105-003**
 NEW GRS # **GRS3.1-050** Disposition Authority **DAA-GRS2013-00050002**
Must Not Destroy Transfer to the National Archives with the permanent electronic records to which the documenttation relates.

Title Data Administration Records (Temp)

Class Level Series Schedule Number **520-105-004**
 NEW GRS # **GRS3.1-051** Disposition Authority **DAA-GRS2013-00050003**
Destroy Permitted Destroy 5 years after the project/activity/ transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.

Title Annual RM Self-Assessment Survey and Reviews

Class Level Series Schedule Number **520-106-001**
 NEW GRS # **GRS4.1-020** Disposition Authority **DAA-GRS-2013-0002-0007**
Destroy Permitted Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Title Random Office Spotchecks

Class Level Series Schedule Number **520-106-002**
 NEW GRS # **GRS4.1-020** Disposition Authority **DAA-GRS-2013-0002-0007**
Destroy Permitted Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded, but longer retention is authorized if needed for business use.

Title Library Operations

Class Level Series Schedule Number **520-107-002**
 NEW GRS # **GRS4.4-020** Disposition Authority **DAA-GRS-2015-0003-0002**
Destroy Permitted Destroy when business use ceases.

Title Inter-Library Loan Services

Class Level Series Schedule Number **520-107-003**
 NEW GRS # **GRS4.4-030** Disposition Authority **DAA-GRS-2015-0003-0003**
Destroy Permitted Destroy 5 years after completing the transaction.

Title Information Technology Management Program Governance Files

Class Level Series Schedule Number **530-001-001**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title IT Management General Administrative Records

Class Level Series Schedule Number **530-002-001**
 NEW GRS # **GRS3.1-001** Disposition Authority **DAA-GRS2016-00130002**
Destroy Permitted Destroy when 5 years old, but longer retention is authorized if needed for business use.



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Title IT Infrastructure Development and Delivery

Class Level Series Schedule Number **530-101-001**
 NEW GRS # **GRS3.1-010** Disposition Authority **DAA-GRS-2013-0005-0006**
Destroy Permitted Destroy 5 years after project is terminated, but longer retention is authorized if required for business use.

Title Systems Development and Delivery

Class Level Series Schedule Number **530-101-002**
 NEW GRS # **GRS3.1-011** Disposition Authority **DAA-GRS-2013-0005-0007**
Destroy Permitted Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use.

Title Special Purpose Applications (Programs)

Class Level Series Schedule Number **530-101-003**
 NEW GRS # **GRS3.1-012** Disposition Authority **DAA-GRS-2013-0005-0008**
Destroy Permitted Delete when related master file or database has been deleted, but longer retention is authorized if required for business use.

Title Configuration (and Change) Management (of IT Infrastructure)

Class Level Series Schedule Number **530-102-001**
 NEW GRS # **GRS3.1-030** Disposition Authority **DAA-GRS-2013-0005-0005**
Destroy Permitted Destroy 5 years after system is superseded by a new iteration, or is terminated, defunded, or no longer needed for agency/IT administrative purposes, but longer retention is authorized if required for business use.

Title IT Operations and Maintenance

Class Level Series Schedule Number **530-102-002**
 NEW GRS # **GRS3.1-02X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title IT Facilities/Site Maintenance and Operations

Class Level Part Schedule Number **530-102-002-A**
 NEW GRS # **GRS3.1-020** Disposition Authority **DAA-GRS2013-00050004**
Destroy Permitted Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.

Title IT Infrastructure (Assets) Maintenance and Operations

Class Level Part Schedule Number **530-102-002-B**
 NEW GRS # **GRS3.1-020** Disposition Authority **DAA-GRS2013-00050004**
Destroy Permitted Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.

Title IT Systems Maintenance and Operations

Class Level Part Schedule Number **530-102-002-C**
 NEW GRS # **GRS3.1-020** Disposition Authority **DAA-GRS2013-00050004**
Destroy Permitted Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.

Title System Backup Management

Class Level Series Schedule Number **530-102-003**
 NEW GRS # **GRS3.2-04X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions



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Title Incremental System Backups

Class Level **Part** Schedule Number **530-102-003-A**
 NEW GRS # **GRS3.2-040** Disposition Authority **DAA-GRS-2013-0006-0005**
Destroy Permitted **Destroy when superseded by a full backup, or when no longer needed for system restoration, whichever is later.**

Title Full Backups

Class Level **Part** Schedule Number **530-102-003-B**
 NEW GRS # **GRS3.2-050** Disposition Authority **DAA-GRS-2013-0006-0006**
Destroy Permitted **Destroy when second subsequent backup is verified as successful or when no longer needed for system restoration, whichever is later.**

Title Help Desk Service Records (Requests, Comms, tracking, etc)

Class Level **Series** Schedule Number **530-103-001**
 NEW GRS # **GRS5.8-010** Disposition Authority **DAA-GRS-2017-0001-0001**
Destroy Permitted **Destroy 1 year after resolved, or when no longer needed for business use, whichever is appropriate.**

Title Self-Help Materials

Class Level **Series** Schedule Number **530-103-002**
 NEW GRS # **GRS5.8-010** Disposition Authority **DAA-GRS-2017-0001-0001**
Destroy Permitted **Destroy 1 year after resolved, or when no longer needed for business use, whichever is appropriate.**

Title IT Helpdesk Service Analytics

Class Level **Series** Schedule Number **530-103-003**
 NEW GRS # **GRS5.8-010** Disposition Authority **DAA-GRS-2017-0001-0001**
Destroy Permitted **Destroy 1 year after resolved, or when no longer needed for business use, whichever is appropriate.**

Title System and Data Security Plans

Class Level **Series** Schedule Number **530-104-001**
 NEW GRS # **GRS3.2-010** Disposition Authority **DAA-GRS-2013-0006-0001**
Destroy Permitted **Destroy 1 year(s) after system is superseded by a new iteration or when no longer needed for agency/IT administrative purposes to ensure a continuity of security controls throughout the life of the system.**

Title System Access Records (Systems not requiring special accountability for access.)

Class Level **Series** Schedule Number **530-104-002**
 NEW GRS # **GRS3.2-030** Disposition Authority **DAA-GRS-2013-0006-0003**
Destroy Permitted **Destroy when business use ceases.**

Title System Security Incidents

Class Level **Series** Schedule Number **530-104-003**
 NEW GRS # **GRS3.2-020** Disposition Authority **DAA-GRS-2013-0006-0002**
Destroy Permitted **Destroy 3 year(s) after all necessary follow-up actions have been completed, but longer retention is authorized if required for business use.**

Title PKI Administration

Class Level **Series** Schedule Number **530-104-004**
 NEW GRS # **GRS3.2-06X** Disposition Authority
Destroy Permitted **See Parts for Disposition Instructions**

Title PKI System Administration

Class Level **Part** Schedule Number **530-104-004-A**
 NEW GRS # **GRS3.2-061** Disposition Authority **N1-GRS-07-3 , item 13a2**
Destroy Permitted **Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the CA, or when no longer needed for business, whichever is later.**



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Title PKI Transaction Support

Class Level **Part** Schedule Number **530-104-004-B**
 NEW GRS # **GRS3.2-062** Disposition Authority **NI-GRS-07-3, item 13b**
Destroy Permitted **Destroy/delete when 7 years 6 months to 20 years 6 months old, based on the maximum level of operation of the appropriate CA and after the information record the PKI is designed to protect and/or access is destroyed according to an authorized schedule, or**

Title IT Oversight and Compliance Reviews

Class Level **Series** Schedule Number **530-106-001**
 NEW GRS # **GRS3.1-040** Disposition Authority **DAA-GRS-2013-0005-0010**
Destroy Permitted **Destroy 5 years after the project/activity/ transaction is completed or superseded, but longer retention is authorized if required for business use.**

Title Inventory and Accounting

Class Level **Series** Schedule Number **530-106-002**
 NEW GRS # **GRS3.1-020** Disposition Authority **DAA-GRS-2013-0005-0004**
Destroy Permitted **Destroy 3 years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded, but longer retention is authorized if required for business use.**

Title Property and Services Management Program Governance Files

Class Level **Series** Schedule Number **540-001-001**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Facility, space, vehicle, equipment, stock, and supply administrative records

Class Level **Series** Schedule Number **540-002-001-A**
 NEW GRS # **GRS5.4-010** Disposition Authority **DAA-GRS2016-00110001**
Destroy Permitted **Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.**

Title Mail Services Administrative Records

Class Level **Series** Schedule Number **540-002-001-B**
 NEW GRS # **GRS5.5-020** Disposition Authority **DAA-GRS2016-00110001**
Destroy Permitted **Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.**

Title Facility and Fixed Equipment Ownership Records

Class Level **Series** Schedule Number **540-101-001**
 NEW GRS # **GRS5.4-020** Disposition Authority **DAA-GRS2016-00110002**
Destroy Permitted **Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.**

Title Facilities and Fixed Equipment Maintenance and Service Records

Class Level **Series** Schedule Number **540-101-002**
 NEW GRS # **GRS5.4-071** Disposition Authority **DAA-GRS2016-00110008**
Destroy Permitted **Destroy when 3 years old, but longer retention is authorized if required for business use.**

Title Space Management

Class Level **Series** Schedule Number **540-101-003**
 NEW GRS # **GRS5.4-010** Disposition Authority **DAA-GRS2016-00110001**
Destroy Permitted **Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.**

Title Vehicle and equipment ownership records and operation manuals

Class Level **Series** Schedule Number **540-102-001**
 NEW GRS # **GRS5.4-030** Disposition Authority **DAA-GRS2016-00110003**
Destroy Permitted **Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.**



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Title Land Vehicle Maintenance and Service Records

Class Level Series Schedule Number **540-102-002**
 NEW GRS # **GRS5.4-090** Disposition Authority **DAA-GRS2016-00110011**
Destroy Permitted Destroy when 3 years old, but longer retention is authorized if required for business use.
Transfer of extant records to new owner at sale or donation is authorized.

Title Equipment/Vehicle Operator Records

Class Level Series Schedule Number **540-102-003**
 NEW GRS # **GRS5.4-110** Disposition Authority **DAA-GRS2016-00110014**
Destroy Permitted Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.

Title Equipment/Vehicle Accident and Incidents

Class Level Series Schedule Number **540-102-004**
 NEW GRS # **GRS5.4-140** Disposition Authority **DAA-GRS2016-00110017**
Destroy Permitted Destroy 3 years after case is closed, but longer retention is authorized if required for business use.

Title Government Property Administration

Class Level Series Schedule Number **540-103-001**
 NEW GRS # **GRS5.4-010** Disposition Authority **DAA-GRS2016-00110001**
Destroy Permitted Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.

Title Stocks and Supplies Administration

Class Level Series Schedule Number **540-104-001**
 NEW GRS # **GRS5.4-010** Disposition Authority **DAA-GRS2016-00110001**
Destroy Permitted Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.

Title Property Surplus and Disposal Case Files

Class Level Series Schedule Number **540-105-001**
 NEW GRS # **GRS5.4-040** Disposition Authority **DAA-GRS2016-00110004**
Destroy Permitted Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.

Title Mail Control Records

Class Level Series Schedule Number **540-106-002**
 NEW GRS # **GRS5.5-020** Disposition Authority **DAA-GRS2016-00120002**
Destroy Permitted Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.

Title Metered Mail Records

Class Level Series Schedule Number **540-106-003**
 NEW GRS # **GRS5.5-030** Disposition Authority **DAA-GRS2016-00120003**
Destroy Permitted Destroy when 6 years old, but longer retention is authorized if required for business use.

Title Lost, Destroyed, or Damaged Mail Records

Class Level Series Schedule Number **540-106-004**
 NEW GRS # **GRS5.5-040** Disposition Authority **DAA-GRS2016-00120004**
Destroy Permitted Destroy when 6 years old, but longer retention is authorized if required for business use.

Title Managers Accountability Program Governance Files

Class Level Series Schedule Number **550-001-001**
 NEW GRS # **GRS5.7-000** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title Managers Accountability Program General Administration

Class Level Series Schedule Number **550-002-001**
 NEW GRS # **GRS5.7-000** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!



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Title Policy, Procedures and other Reference Files

Class Level Series Schedule Number **550-101-001**
 NEW GRS # **GRS5.7-000** Disposition Authority **N1-GRS-91-5 item 1a**
Destroy Permitted Destroy when superseded.

Title Management control plans

Class Level Series Schedule Number **550-101-002**
 NEW GRS # **GRS5.7-000** Disposition Authority **N1-GRS-91-5 item 1b**
Destroy Permitted Destroy when superseded.

Title Risk analyses

Class Level Series Schedule Number **550-101-003**
 NEW GRS # **GRS5.7-000** Disposition Authority **N1-GRS-91-5 item 1c**
Destroy Permitted Destroy after next review cycle.

Title Tracking files

Class Level Series Schedule Number **550-102-001**
 NEW GRS # **GRS5.7-000** Disposition Authority **N1-GRS-98-2 item 23**
Destroy Permitted Destroy 1 year after report is completed.

Title Review files

Class Level Series Schedule Number **550-102-002**
 NEW GRS # **GRS5.7-000** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Office with responsibility for coordinating internal control functions

Class Level Part Schedule Number **550-102-002-A**
 NEW GRS # **GRS5.7-000** Disposition Authority **N1-GRS-91-5 item 1f1**
Destroy Permitted Cut off when no further corrective action is necessary. Destroy 5 years after cutoff.

Title Copies maintained by other offices as internal reviews

Class Level Part Schedule Number **550-102-002-B**
 NEW GRS # **GRS5.7-000** Disposition Authority **N1-GRS-91-5 item 1f2**
Destroy Permitted Cut off when no further corrective action is necessary. Destroy 1 year after cutoff.

Title Annual reports and assurance statements created by organizational components below the agency (department or independent)

Class Level Series Schedule Number **550-102-003**
 NEW GRS # **GRS5.7-000** Disposition Authority **N1-GRS-91-5 item 1d**
Destroy Permitted Cut off closed files annually. Destroy after next reporting cycle.

Title Continuity of Operations (COOP) Program Governance Files

Class Level Series Schedule Number **560-001-001**
 NEW GRS # **GRS5.3-010** Disposition Authority **DAA-GRS-2016-0004-0001**
Destroy Permitted Destroy when 3 years old or 3 years after superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.

Title COOP Employee Emergency Contact Information

Class Level Series Schedule Number **560-101-001**
 NEW GRS # **GRS5.3-020** Disposition Authority **DAA-GRS-2016-0004-0002**
Destroy Permitted Destroy when superseded or obsolete, or upon separation or transfer of employee.

Title Security Program Governance Files

Class Level Series Schedule Number **570-001-001**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title Security Program General Administrative Records

Class Level Series Schedule Number **570-002-001**
 NEW GRS # **GRS5.6-010** Disposition Authority **DAA-GRS-2017-0006-0001**
Destroy Permitted Destroy when 3 years old, but longer retention is authorized if required for business use.



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Title Key and Card Accountability Files.

Class Level Series Schedule Number **570-101-001**
 NEW GRS # **GRS5.6-021** Disposition Authority **DAA-GRS-2017-0006-0003**
Destroy Permitted Destroy 6 months after return of key, but longer retention is authorized if required for business use.

Title Property Passes

Class Level Series Schedule Number **570-101-002**
 NEW GRS # **GRS5.6-040** Disposition Authority **DAA-GRS-2017-0006-0005**
Destroy Permitted Destroy 3 months after expiration or revocation, but longer retention is authorized if required for business use.

Title Credit Card Abuse and Postal Irregularities Records

Class Level Series Schedule Number **570-101-005**
 NEW GRS # **GRS5.6-050** Disposition Authority **DAA-GRS-2017-0006-0006**
Destroy Permitted Destroy 3 years after completion of investigation or when 3 years old, whichever is later, but longer retention is authorized if required for business use.

Title Unclaimed Personal Property Records

Class Level Series Schedule Number **570-101-006**
 NEW GRS # **GRS5.6-06X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Records for property valued over \$500

Class Level Part Schedule Number **570-101-006-A**
 NEW GRS # **GRS5.6-060** Disposition Authority **DAA-GRS-2017-0006-0007**
Destroy Permitted Destroy when 3 years old or 3 years after the date title to the property vests in the Government, but longer retention is authorized if required for business use.

Title Records for property valued at \$500 or less

Class Level Part Schedule Number **570-101-006-B**
 NEW GRS # **GRS5.6-061** Disposition Authority **DAA-GRS-2017-0006-0008**
Destroy Permitted Destroy 30 days after the property is found, but longer retention is authorized if required for business use.

Title Facility Security Assessment Records

Class Level Series Schedule Number **570-102-001**
 NEW GRS # **GRS5.6-081** Disposition Authority **DAA-GRS-2017-0006-0011**
Destroy Permitted Destroy 3 years after updating the security assessment or terminating the security awareness status, whichever is sooner, but longer retention is authorized if required for business use.

Title Records of Routine Facility Security Operations

Class Level Series Schedule Number **570-102-002**
 NEW GRS # **GRS5.6-090** Disposition Authority **DAA-GRS-2017-0006-0012**
Destroy Permitted Destroy when 30 days old, but longer retention is authorized if required for business use.

Title Accident and Incident Investigation Records

Class Level Series Schedule Number **570-102-003**
 NEW GRS # **GRS5.6-100** Disposition Authority **DAA-GRS-2017-0006-0013**
Destroy Permitted Destroy 3 years after final investigation or reporting action or when 3 years old, whichever is later, but longer retention is authorized for business use.

Title Visitor Control Files

Class Level Series Schedule Number **570-102-004**
 NEW GRS # **GRS5.6-111** Disposition Authority **DAA-GRS-2017-0006-0015**
Destroy Permitted Destroy when 2 years old, but longer retention is authorized if required for business use.



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Title Personal Identification Credentials Control Files

Class Level Series Schedule Number **570-102-005**
 NEW GRS # **GRS5.6-120** Disposition Authority **DAA-GRS-2017-0006-0016**
Destroy Permitted Destroy mandatory and optional data elements housed in the agency identity management system and printed on the identification card 6 years after terminating an employee or contractor's employment, but longer retention is authorized if required for business use.

Title Local Facility ID and Access Card Records

Class Level Series Schedule Number **570-102-006**
 NEW GRS # **GRS5.6-130** Disposition Authority **DAA-GRS-2017-0006-0018**
Destroy Permitted Destroy upon immediate collection once the temporary credential or card is returned for potential reissuance due to nearing expiration or not to exceed 6 months from time of issuance or when individual no longer requires access, whichever is sooner, but longer retention is authorized if required for business use.

Title Personnel Security Investigation Reports

Class Level Series Schedule Number **570-103-001**
 NEW GRS # **GRS5.6-170** Disposition Authority **DAA-GRS-2017-0006-0022**
Destroy Permitted Destroy in accordance with the investigating agency instruction.

Title Personnel Clearance and Access Records

Class Level Series Schedule Number **570-103-002**
 NEW GRS # **GRS5.6-180** Disposition Authority **DAA-GRS-2017-0006-0024**
Destroy Permitted Destroy 1 year after consideration of the candidate ends, but longer retention is authorized if required for business use.

Title Personnel Security Clearance Status

Class Level Series Schedule Number **570-103-003**
 NEW GRS # **GRS5.6-190** Disposition Authority **DAA-GRS-2017-0006-0026**
Destroy Permitted Destroy when superseded or obsolete.

Title Information Security Violations Files

Class Level Series Schedule Number **570-103-004**
 NEW GRS # **GRS5.6-200** Disposition Authority **DAA-GRS-2017-0006-0027**
Destroy Permitted Destroy 5 years after close of case or final action, whichever occurs sooner, but longer retention is authorized if required for business use.

Title Information Security Program Files

Class Level Series Schedule Number **580-001-001**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title Reports to Congress, DOJ, and other agencies regarding CUI

Class Level Series Schedule Number **580-001-005-A**
 NEW GRS # **GRS4.2-070** Disposition Authority **DAA-GRS2013-00070006**
Destroy Permitted Destroy 2 years after date of report, but longer retention is authorized if required for business use.

Title Annual reports by agency CIO, Inspector General, or Senior Agency Official for CUI.

Class Level Series Schedule Number **580-001-005-B**
 NEW GRS # **GRS4.2-080** Disposition Authority **DAA-GRS2013-00070022**
Destroy Permitted Destroy 5 years after submission of report, but longer retention is authorized if required for business use.

Title Information Security Program General Administration

Class Level Series Schedule Number **580-002-001**
 NEW GRS # **GRS4.2-010** Disposition Authority **DAA-GRS2016-00130003**
Destroy Permitted Destroy when 3 years old, but longer retention is authorized if needed for business use.



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Title General Information Request

Class Level Series Schedule Number **580-101-001**
 NEW GRS # **GRS4.2-010** Disposition Authority **DAA-GRS2016-00130003**
Destroy Permitted Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.

Title Controlled Unclassified Information Access Request

Class Level Series Schedule Number **580-101-002**
 NEW GRS # **GRS4.2-020** Disposition Authority **DAA-GRS2013-00070001**
Destroy Permitted Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later, but longer retention is authorized if required for business use.

Title Accounting for Control of "Released" Controlled Unclassified Information Records

Class Level Series Schedule Number **580-101-003**
 NEW GRS # **GRS4.2-040** Disposition Authority **DAA-GRS2016-00020004**
Destroy Permitted Destroy or delete 5 years after date of last entry, final adjudication by courts, or final action by agency (such as release of information from controlled unclassified status), as may apply, whichever is later; but longer retention is authorized if required for business use.

Title Controlled Unclassified Information Access Tracking Records

Class Level Series Schedule Number **580-102-001**
 NEW GRS # **GRS4.2-030** Disposition Authority **DAA-GRS2013-00070020**
Destroy Permitted Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate. Longer retention is authorized if required for business use.

Title Controlled Unclassified Information Container Management

Class Level Series Schedule Number **580-102-002**
 NEW GRS # **GRS4.2-031** Disposition Authority **DAA-GRS2013-00070020**
Destroy Permitted Destroy when superseded or obsolete, but longer retention is authorized if required for business use.

Title Controlled Unclassified Information Container Logs

Class Level Series Schedule Number **580-102-003**
 NEW GRS # **GRS4.2-032** Disposition Authority **DAA-GRS2016-00020003**
Destroy Permitted Destroy 90 days after last entry on form, but longer retention is authorized if required for business use.

Title Controlled Unclassified Information Legal and Regulatory Compliance Records

Class Level Series Schedule Number **580-103-001**
 NEW GRS # **GRS4.2-080** Disposition Authority **DAA-GRS2013-00070022**
Destroy Permitted Destroy 5 years after submission of report, but longer retention is authorized if required for business use.

Title Financial Management Program Files

Class Level Series Schedule Number **600A-001-001**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title Acquisitions Administrative Records

Class Level Series Schedule Number **600A-002-001**
 NEW GRS # **GRS1.1-001** Disposition Authority **DAA-GRS2016-00130001**
Destroy Permitted Destroy when 3 years old, but longer retention is authorized if needed for business use.

Title Budget Administration

Class Level Series Schedule Number **600A-002-002**
 NEW GRS # **GRS1.3-000** Disposition Authority **GRS 5, 1952, items 1 and**
Destroy Permitted Destroy when 2 years old.



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Title Bids and/or Proposals (neither solicited nor accepted)

Class Level Series Schedule Number **600O-101-001**
 NEW GRS # **GRS1.1-012** Disposition Authority **DAA-GRS2016-00010001**
Destroy Permitted Destroy when no longer required for business use.

Title Vendor/Bidder Information Listings

Class Level Series Schedule Number **600O-101-002**
 NEW GRS # **GRS1.1-07X** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Records of suspensions and debarments for violation of the Drug-Free Workplace Act.

Class Level Part Schedule Number **600O-101-002-A**
 NEW GRS # **GRS1.1-070** Disposition Authority **DAA-GRS2016-00010004**
Destroy Permitted Destroy 5 years after removal from approved status, but longer retention is authorized if required for business use.

Title Records of all other suspensions and debarments and all approved vendors and bidders.

Class Level Part Schedule Number **600O-101-002-B**
 NEW GRS # **GRS1.1-071** Disposition Authority **DAA-GRS2016-00010005**
Destroy Permitted Destroy 3 years after removal from approved status, but longer retention is authorized if required for business use.

Title Contract Appeals Case Files

Class Level Series Schedule Number **600O-101-003**
 NEW GRS # **GRS1.1-060** Disposition Authority **DAA-GRS2016-00010003**
Destroy Permitted Destroy 1 year after final resolution, but longer retention is authorized if required for business use.

Title Property or Equipment Procurement Transaction Case Files

Class Level Series Schedule Number **600O-102-001**
 NEW GRS # **GRS1.1-010** Disposition Authority **DAA-GRS2013-00030001**
Destroy Permitted Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

Title Services Procurement Transaction Case Files

Class Level Series Schedule Number **600O-102-002**
 NEW GRS # **GRS1.1-010** Disposition Authority **DAA-GRS2013-00030001**
Destroy Permitted Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

Title Travel and Transportation Procurement Transaction Case Files

Class Level Series Schedule Number **600O-102-003**
 NEW GRS # **GRS1.1-010** Disposition Authority **DAA-GRS2013-00030001**
Destroy Permitted Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

Title Micro-Procurement Transaction Case Files

Class Level Series Schedule Number **600O-102-004**
 NEW GRS # **GRS1.1-010** Disposition Authority **DAA-GRS2013-00030001**
Destroy Permitted Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

Title Fee Collection

Class Level Series Schedule Number **600O-102-005**
 NEW GRS # **GRS1.1-010** Disposition Authority **DAA-GRS2013-00030001**
Destroy Permitted Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.



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Title Accountable Officers Records (accounting of public funds)

Class Level Series Schedule Number **600O-102-006**
 NEW GRS # **GRS1.1-010** Disposition Authority **DAA-GRS2013-00030001**
Destroy Permitted Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.

Title Transaction Information Submitted to FPDS (Input)

Class Level Series Schedule Number **600O-102-008**
 NEW GRS # **GRS1.1-013** Disposition Authority **DAA-GRS2016-00010002**
Destroy Permitted Destroy or delete when 6 years old, but longer retention is authorized if required for business use.

Title Administrative Claims by the United States

Class Level Series Schedule Number **600O-103-002**
 NEW GRS # **GRS1.1-080** Disposition Authority **DAA-GRS2017-00050001**
Destroy Permitted Destroy 7 years after final action, but longer retention is authorized if required for business use.

Title Property, Plant, and Equipment and other Asset Accounting

Class Level Series Schedule Number **600O-104-002**
 NEW GRS # **GRS1.1-030** Disposition Authority **DAA-GRS2013-00030004**
Destroy Permitted Destroy 2 years after asset is disposed of and/or removed from agency's financial statement, but longer retention is authorized if required for business use.

Title Cost accounting for stores, inventory, and materials

Class Level Series Schedule Number **600O-104-003**
 NEW GRS # **GRS1.1-040** Disposition Authority **DAA-GRS2013-00030012**
Destroy Permitted Destroy when 3 years old, but longer retention is authorized if required for business use.

Title Agency Budget

Class Level Series Schedule Number **600O-105-002**
 NEW GRS # **CSB0.0-115** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!

Title Budget Apportionment Files

Class Level Series Schedule Number **600O-105-003**
 NEW GRS # **GRS1.3-000** Disposition Authority **GRS 5, 1952, item 6**
Destroy Permitted Destroy 2 years after the close of the fiscal year.

Title Audits, Reports and Statements

Class Level Series Schedule Number **600O-106-001**
 NEW GRS # **GRS1.1-020** Disposition Authority **DAA-GRS2013-00030011**
Destroy Permitted Destroy 2 years after completion of audit or closure of financial statement /accounting treatment/issue, but longer retention is authorized if required for business use.

Title Construction contractors' payroll files

Class Level Series Schedule Number **600O-106-002**
 NEW GRS # **GRS1.1-050** Disposition Authority **DAA-GRS2013-00030003**
Destroy Permitted Destroy 3 years after completion of contract or conclusion of contract being subject to an enforcement action, but longer retention is authorized if required for business use.

Title Budget Reports Files

Class Level Series Schedule Number **600O-106-003**
 NEW GRS # **GRS1.3-000** Disposition Authority
Destroy Permitted See Parts for Disposition Instructions

Title Annual report (end of fiscal year)

Class Level Part Schedule Number **600O-106-003-A**
 NEW GRS # **GRS1.3-000** Disposition Authority **GRS 5, 1952, item 5a**
Destroy Permitted Destroy when 5 years old.



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Title All other reports

Class Level **Part** Schedule Number **600O-106-003-B**
 NEW GRS # **GRS1.3-000** Disposition Authority **NC-64-75-2 item 5b**
Destroy Permitted Destroy 3 years after the end of the fiscal year.

Title Payroll Correspondence (Administration)

Class Level **Series** Schedule Number **600O-107-001**
 NEW GRS # **GRS2.4-060** Disposition Authority **DAA-GRS-2016-0015-0006**
Destroy Permitted Destroy when 2 years old, but longer retention is authorized if required for business use.

Title Employee Tax Withholding and Adjustment

Class Level **Series** Schedule Number **600O-107-002**
 NEW GRS # **GRS2.4-020** Disposition Authority **DAA-GRS-2016-0015-0002**
Destroy Permitted Destroy 4 years after superseded or obsolete, but longer retention is authorized if required for business use.

Title Wage and Tax Statements

Class Level **Series** Schedule Number **600O-107-003**
 NEW GRS # **GRS2.4-050** Disposition Authority **DAA-GRS-2016-0015-0005**
Destroy Permitted Destroy when 4 years old, but longer retention is authorized if required for business use.

Title Employee Time and Attendance

Class Level **Series** Schedule Number **600O-107-004**
 NEW GRS # **GRS2.4-030** Disposition Authority **DAA-GRS-2016-0015-0003**
Destroy Permitted Destroy after GAO audit or when 3 years old, whichever is sooner.

Title Records Used to Calculate Payroll, Arrange Deposit, of Change Paychecks

Class Level **Series** Schedule Number **600O-107-005**
 NEW GRS # **GRS2.4-010** Disposition Authority **DAA-GRS-2016-0015-0001**
Destroy Permitted Destroy 2 years after employee separation or retirement, but longer retention is authorized if required for business use.

Title Agency Payroll Records (per pay period)

Class Level **Series** Schedule Number **600O-107-006**
 NEW GRS # **GRS2.4-040** Disposition Authority **DAA-GRS-2016-0015-0004**
Destroy Permitted Destroy when 56 years old.

Title Payroll System Reports

Class Level **Series** Schedule Number **600O-107-007**
 NEW GRS # **GRS2.4-061** Disposition Authority **DAA-GRS-2016-0015-0007**
Destroy Permitted Destroy when 3 years old or after GAO audit, whichever comes sooner, but longer retention is authorized if required for business use.

Title Administrative records maintained in any agency office.

Class Level **Series** Schedule Number **ADMN-001-001**
 NEW GRS # **GRS5.1-010** Disposition Authority **DAA-GRS-2016-0016-0001**
Destroy Permitted Destroy when business use ceases.

Title Project Control Files

Class Level **Series** Schedule Number **ADMN-001-012**
 NEW GRS # Disposition Authority **NC1-64-77-8 item 7**
Destroy Permitted Destroy 1 year after the year in which the project is closed.

Title MIC Contributing docs?

Class Level **Series** Schedule Number **ADMN-001-013**
 NEW GRS # **GRS5.7-000** Disposition Authority
Must Not Destroy Unscheduled; Do Not Destroy!



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Title Strat Plan Contributing Docs

Class Level Series Schedule Number ADMN-001-014
NEW GRS # GRS5.7-000 Disposition Authority

Must Not Destroy **Unscheduled; Do Not Destroy!**

Title Supervisor's Personnel Files

Class Level Series Schedule Number ADMN-002-001
NEW GRS # GRS2.2-080 Disposition Authority DAA-GRS-2017-0007-0012

Destroy Permitted **Review annually and destroy superseded documents. Destroy remaining documents 1 year after employee separation or transfer.**

Title Copies of Position Descriptions retained by the Positions' Program Office

Class Level Series Schedule Number ADMN-002-002
NEW GRS # GRS2.1-022 Disposition Authority DAA-GRS-2014-0002-0003

Destroy Permitted **Destroy when position description is final, but longer retention is authorized if required for business use.**

Title Institutional Knowledge

Class Level Series Schedule Number ADMN-002-003
NEW GRS # GRS2.5-030 Disposition Authority DAA-GRS2014-00040004

Destroy Permitted **Destroy when no longer required for business use.**

Title Intermediary Records

Class Level Series Schedule Number ADMN-003-001
NEW GRS # GRS5.2-020 Disposition Authority DAA-GRS-2016-0016-0002

Destroy Permitted **Destroy immediately after copying to a recordkeeping system or**

Title Transitory Records

Class Level Series Schedule Number ADMN-003-002
NEW GRS # GRS5.2-010 Disposition Authority DAA-GRS2017-00030001

Destroy Permitted **Destroy when no longer needed for business use, or according to agency predetermined time period or business rule.**

Title Vital Records

Class Level Series Schedule Number ADMN-003-003
NEW GRS # GRS4.1-031 Disposition Authority DAA-GRS2013-00020015

Destroy Permitted **Destroy when superseded by the next cycle.**

Title Record Track and Control (of Non-Permanent Records)

Class Level Series Schedule Number ADMN-003-004
NEW GRS # GRS4.1-010 Disposition Authority DAA-GRS-2013-0002-0016

Destroy Permitted **Destroy when no longer needed.**

Title Non-Record (Convenience) Copies of Records.

Class Level Series Schedule Number ADMN-003-005
NEW GRS # GRS5.1-020 Disposition Authority DAA-GRS2016-00160002

Destroy Permitted **Destroy immediately after copying to a recordkeeping system or otherwise preserving, but longer retention is authorized if required for business use.**

Title Reference Materials (Information Resources)

Class Level Series Schedule Number ADMN-003-006
NEW GRS # Disposition Authority Non-Record

Destroy Permitted **Review annually. Superseded resources may be disposed of when business use ceases.**

Title All other copies of financial transaction records related to procuring goods and services, paying bills, collecting debts, and acc

Class Level Series Schedule Number ADMN-010
NEW GRS # GRS1.1-011 Disposition Authority DAA-GRS2013-00030002

Destroy Permitted **Destroy when business use ceases.**



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Title **Budget Preparation (Background Records)**

Class Level	Series	Schedule Number	ADMN-011
NEW GRS #	GRS1.3-000	Disposition Authority	NC1-GRS-81-13 item 2
Destroy Permitted	Destroy 1 year after the close of the fiscal year covered by the budget.		