

Asset Management	Retention Schedule	Source
Building and Equipment Service: requests for routine building and equipment, maintenance services, excluding fiscal copies	<u>Locations</u> : destroy 3 months after work is performed or requisition is cancelled	GRS 11 Item 5
Capital Project and Repair Plan (CPRP): validated and approved facility projects at location	<u>Area Office</u> : <ul style="list-style-type: none"> • Proposed Projects: destroy when 5 years old; • Completed Projects: destroy when no longer needed for administrative purposes (e.g., renovations and repairs) 	NC1-310-80-2, Item 146
Display of U. S. Flag	<u>Area Office/Locations</u> : destroy after 2 years	GRS 11 Item 1
Disposal of Real Property (Buildings)	<u>HQ RPMB</u> : transfer records to new custodian	GRS 4, Item 7
Disposal of Real Property (Other than Buildings)	<u>Area Office</u> : destroy 5 years after disposal of property	ARS RS 142
Easements, right-of-ways, and other land use agreements	<u>Headquarters/Area Office</u> : RETAIN – disposition pending NARA approval	ARS FMG, p 136
Energy Audit	<u>Area Office</u> : destroy after 4 FY old. Cut off at the end of the FY when audit is superseded.	NPA (Official: GRS 11, Item 1)
Energy Training Records: correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-Government institutions.	<u>Locations</u> : destroy after 5 years or when superseded/obsolete, whichever is sooner	GRS 1 Item 29b
Environmental Assessments	<u>Area Office</u> : destroy after 2 FY old. Cut off at the end of the FY in which assessment is superseded and/or obsolete.	GRS 11, Item 2a
Facilities: engineer inspection and maintenance reports	<u>Area Office</u> : destroy after 3 years <u>Locations</u> : destroy after 5 years	NC1-310-80-2, Item 152
Facilities: maintenance program	<u>Locations</u> : destroy after 2 years	GRS 11 Item 1
Leases and related documents <ul style="list-style-type: none"> • Transactions of more than \$10,000 dated <i>after</i> 7/26/1974 	<u>Area Office</u> : destroy 6 years and 3 months after termination <u>Locations</u> : destroy 1 year after termination	GRS 3, Item 4a(1)
Leases and related documents <ul style="list-style-type: none"> • Transactions of \$10,000 or less dated <i>after</i> 7/26/1974 	<u>Area Office</u> : destroy 3 years after termination <u>Locations</u> : destroy 1 year after termination	GRS 3, Item 4a(2)
Leases and related documents <ul style="list-style-type: none"> • Transactions of more than \$2,500 dated <i>prior</i> to 7/26/1974 	<u>Area Office</u> : destroy 6 years after termination <u>Locations</u> : destroy 1 year after termination	GRS 3, Item 4a(3)
Leases and related documents <ul style="list-style-type: none"> • Transactions of \$2,500 or less dated <i>prior</i> to 7/26/1974 	<u>Area Office</u> : destroy 3 years after termination <u>Locations</u> : destroy immediately after termination	GRS 3, Item 4a(2)
Long-range / multi-year facility plan	<u>Area Office</u> : <ul style="list-style-type: none"> • Proposed projects: destroy when 5 years old • Completed projects: destroy when no longer needed for administrative purposes (e.g., renovations and repairs) 	NC1-310-80-2, Item 146
NEPA-related documents including: categorical exclusions, findings of no significant impacts, and records of decision	<u>Area Office</u> : destroy when 2 FY old. Cut off at the end of the FY in which action is completed.	GRS 11, Item 1

O&M cost data	<u>Area Office</u> : destroy after 3 years <u>Locations</u> : destroy 6 years and 3 months after the close of the fiscal year involved	NPA
Owner documents – realty interests	<u>Headquarters/Area Office</u> : transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens	GRS 3, Item 1b
Physical Inventory of Real Property	<u>Area Office</u> : RETAIN – disposition pending NARA approval	NC1-310-80-2, Item 140 ARS FMG, p 139
Physical Moves – records relating to physical moves of offices	<u>Headquarters/Area Office/Locations</u> : destroy after 1 year	NC1-310-80-2, Item 150c
Quarters Consumption Records and Patterns	<u>Locations</u> : destroy after 2 years	GRS 15 Item 1, 3
Quarters Rental Case Files including: revocable permits, rates, REE-17, agreements, appraisals, copies of leases, renewals, termination notices, and related documents	<u>Area Office</u> : destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later. <u>Locations</u> : destroy 1 year after termination of permit or when no longer needed for admin purposes, whichever is later.	GRS 15 Item 4
Quarters Rentals: general correspondence including: reports pertaining to maintenance and management of quarters, expenditure, survey, collection, and other statistical and narrative data	<u>Headquarters/Area Office/Locations</u> : Destroy after 2 years	GRS 15 Item 1 & 3
Quarters Rentals: Inspection Reports on Tenant Space	<u>Headquarters/Area Office</u> : destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs or (b) litigation is concluded, whichever is later	GRS 15 Item 4
Real Property of Owned or Leased by the USA, <i>Reports of</i>	<u>Originating Office (Headquarters or Area Office)</u> : Destroy after 3 FY old. <u>Other Offices</u> : Destroy after 1 FY old.	NC1-310-80-2, Item 143
	Transfer to new custodian upon completion of sale, trade or donation proceedings, or acceptance of purchase money mortgage. <i>Contact your Area Office Realty Specialist</i>	GRS 4 Item 4
Records: utility consumption and costs	<u>Locations</u> : destroy 6 years, 3 months after the close of the fiscal year involved	GRS 7 Item 3
Revocable Permit for basic building use	<u>Area Office</u> : destroy 2 years after termination of permit or when no longer needed for admin purposes, whichever is later	GRS 11 Item 1
Security Issues	Major Issues: <u>Area Office</u> : destroy after 6 years <u>Locations</u> : destroy after 3 years Minor Issues: <u>Area Office/Locations</u> : destroy after 2 years	NC1-310-80-2, Item 170a
Space and maintenance work – correspondence	<u>Locations</u> : destroy after 2 years	GRS 11 Item 1

	Title papers documenting acquisition of Real Property (excluding records relating to property acquired prior to 1/1/1921)	<p><u>Headquarters/Area Office:</u> <i>Abstract or certificate of title:</i> transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens</p> <p><i>Records other than abstractor or certificate of title:</i> destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens</p>	GRS 3 Item 1b
	Utility Bills (for quarters)	<u>Locations:</u> destroy after 2 years	GRS 15 Item 1, 3
Budget/Finance		Retention Schedule	Source
	Annual Resource Management Planning	<p><u>Area Office:</u> destroy after 5 FY old</p> <p><u>Locations:</u> destroy after 3 FY old</p>	GRS 5 Item 3
	Appropriation Allotment Files: allotment records showing status of obligations and allotment under each authorized appropriation	<u>Locations:</u> destroy 6 years and 3 months after the close of the fiscal year involved	GRS 7 Items 3
	CATS: AD 700, Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration	<u>Locations:</u> destroy 2 years from order date	GRS 7 Item 1
	Collections - General	<u>Area Office/Locations (submitter):</u> destroy after 3 years	GRS 6 Item 4
	Estimates & Justifications	<p><u>Area Office/Locations (original purchaser):</u> destroy 10 years after the close of the FY involved</p> <p><u>Other Offices:</u> destroy 5 years after the close of the FY involved</p>	NC1-310-80-2, Item 16
	Lump Sums	<u>Locations:</u> destroy 6 years and 3 months after the close of the FY involved	GRS 7 Item 2
	Period-End Estimates	<u>Locations:</u> destroy 6 years and 3 months after the close of the FY involved	GRS 7 Item 2
	Revolving Fund	<p><u>Official Copy:</u> University</p> <p><u>Location Copy:</u> CD/RL/AO discretion</p>	NPA
	Salary Estimates / Tracking: Federal, STEP, RSA, etc.	<u>Locations:</u> destroy when 5 years old	GRS 5 Item 3a
	Salary Lapse: Payroll correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments	<u>Locations:</u> destroy after 2 years	GRS 2 Item 24
	Signed Ledgers	<u>Locations:</u> destroy 6 years and 3 months after the close of the FY involved	GRS 7 Item 2
	Site Audit (conducted by agencies outside ARS)	<p><u>Area Office:</u> destroy 8 years after case is closed</p> <p><u>Locations:</u> destroy 3 years after case is closed</p>	NC1-310-80-2, Item 14a
	Site Investigation (conducted by agencies outside ARS)	<p><u>Area Office:</u> destroy 15 years after case is closed</p> <p><u>Locations:</u> destroy 3 years after case is closed</p>	NC1-310-80-2, Item 14b
	Status of Funds	<u>Locations:</u> destroy 6 years and 3 months after the close of the FY involved	GRS 7 Item 2
	Utility Accounts	<u>Locations:</u> destroy after 2 years	GRS 23, Item 1

Contracting/Acquisition		Retention Schedule	Source
Construction contracts over \$2,000 and all other contracts over \$100,000	<u>Area Office/Locations (original purchaser)</u> : destroy 6 years and 3 months after final payment	GRS 3, Item 3a(1)(a)	
Construction contracts of \$2,000 or less	<u>Area Office/Locations (original purchaser)</u> : destroy 3 years after final payment	GRS 3, Item 3a(1)(b)	
Contracts below \$100,000 for other than construction	<u>Area Office/Locations (original purchaser)</u> : destroy 3 years after final payment	GRS 3, Item 3a(1)(b)	
Contracts above \$100,000 for other than construction	<u>Area Office/Locations (original purchaser)</u> : destroy 6 years and 3 months after final payment	GRS 3, Item 3a(1)(a)	
Delegation memo of procurement authority for small purchases	<u>Locations</u> : destroy 3 years after authority is withdrawn	NC1-310-80-2, Item 99b	
LAPC file of cardholders, including completed training	<u>Locations</u> : destroy 3 years after cardholder authority is withdrawn	NC1-310-80-2, Item 99b	
LAPC Procurement Audit Quarterly Reports	<u>Locations</u> : destroy after 3 years	NC1-310-80-2, Item 100	
Micro Purchases, including requests for quotes	<u>Locations</u> : destroy 6 years and 3 months after final payment	GRS 3 Item 3a(1)(a)	
Micro Purchases Supporting Documentation: purchase card logs, receipts, packing slips, confirmations, purchase requests, funds availability	<u>Locations</u> : destroy 3 years after final payment	GRS 3 Item 3a(1)(b)	
Research Support Agreements (RSA) Payments	<u>Locations</u> : destroy 6 years and 3 months after the close of the FY involved	GRS 7 Item 2	
Small & Disadvantaged Business Utilization Files	<u>Locations</u> : destroy after 3 years	GRS 3 Item 17	
Communication		Retention Schedule	Source
Annual Meeting, Societies	<u>Members</u> : destroy after 15 years <u>Other Offices</u> : destroy after 3 years or sooner, if no longer needed for current activities	NC1-310-80-2, Item 56b(2)(a) & (b) ARS FMG, p 74	
ARS News Notes	<u>Headquarters</u> : transfer to NARA after 5 years; destroy records NARA does not wish to accession <u>Locations</u> : destroy after reading unless needed for reference purposes	NC1-310-80-2, Item 45	
Briefing Materials	<u>Area Office</u> : destroy after 5 years or when obsolete, whichever is later	NC1-310-80-2, Item 44b	
CARE Reviews	<u>CARE</u> : destroy 3 years after next review is conducted <u>Locations</u> : destroy after next review is conducted	ARS RS 14e (1 & 2)	
Communication with Focus Groups, Research Partners Meeting	<u>Locations</u> : destroy when no longer needed	NPA	
Congressional Calls/Correspondence	<u>Area Office</u> : destroy <u>copy</u> after 3 years <u>Locations</u> : destroy <u>original</u> after 6 years	NC1-310-80-2, Item 24a & b	
Directories	<u>Area Office/Locations</u> : destroy when superseded or obsolete	GRS 11, Item 3	

Freedom of Information Act (FOIA) Requests	<ul style="list-style-type: none"> Replies granting access to all requested records <u>Area Office/Locations</u>: destroy after 2 years 	GRS-14, Item 11
	<ul style="list-style-type: none"> Replies to requests for nonexistent records, to requestors who provide inadequate descriptions, and who fail to pay reproduction fees. <u>Area Office/Locations</u>: destroy after 2 years 	GRS-14, Item 11
	<ul style="list-style-type: none"> Replies denying access to all or part of the requested records. (Does not include appealed requests.) <u>Area Office/Locations</u>: destroy after 5 years 	GRS-14, Item 11
	<ul style="list-style-type: none"> Appeals Files created as a result of administrative appeals under the FOIA for release of information denied by SEA. Files include the appellant's letter, the reply, and related supporting documents <u>All Offices</u>: destroy 4 years after final determination by SEA or 3 years after final adjudication by courts, whichever is later 	GRS-14, Item 12
Information Resources Management Meeting	<u>Area Office/Locations</u> : destroy after 1 year or when no longer needed for reference, whichever is sooner	NC1-310-80-2, Item 56a(2) ARS FMG p 74
Mail & Delivery Service Files (FedEx, UPS, DHL): records of receipts & routing of incoming & outgoing mail & items handled by private delivery companies	<u>Locations</u> : destroy after 1 year	GRS 12 Item 6a
Media Contacts	<u>Area Office/Locations</u> : destroy after 3 years	NC1-310-80-2, Item 39b
Memo Authorizing Non-Agency Meeting Attendance	<u>Approving Authority</u> : destroy after 3 years <u>Locations</u> : destroy after 2 years	NC1-310-80-2, Item 56
Metered Mail Files: reports and all related papers	<u>Locations</u> : destroy after 6 years	GRS 12 Item 7
Northern Highlights & Voices from Area Office	<u>Area Office</u> : transfer to NARA when 5 years old; destroy records NARA does not wish to accession <u>Locations</u> : destroy after 1 year or sooner if not needed for year-end summaries	NC1-310-80-2, Item 45b(1) and (2)
Organizational Files	<u>Area Office</u> : destroy after 3 years	NC1-310-80-2, Item 68c(1)
Periodic News from Headquarters	<u>Headquarters</u> : transfer to NARA after 5 years; destroy records NARA does not wish to accession <u>Locations</u> : destroy after reading unless needed for reference purposes	NC1-310-80-2, Item 45a(2)
Post Office and Private Mail Company Records	<u>Locations</u> : destroy after 1 year	GRS 12, Item 5

	Press Release	<p><u>Originating Office:</u> General Correspondence: destroy after 3 years Correspondence concerning REE programs, including clearances: destroy after 2 years</p>	<p>NC1-310-80-2, Item 39b NC1-310-80-2, Item 42a(3) ARS FMG, p 51</p>
Information Technology		Retention Schedule	Source
	Electronic Temporary Records	Delete after the expiration of the retention period authorized for the hard copy records	GRS 20, Item 3
	Radio Frequency Records	<p><u>Locations:</u></p> <ul style="list-style-type: none"> • Correspondence: destroy 1 year after disposal of system/material • Equipment Inspection Records: destroy after 3 years 	NC1-310-80-2, Item 124
	Telecommunications Files: plans, reports & other records relating to equipment requests, phone service, and like matters.	<u>Locations:</u> destroy after 3 years	GRS 12 Item 2b
	Telephone Service Records – statements and toll slips	<u>Locations:</u> destroy 3 years after period covered by related account	GRS 3 Item 10
	Telephone Use Records: reports of use of phone lines during a specified period provided by a phone company, the GSA, the Defense Info Sys Agency, or a private sector	<u>Locations:</u> destroy after 3 years	GRS 12 Item 4
Personnel		Retention Schedule	Source
	Administrative Grievance, Disciplinary and Adverse Action Files	<u>Headquarters:</u> destroy no sooner than 4 years but no later than 7 years after case is closed	GRS 1 Item 30a,b
	Advertising – Vacancy Announcements	<u>Locations:</u> destroy after 3 years	GRS 1 item 33f
	Applications for L/A, STEP, & Post Doc	<p>Selected Applications: <u>Headquarters:</u> Official File. File in accordance with OPM Regulations <u>Area Office:</u> Contact Area Office HR Specialist <u>Locations:</u> Unofficial file (supervisory copies). Review annually and destroy superseded or obsolete documents, or destroy file after 1 year of separation or transfer.</p> <p>Non-Selected Applications: <u>Locations:</u> Destroy 1 year after selection has been made.</p>	<p>GRS 1, Item 18a NPA GRS 1, Item 33h, k</p>
	Applications for Permanent employment	<p><u>Headquarters (Servicing Personnel Office):</u> Official File. File in accordance with OPM Regulations. <u>Area Office:</u> Contact Area Office HR Specialist <u>Locations:</u> Unofficial file (supervisory copies). Review annually and destroy superseded or obsolete documents, or destroy file after 1 year of separation or transfer.</p>	<p>GRS 1, Item 18a NPA</p>

Certificate of Eligible's: copies obtained from OPM w/ related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a non-preference eligible	<u>Area Office</u> : destroy after 2 years	GRS 1 Item 5
Curriculum Vitae (CV)	<u>Locations</u> : destroy after 3 years or when superseded	GRS 1 Item 3
Death of Employee	<u>Area Office</u> : destroy after 3 years of death	GRS 1 Item 3 ARS RS 70a
Donated Leave Program Case Files	<u>Locations</u> : destroy 1 year after the end of the year in which the file is closed	GRS 1 Item 37
Employee Activities (correspondence & related material); Combined Federal Campaign, credit unions, social clubs, welfare organizations, savings bond drives, blood donations, etc.	<u>Locations</u> : destroy after 3 years	GRS 1 Item 3 ARS RS 70a
Employee Award Files	<u>Approving Official</u> : destroy 2 years after approval or disapproval	GRS 1 Item 12a
Employee Identification Cards	<u>Issuing Office</u> : all employees return to issuing office upon request or when employee leaves ARS. Destroy when superseded or obsolete	GRS 18 Item 19a
Employee Training: correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions	<u>Locations</u> : destroy after 5 years or when superseded, whichever is sooner	GRS 1 Item 29 b
Incentive Awards Program	<u>Approving Official</u> : destroy after 3 years	GRS 1 Item 13
Individual Development Plan (IDP); Form ARS 48	<u>Area Office</u> : destroy after 2 years <u>Locations</u> : destroy <u>original</u> after 5 years or when superseded or obsolete, whichever is sooner	GRS 1 Item 29b
Leave Audits (pre Web TA)	<u>Area Office</u> : destroy after GAO audit or when 6 years old, whichever is sooner	GRS 2 Item 7
Leave Error Reports	<u>Area Office</u> : destroy when related actions are completed or when no longer needed, not to exceed 2 years.	GRS 2 Item 22a
Leave Records using SF 71 or equivalent	<u>Locations</u> : if employee initials time card or equivalent, destroy at the end of following pay period	GRS 2 Item 6a,b
	<u>Locations</u> : if employee has not initialed time card or equivalent, destroy after GAO audit or when 3 years old whichever is sooner	
Offers of Employment	<u>Headquarters</u> : <u>Accepted Offers</u> : destroy when appointment is effective; <u>Declined offers</u> : 1) when name is received from certificate of eligible's: return to OPM with reply and application; 2) <u>Temporary or excepted appointment</u> : file with application; 3) others, destroy immediately	GRS 1 Item 4
Maxi-flex Schedules	<u>Locations</u> : destroy after GAO audit or when 6 years old, whichever is sooner	GRS 2 Item 7
Occupational Injury and Illness Files: OMSP	<u>Locations</u> : destroy after 5 years	GRS 1 Item 34
Performance Ratings	<u>Headquarters</u> : destroy 4 years after date of appraisal	GRS 1 Item 23a(4)
Personal Injury Files – On-the-job, etc.	<u>Locations</u> : destroy 3 years after cutoff upon termination of compensation <u>or</u> when deadline for filing a claim has passed	GRS 1 Item 31

Position Classification Files	<u>Headquarters</u> : destroy when superseded or obsolete Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency	GRS 1 Item 7a(1)
Position Descriptions	<u>Headquarters (Servicing Personnel Office)</u> : destroy 2 years after position is abolished or description is superseded	GRS 1 Item 7b
Reasonable Accommodation Request Records	<u>Locations</u> : destroy after 3 FY old. Cut off at the end of the FY in which request is superseded and/or no longer needed for reference	GRS 1 Item 24a- d
Recruitment and Outreach Efforts	<u>Locations</u> : destroy after 3 years	GRS 1 item 3
Retirement Assistance Files	<u>Locations</u> : destroy after 1 year	GRS 1 Item 39
RPES: Case Write-up for Panel Review	<u>Area Office</u> : destroy prior case write-up upon receipt of new case write-up. Destroy case file 3 months after employee leaves agency. If employee transfers within the agency, transfer case file to gaining Area Office. <u>Locations</u> : destroy upon receipt of revised evaluation	NC1-310-80-2, Item 73h
Separation and Displacement of Employee	<u>Area Office</u> : destroy after 5 years <u>Locations</u> : destroy after 3 years	ARS RS 70b(1) ARS RS 70b(2)
SF-182	Online only – no hard copies needed	NPA
SF-52 Requests	<u>Headquarters</u> : destroy after 2 years <u>Area Office/Locations</u> : destroy after 1 year	GRS 1 Item 14
Supervisor’s Employee Files	<u>Locations</u> : review annually and destroy superseded or obsolete documents, or destroy file relating to an employee within 1 year after separation or transfer	GRS 1 Item 18a
T&A Records: timesheets (Post Web TA)	<u>Locations</u> : destroy after GAO audit or after 6 years (cut off at the end of the pay period year)	GRS 2 Item 7 & 8
Tracking & Control Records (Ex SF-52 Log): Logs, registers, & other records used to control or document the status of correspondence, reports & other records that are authorized for destruction by the GRS.	<u>Locations</u> : destroy after 2 years, or 2 years after the latest entry.	GRS 23 Item 8
Visitor Logs: outside contractors, service personnel, visitors, employees admitted to areas	<u>Locations</u> : destroy 2 years after final entry or 2 years after date of document	GRS 18 Item 17b
Volunteer timesheets	<u>Locations</u> : destroy after GAO audit or when 6 years old (cut off at the end of the pay period year)	GRS 2 Item 7
Outreach/ Diversity/ Equal Opportunity – Civil Rights	Retention Schedule	Source
Alternative Dispute Resolution (ADR)	General Correspondence relating to overall program: <u>Area Office/Locations</u> : destroy after 3 years (or longer if records are needed for agency business) Case Files: <u>Area Office</u> : destroy 3 years after settlement implemented or case dismissed	GRS 1 Item 27a & b

Annual EEO Management Directive 715 Employment Opportunity Program Plan	<p><u>Headquarters</u>: Retains Agency & Area reports</p> <p><u>Area Office</u>: <i>Contact Area Office Outreach, Diversity & Equal Opportunity Program Manager</i></p> <p><u>Locations</u>: destroy after 5 years from date of plan (cut off at the end of the FY in which plan is updated and/or obsolete)</p>	GRS 1 Item 25h NPA
EEO Complaint	<p>Formal Complaints: <u>Area Office</u>: destroy 4 years after resolution of case <u>Locations</u>: destroy 1 year after resolution of case</p> <p>Informal Complaints: <u>Area Office</u>: destroy when 2 years old</p>	GRS 1 Item 25b GRS 1, Item 25c(2)
EEO / Diversity Committees	<u>Locations</u> : destroy after 3 years, or superseded or obsolete, whichever is applicable	GRS 1 Item 25g
EEO/Outreach: Quarterly Reports (Civil Rights Self-Assessment (CRSA) & White House Initiatives (WHI) reports)	<u>Area Office</u> : destroy after 5 years <u>Locations</u> : destroy after 3 years	GRS 1, Item 25h(4) GRS 1, Item 25g
Research Project Documentation	Retention Schedule	Source
Animal Care Reports	<u>All Offices</u> : destroy after 3 years	ARS RS 23c
Annual 421 Reports (part of D Project Files)	<u>Area Office</u> : destroy 5 years after the D project cutoff date	NC1-310-08-1
Cooperative Agreements: <u>after</u> 1/24/1978 (i.e. – SCA, Trust, Reimbursable, Grant)	<u>Area Office (official file)</u> : destroy 10 years after cutoff <u>Locations</u> : destroy 3 years after final settlement/agreement closeout	NC1-310-08-1
Cooperative Agreements: created or terminated <u>before</u> 1/24/1978	<u>Area Office (official file)</u> : destroy 10 years after cutoff	NC1-310-08-1
Cooperative Agreements: final reports and publications <u>before</u> 1/24/1978	<u>Area Office (official file)</u> : destroy 10 years after cutoff	NC1-310-08-1
Laboratory & Field Notebooks created by individual research workers	<u>Locations</u> : Destroy when 25 years old	NPA NC1-310-77-3, Item 1a
Memorandums of Understanding: <u>after</u> 1/24/1978	<u>Area Office (official file)</u> : destroy 10 years after cutoff <u>Locations</u> : destroy 2 years after final settlement/agreement closeout	NC1-310-08-1
Memorandums of Understanding: created or terminated <u>before</u> 1/24/1978	<u>Area Office (official file)</u> : destroy 10 years after cutoff	NC1-310-08-1
Memorandums of Understanding: final reports and publications <u>before</u> 1/24/1978	<u>Area Office (official file)</u> : destroy 10 years after cutoff	NC1-310-08-1
On-site Program Reviews: includes all correspondence and briefing binders	<u>Area Office (official file)</u> : PERMANENT. Transfer to NARA when 5 years old <u>Locations</u> : destroy after 3 years, unless needed for current activities – NPA RECOMMENDATION: keep as a resource until your next program review	NC1-310-80-2, Item 162a

Program Adjustment Decision Item (PADI)	Headquarters (official file): PERMANENT. Offer to NARA when no longer needed for current activities Area Office: destroy after 3 years or when superseded/obsolete, whichever is later	NC1-310-80-2, Item 68c(1)
Publications – ARS-115	Area Office/Locations: destroy 10 years after cut off (at the end of the fiscal year in which, after project is terminated)	NC1-310-08-1
Research Project File Folder (Parent CRIS “D” Project Files)	Locations: destroy 7 years after the termination date Further guidance: www.npstaff.ars.usda.gov/ARIS/Manual/chapt15f.pdf	NC1-310-08-1
Unsuccessful Grant Application: applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications	Locations: destroy 3 years after rejection or withdrawal	GRS 3 item 13
Personal Property	Retention Schedule	Source
Accidents: Motor Vehicle	Area Office: destroy 6 years after case is closed	GRS 10, Item 5
Accountable Property Officer Physical Inventories	Locations: destroy 2 years from cut off at the end of the FY in which list is updated <i>-Area Property Office suggests keeping inventory 4 years from date signed</i>	GRS 3, Item 9a
Acquisition Documents	Locations: life of the Item	Property Management Quick Guide, p. 9
Excess Disposal AD-112	Locations: destroy 3 years after disposal	Property Management Quick Guide, p. 9
GOV Operators (Authorized to Operate)	Locations: destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner	GRS 10, Item 7
GOV Release Files: transfer, sale, donation, or exchange of vehicles	Area Office/Locations: destroy 4 years after vehicle leaves the agency	GRS 10, Item 6
GSAXcess Custody Paperwork	Locations: destroy 3 years after disposal/transfer	Property Management Quick Guide, p. 9
ID credentials & related papers: ID cards, badges, parking permits, photographs, visitors passes	Locations: destroy credentials 3 months after returned to issuing office	GRS 11, Item 4a
Loan AD-107	Locations: <ul style="list-style-type: none"> Accountable Item on Loan: File AD-107 with APO accountable documents Non-Accountable Item on Loan: destroy AD-107 once item is returned 	Manual 221.1M, pg 16/17
Lost or Stolen Personal Property	Locations: <ul style="list-style-type: none"> Ledger files: destroy 3 years after final entry Reports, loss statements, receipts, and other documents relating to lost and found articles: destroy after 1 year 	GRS 18, Item 15a, b
Monthly Vehicle Logs & Receipts	Locations: <ul style="list-style-type: none"> Operating records including those relating to gas and oil consumption, dispatching, and scheduling: destroy after 3 months. Maintenance records, including those relating to service and repair: destroy after 1 year. <i>-Acquisition & Property Division suggests keeping major maintenance and repair records for the life of the vehicle.</i>	Property Management Quick Guide, p. 9/10 GRS 10, Item 2a, b
Non-Fed in GOV Memos	Locations: destroy 3 years after rescission of authorization	GRS 10, Item 7

Property Pass Files	<u>Locations</u> : destroy 3 months after expiration or revocation	GRS 18, Item 12
Quarterly Vehicle Reports	<u>Locations</u> : destroy report after 1 year if fuel is the only thing recorded; -If location <u>keeps</u> vehicle receipts (other than fuel), destroy 1 year after FY closes. -If location <u>does not keep</u> vehicle receipts (other than fuel), keep the report for the life of the vehicle per <i>Acquisition & Property Division 8/31/09</i>	GRS 10, Item 2b
Sale of Excess Property (including crops & animals): any surplus property transaction files dated prior to the establishment of the former Procurement Division of the Department of Treasury in 1933 must be offered to the National Archives and Records Administration (NARA) for appraisal before applying these disposition instructions	<u>Locations</u> : (1) transactions of more than \$25,000: destroy 6 years after payment (2) transactions of less than \$25,000: destroy 3 years after payment	GRS 4, Item 3
Store GOV at Residence (AD-728 or equivalent form)	<u>Locations</u> : destroy when canceled	ARS RS 66
Safety	Retention Schedule	Source
Chemical Inventory	<u>Locations</u> : indefinitely	Safety Manual 230.0M
Employee Exposure Records including Material Safety Data Sheets (MSDS)	<u>Locations</u> : transfer documentation to National Personnel Records Center (NPRC) in St. Louis, MO 30 days after separation	GRS 1, Item 21a(2)
Hazard Communication/ Chemical Hygiene Plan	<u>Locations</u> : destroy 3 years after issuance of a new plan or directive	GRS 18 Item 27
Lab Inspection Reports (Monthly) Safety and Health Inspections – include safety inspection checklists, reports, related correspondence, inspection program plans, and notices of hazardous or unsafe conditions, including reports by employees concerning unsafe conditions.	<u>Locations</u> : destroy 5 years following end of calendar year	GRS 1, Item 34
OSHA Logs & Reports	<u>Locations</u> : destroy after 5 years	GRS 1, Item 34
Permits – import & export clearances & permission to move pathogenic materials, plants, etc.	<u>All Offices</u> : destroy after 2 years or 2 years after expiration for revalidated continuing permits, whichever is applicable	NC1-310-80-2, Item 203
Personal Injury Files: forms, reports, correspondence, & related medical & investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, <u>EXCLUDING</u> copies filed in the Employee Medical Folder & copies submitted to the Dept of Labor	<u>Locations</u> : destroy 3 years after cutoff upon termination of compensation or when deadline for filing a claim has passed	GRS 1 Item 31
Radiological Safety Files (with temporary value)	<u>Locations</u> : destroy after 2 years	NC1-310-80-2, Item 129
Safety Committee Meeting Minutes	<u>Locations</u> : destroy after 5 years	GRS 1, Item 34
Unsafe Conditions Reports	<u>Locations</u> : destroy 5 years following end of calendar year	GRS 1, Item 34
Technology Transfer	Retention Schedule	Source
Licenses	<u>Headquarters</u> : destroy 1 year after cancellation of license or expiration of patent <u>Locations</u> : destroy upon cancellation of license or expiration of patent	NC1-310-80-2, Item 116d

Material Transfer Agreements (MTA)	<u>Headquarters</u> : Official File <u>Locations</u> : retain copy until agreement expires	Technology Transfer Coordinator, 2010
Patents (Granted) / Dockets / Release Notices	<u>Headquarters</u> : <ul style="list-style-type: none"> destroy applications, correspondence, and related material 17 years after issuance of Patent destroy Seal copy when no longer needed for administrative use 	NC1-310-80-2, Item 116a
Travel	Retention Schedule	Source
Foreign Trip Reports	<u>Locations</u> : destroy after 2 years	N1-310-80-01,
Official Passports: documents relating to the issuance of official passports, including request for passports, transmittal letters, and receipts	<u>Area Office</u> : destroy when 3 years old or upon separation of bearer, whichever is sooner	GRS 9, Item 5a
Passport Registers/Logs	<u>Locations</u> : destroy when superseded or obsolete	GRS 9, Item 5c
Post - Gov Trip – <i>Commercial freight & passenger transportation files</i> : Authorizations, vouchers and support documents (excluding items see GRS 9 Item 1b)	Gov Trip is the official record. <u>Locations</u> : destroy after 6 years and 3 months	GRS 6, Item 1a REE Records Office
Post-Gov Trip – <i>Noncommercial, Reimbursable Travel Files</i> : reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or other authorized by law to travel.	Gov Trip is the official record. <u>Locations</u> : destroy after 6 years and 3 months	GRS 6, Item 1a REE Records Office
Pre-Gov Trip – <i>Commercial freight & passenger transportation files</i> : Authorizations, vouchers and support documents (excluding items see GRS 9 Item 1b)	<u>Locations</u> : destroy after 6 years and 3 months	GRS 6, Item 1a REE Records Office
Pre-Gov Trip – <i>Noncommercial, Reimbursable Travel Files</i> : reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or other authorized by law to travel.	<u>Locations</u> : destroy after 6 years and 3 months	GRS 6, Item 1a REE Records Office
Relocation Expenses	<u>Locations</u> : destroy after 6 years and 3 months	GRS 6, Item 1a REE Records Office
Travel Advances	<u>Locations</u> : destroy after 6 years and 3 months	GRS 6, Item 1a REE Records Office
Travel Charge Card Application and Acknowledgement Form	<u>Area Office (original records)</u> : destroy after credit card vendor contract expires	NPA Area Travel Office (GRS 9, Item 4a)

Acronyms:

- ARS FMG [ARS Files Management Guidebook, 1985](#)
- ARS RS [ARS Records Schedule, 1980](#)
- NARA [National Archives & Records Administration](#)
- GRS [General Records Schedule](#)
- NC1-310-XX-X [Agency Specific Files Approved NARA](#)