

SERIES 1200

ACQUISITIONS

1200. ACQUISITIONS (NC1-330-77-11, except where otherwise indicated)

These files pertain to the policy and support necessary for the effective and efficient operation of the logistic activities of the Department of Defense including procurement, production, supply, installations, construction, real property, facilities, housing, maintenance, transportation, distribution, support, and related logistics services.

In no event may disposal be made of records on accounts, claims or demands involving the Government of the United States that have not yet been settled or adjusted by the GAO without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Of a specialized character in the procurement field are the title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). These papers are required by the Government as long as the property remains in Government hands or if it has been sold or released conditionally or with recapture clauses. When properties are disposed of by quitclaim deeds, this fact should be confirmed before the disposal of the title papers, since the title evidence might be needed by the Government to defend the title in the event the properties were disposed of by deeds containing general or special warranties.

It should also be ascertained that the title evidence relates only to the properties that were sold by the Government. In many instances, lands acquired by the Government are disposed of in different sized parcels, and if the Government retains the title to any portion the title evidence should be retained.

Unless otherwise indicated, records of this series scheduled for permanent retirement shall be transferred to the National Archives when 30 years old.

1201-01. 1201-08. Reserved (103., Common Mission Files.)

1201-09. Procurement Files. General.

1201-09.1. Procurement files (as described in 1201-09.4., below) involving transactions as well as the initiation and development of transactions that deviate from established precedents on general agency procurement or to major procurement programs.

Disposition: Permanent. Retire to the WNRC when 8 years old.

1201-09.2. Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).

Disposition: a. Records pertaining to property acquired after December 31, 1920, other than abstract or certificate of title, dispose of 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens. b. Abstract or certificate of title, transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens. GRS 3, Item 1

1201-09.3. Correspondence files of procurement operating units on their internal operation and administration that are not covered elsewhere in this schedule.

Disposition: Destroy when 2 years old.

1201-09.4. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers.

1201-09.4.1. Procurement or purchase organization copy, and related papers.

1201-09.4.1.1. Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: Destroy 6 years and 3 months after final payment. GRS 3, Item 3a(1)(a)

1201-09.4.1.2. Transactions of \$25,000 or less and construction contracts under \$2,000.

Disposition: Dispose of 3 years after final payment. GRS 3, Item 3a(1)(b)

1201-09.4.2. Obligation copy.

Disposition: Destroy when funds are obligated. GRS 3, Item 3b

1201-09.4.3. Copies of contracts, requisitions, leases, and other papers with duplicates of papers defined in item 1201-09.4.1., above, used by Component elements of a procurement office for administrative purposes.

Disposition: Destroy upon termination or completion. GRS 3, Item 3c

1201-09.5. Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of the DoD reports reflecting procurement under exemptions authorized under applicable regulations.

1201-09.5.1. Copies received from other units for internal purposes or for transmission to staff agencies.

Disposition: Destroy when 2 years old. GRS 3, Item 4a

1201-09.5.2. Copies in other reporting units and related work papers.

Disposition: Destroy when 1 year old. GRS 3, Item 4b

1201-09.6. Records on the planning and execution of procurement programs, including records on printing, binding, duplicating, and distribution or publications and other items of supply and paper not covered elsewhere in these schedules.

Disposition: a. Destroy files relating to the accomplishment of the job - requisitions, bills, samples and related correspondence and papers - 3 years after completion or cancellation of requisition. GRS 3, Item 6a. b. Destroy manuscripts other than the official record copy used in the production phase as well as associated production clearances and proofs 1 year after acceptance of job. c. Destroy files pertaining to publications program planning, production standards, costing and related records 3 years after superseded, completion or revision of the program or standard. d. Destroy registers used to control work orders or requisitions 1 year after close of fiscal year.

1201-10. Bid files

1201-10.1. Successful bids

Disposition: Destroy with related contract case files (series 1201-09.). GRS 3, Item 5a

1201-10.2. Unsuccessful bids.

Disposition: Dispose of in accordance with the provisions of series 1201-09.

1201-10.3. Lists or cards of acceptable bidders.

Disposition: Dispose of when new list or card is made.

1201-11. Sales and Disposal of Surplus Property

1201-11.1. Case files on sales of surplus personal property and real property comprising invitations, bids, acceptances, lists of material, evidence or sales and related papers involving transactions and other papers that document the initiation and development of transactions that deviate from established precedents on major disposal programs.

Disposition: a. Record copies, including related material, are permanent. Cut off when case is closed, retire to the WNRC after 3 years. b. Destroy duplicate and non-record material upon file cut off. c. Files not covered here should be disposed of under 1202-11.3.

1201-11.2. Case files on disposal of surplus real and related personal property (as described in 1201-11.1., above).

Disposition: a. Record copies, including related material, are permanent. Cut off when case is closed and retire to the WNRC after 3 years. b. Destroy duplicate and non-record material when files is cut off.

1201-11.3. Case files on sales or surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items 1201-11.1. and 1201-11.2.).

1201-11.3.1. Transactions of more than \$25,000.

Disposition: Destroy 6 years after final payment. GRS 4, Item 3a

1201-11.3.2. Transactions of \$25,000 or less.

Disposition: Destroy 3 years after final payment. GRS 4, Item 3b

1201-12. Standards. Records on the development and establishment of standardized specifications, standards, and nomenclature of items of supply used in military or civilian production and supply matters.

Disposition: a. Retire record copies, including development papers, coordination records and other related and associated record material 6 months after acceptance and promulgation or specifications, standard item description, and identification for permanent preservation. b. Destroy inactive project files 3 years after file cut off. c. destroy duplicate case material used in the development of standards, specifications, and item descriptions when official promulgation has been made.

1201-13. Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided:

1201-13.1. The records can be segregated without harm to other documents or enduring value;

1201-13.2. No responsibility attached to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance; and

1201-13.3. If the property is released for historical use or purpose, the user agrees to retain it and return it to the Federal Government immediately upon the discontinuance or its use for historical purposes.

Disposition: Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. GRS 4, Item 4

1201-14. Facility Records. Records on overall program planning on acquisition, care, maintenance, construction, allocation, transfer, and release of real property.

Disposition: a. Retire record copies 3 years after file cut off for permanent preservation. b. Destroy duplicate and non-record material when file is cut off unless part of a case file.

1201-15. Space Management. Records on the allocation, utilization, and release of space under Departmental control and related reports to the GSA.

Disposition: a. Dispose of building plan file and related department records relating to space utilization, planning assignment and adjustment 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or become obsolete. b. Dispose of records supporting and copies of reports submitted to GSA regarding space occupied in Metropolitan Washington and outside the District of Columbia 2 years after annual file cut off. c. Destroy space plan file and related records used in space planning, assignment and adjustment of space allocated to the OSD 2 years after annual file cut off. d. Destroy record copies supporting reports submitted to the DoD space control activity regarding space occupied by OSD 1 year after annual file cut off. e. Dispose of correspondence files relating to space and maintenance matters of an administrative or operating nature, 3 years after annual cut off.

1202. PROCUREMENT FILES

1202-01. Procurement Policy. Records consisting of decisions, directives, instructions, guidelines, and supporting documentation on the initiation, development, and establishment of procurement policies, standards, criteria, or guidelines. Included are policy matters affecting new techniques and procedures, interpretations, or published regulations, weapons systems procurement, tailoring of contract types, structuring or unique clauses, consistent policy application, Government-wide policy and proposed innovations. To facilitate file access, this file may be subdivided into 1201-01.1. to 1201-01.9.

Disposition: a. Policy files are permanent. Retire to the WNRC when superseded, obsolete, or no longer needed for reference, as prescribed for documents maintained in accordance with series 103-01. b. Destroy reproduced copies when superseded or revised, unless part of a case file. c. Destroy reference copies of matters not published by the Department of Defense when no longer required for reference.

1202-02. Procurement Management. These files contain documents governing overall procurement management, administrative review, and improvement progress, development for input to personnel training and career development courses.

Disposition: a. Retain review procedures until superseded, then destroy. b. Destroy review or progress reports when superseded or all necessary action completed. c. Destroy career development and training programs upon inactivation.

1202-03. Procurement Analysis and Planning. These files consist of analyses and reports of existing policies, possible improvements and modifications, status or foreign procurement policies and procedures, and matters on the U.S./Canadian Productions and Development Sharing Program. Further subdivisions of this file may be made by assigning numbers 1202-03.1. to 1202-03.9., if volume dictates.

Disposition: a. Documents pertaining to possible improvements and modifications may be destroyed when incorporated into approved policy or procedure. b. Documents pertaining to possible improvements which have been disapproved may be destroyed when 3 years old.

1202-04. Small Business and Economic Utilization Policy. Policy files on small business, labor surplus areas, minority business enterprise, and a military procurement information office to facilitate access of information to the aforementioned activities.

Disposition: a. Policy records are permanent. Cut off and retire to the WNRC when superseded, obsolete, or no longer needed for reference, as prescribed for papers maintained in accordance with series 103-01. b. Correspondence, reports, studies, goal statement, and other records, destroy when 3 years old (GRS 3, Item 17). Retire to the WNRC when superseded. Case files are permanent. Retire to the WNRC 3 years after last entry in file.

1202-05. Contract Administration Services. Record copies of coordinating policies and procedural directives, focal point correspondence, monitoring of component contract administration, liaison matters, and plan cognizance program. These are the working files of the office directly responsible for contract administration and monitoring of the activities of the Component elements of the Department of Defense.

Disposition: a. Record copies of coordinating policies and procedural directives pertaining to contract administration are permanent. Cut off and retire to the WNRC when superseded, obsolete, or no longer needed for reference, as prescribed for policy-type documents maintained in accordance with series 103-01. b. Documents related to monitoring, liaison and plan cognizance, cut off when 5 years old and retire to the WNRC; destroy when 15 years old.

1202-06. Defense Acquisition Regulation (DAR): Formerly Armed Services Procurement Regulation Committee Files. These are the files of the committee tasked

with preparation and revisions of the procurement regulations that govern the procurement activities of the Department of Defense. They consist of documents of proposed and approved revisions, coordinations and staffing of changes to the regulations, and circulars to keep procurement activities abreast of current developments. (1201-09., Contract Case Files, and ASPSN.2 Part 5.)

Disposition: a. The record copy is permanent. Cut off when no longer needed for current business and retire to the WNRC. b. Defense Procurement Circulars or changes may be destroyed 1 year after incorporation in the manual. c. Committee case files are permanent and shall be retired to the WNRC when 5 years old. d. Tapes of minutes can be erased after transcription.

1202-07. Contract Support Services. These are files of special projects on contractual matters such as special studies, technical evaluations, and reviews or commercial and industrial contract activities.

Disposition: Cut off and retire to the WNRC when 5 years old; destroy when 15 years old.

1202-08. Defense Property Accountability System (DPAS) Master File. Information system containing data about DoD real and personal property assets to ensure property accountability and financial requirement of the services (Army, Navy, and Marine Corps) and Defense agencies. System allows property accountability, management, and financial reporting. Users can generate general ledger transactions, compute depreciation, perform accountable records processing, report financial status, account for government furnished property, and report disposals. Information in this system is received, processed, and/or transferred electronically from systems representing military and civilian logistics, supply, base operations support, contract administration, business management, finance and accounting, asset tracking, equipment management, facilities, resources infrastructure and data collection. The following data is contained within DPAS: Authorizations; Document registers; Catalog information (received from other systems or user generated for non-NSN items); Hand receipt information (receipts, turn-in, transfers, and inventory tracking and status); Accounting (depreciation and general ledger data); Maintenance and utilization (preventive maintenance schedules and actions, work orders, warranty, loan and lease data); User history data. (N1-330-07-02)

Disposition: Destroy/Delete after the necessary information has been transferred to the subsequent master file and verified, or when no longer needed for legal, audit or operational purposes. Note: For system documentation use 1601-11, system finding aids use 1601-09, and system backup tapes use 1601-08 of this schedule.

1202-09. Defense Property Accountability System (DPAS) Outputs. User generated outputs are asset management reports, inventory reports, maintenance (FEMS), real property (IFS), supply requests, unit readiness, small arms reporting, and accounting transactions and other ad hoc reports.

Disposition: Delete after the expiration of the retention period authorized in this records schedule or when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is appropriate. GRS 20, Item 3 (b) (1) and 6

1202-10. Capitol Funds Expenditure Files. Information used to record financial transactions in accounting system general ledger accounts, appropriation allotments, and/or the supporting subsidiary property accountability records and/or systems pertaining to current, expired, and closed accounts, for PP&E transactions included are: Final bid documents; Signed acceptance document by the government; Contract/Other Legal Instrument (i.e., lease); Contract Modifications or Change Orders; Invoices to support the amount accumulated in the CIP account; Indirect Costs incurred internally by the gaining activity that relate to the new acquisition or capital improvement; "FY _ Military Construction Project Data" (DD Form 1391) and work orders to include the design cost during the planning phase; Appraisal results for the donated assets; Transfer documents for transferred assets; "Material Inspection and Receiving Report" (DD Form 250) ; "Interim and final Transfer and Acceptance of Military Real Property" (DD Form 1354) document; and Collection voucher, 6-13 DoD Financial Management Regulation.

Disposition: Destroy/Delete 6 years and 3 months after the closure of the appropriate account or liquidation of all obligations in the closed accounts, whichever is later. GRS 7, Items 2 and 3.

1203. INSTALLATIONS AND HOUSING FILES

These records involving the responsibilities of this office to budget for, construct or acquire, administer, maintain, and dispose of installations and housing as appropriate. Plans, policies, and program administration are involved DoD-wide.

1203-01. Facilities Planning and Programming. Documents on policy criteria review, analysis, program administration of such matters as housing programs (family and bachelor), home owner assistance, real property, military construction and housing budgeting, and legislature.

Disposition: a. Policy records are permanent. Retire to the WNRC when superseded, obsolete, as prescribed for documents maintained in accordance with series 101-01. b. Reviews and analyses, destroy 5 years after superseded by later review.

1203-02. Construction Standards and Design. These files contain documents concerning physical standards and design criteria for DoD facilities, architectural engineering activities, cost standards, environmental pollution control, utility plants, and Base Master Planning matters.

Disposition: Destroy standards and design criteria 5 years after superseded.

1203-03. Construction Operations Files. Documents on base development, construction acquisition systems. Here also can be found congressional correspondence on construction.

1203-03.1. Congressional correspondence.

Disposition: Record copy is permanent. Retire to the WNRC when 3 years old.

1203-03.2. Documents on surveillance or acquisition.

Disposition: Destroy 7 years after last entry.

1203-04. Facilities Management Files. Administrative procedures, directives, correspondence, studies required to manage real property facilities, natural resources, and Public Domain Lands.

Disposition: Permanent. Cut off when superseded or obsolete and retire to the WNRC, as prescribed for policy-type documents maintained in accordance with series 103-01.

1204. SUPPLY, MAINTENANCE AND SERVICES FILES

1204-01. Supply Management Policy. Records consisting of decisions, Directives, instructions, guidelines and supporting documentation on the initiation, development, and establishment of supply policies of the Department of Defense. Included are policy matters affecting provisioning; its cataloging, distribution, utilization, and disposal; systems effectiveness, foreign aid, and resources for supply system operations. Automated Logistic Systems functions and related files as controlled by this office.

Disposition: Permanent. Retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1204-02. Transportation and Warehousing Policy Files. Records consisting of decisions, Directives, Instructions, guidelines, and supporting documentation on the initiation, development, and establishment or transportation and warehousing policy. Included are policy matters concerning traffic management, containerization, material handling, international transportation, highways for National Defense, postal transportation, single manager supervision, administrative-use vehicles, storage and warehousing, preservation, and packaging. Correspondence, memos for record, and other communications are filed with applicable policy matters.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1204-03. Maintenance Policy Files. Records consisting of decisions, directives, instructions, guidelines, and supporting documentation on the initiating, development, and establishment of maintenance policies of the Department of Defense. This pertains to documents establishing technical concepts, criteria and latest technology, equipment performance, and readiness and support planning.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1204-04. Subsistence Management Policy. These files have to do with the establishment of policy matters on basic daily food allowances for the Armed Forces, food service and related systems, food equipment, facilities, procurement, and distribution. Fees on training and career development program for food handlers, and for the monitoring of food service accounting and reporting for the Armed Services. To assist in the discharge of those duties a DoD Food Planning Board is sponsored by this office.

Disposition: a. Policy documents are permanent. Cut off and retire to the WNRC when canceled or superseded, as prescribed for documents maintained in accordance with series 103-01. b. Food Planning Board minutes are permanent. Retire to the WNRC when 5 years old. c. Training and career development program records, cut off 3 years after superseded; destroy when 25 years old. d. Food service accounting reports are permanent. Retire to the WNRC when 3 years old.

1204-05. Petroleum Matters Files. Documents on the DoD petroleum policy guidance, systems, and procedures. Inspections reports on surveillance of industry in meeting standards and ability to satisfy defense needs. It also contains documents on products and petroleum facilities. This is also the file location of the Oil Policy Committee Working Group. This committee assists in the formulation of policy and management systems.

Disposition: a. Policy documents are permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01. b. Oil Policy Committee Working Group files are permanent. Cut off when no longer needed for current operations. Retire to the WNRC 5 years after cut off or when the committee is abolished, as prescribed for committee papers maintained IAW series 103-06.1. c. Inspection reports may be destroyed 3 years after superseded by a subsequent report, or when 5 years old, whichever is later.

1205. PRODUCTION ENGINEERING AND MATERIEL ACQUISITION

1205-01. Technical Director Files. Technical support documents for the Defense Acquisition Board (DAB), board proceedings, minutes, etc. This board reviews and

makes recommendations on all large system acquisitions for the Department of Defense. Papers that monitor various acquisition programs of the Department of Defense, reports, projections costs, test facilities, etc. Documents on applications engineering and manufacturing technology necessary to perform this mission.

Disposition: a. Committee minutes and proceedings are permanent. Cut off when no longer needed for current operations. Retire to the WNRC 5 years after cut off, as prescribed for documents maintained in accordance with series 103-06.1. b. Supporting documents may be destroyed when no longer needed for current operations, as prescribed for papers maintained in accordance with series 103-06.2.

1205-02. Ships, Weapons, Electronics, and Associated Systems Files. These files contain all the documents necessary to manage subject matter acquisitions or foreign military sales. They include development concepts, program budget decisions, and necessary fiscal and logistics guidance, as well as budget planning figures and approved budget data. Progress towards meeting the planned milestones of the DAB is also monitored and progress recorded in these files. Case files of special interest to the Department of Defense may be included.

Disposition: Permanent. Retire to the WNRC when 7 years old.

1205-03. Aircraft and Missiles Files. These files contain all the documents necessary to manage subject matter acquisitions or foreign military sales. They include development concepts, program budget decisions, and necessary fiscal and logistics guidance. Budget planning milestones of the DAB are also monitored and progress recorded in these files. Inspection reports, studies, and other documents such as technical articles measuring industrial preparedness related to aircraft and missiles are found in these offices. Case files or special interest to the Department of Defense may be included. Documents establishing priorities and allocations are also filed.

Disposition: Permanent. Retire to the WNRC when 7 years old.

1205-04. Industrial Preparedness and Munitions Production Files. Central files of documents on industrial preparedness and munitions production. Inspections or other reports of the ability of industry to respond to defense needs under different postures. Documents describing new manufacturing technology, budget cycle input on related acquisitions, corrective actions necessary, and status thereof.

Disposition: a. Documents relating to industrial preparedness and munitions production are permanent. Retire to WNRC when 10 years old. b. All other documents in this file, retire to the WNRC when 10 years old or superseded by later report; destroy when 20 years old.

1205-05. Product and Production Engineering Files. Documents on quality and reliability, value, and cost engineering. These papers consist of studies, suggestions, standards, programs, and directives to assure reliability, a threshold of quality and value

engineering techniques to minimize costs without loss of quality. Also included are papers on technical data resources, standardization programs, aimed at reducing the variety of product, and product part non-interchangeability.

Disposition: Cut off after 5 years, or when technology or standards are overcome by improvements, whichever is later. Retire to the WNRC and destroy when 15 years old.

1205-06. Management Evaluation and Material Control. Studies, directives, program management papers, and correspondence on management evaluation and material control. Included are the DoD Management Improvement Program, Logistics Performance Measurement and Evaluation System, the Integrated Engineering System Industrial Priorities and Allocations, impact determination (such as may be caused by labor strife or fuel shortage) and related papers.

Disposition: Permanent. Retire to the WNRC when 10 years old or when superseded, whichever is later.

1206. SPECIAL ASSISTANT'S FILES

1206-01. Plans and Programs Files. Studies, plans, correspondence, and Directives necessary to perform objectives of this office. Preparation of strategic studies and plans; budget input, program planning, resource management, and studies of financial aspects of DoD programs issued by or impacting upon the installations and logistics missions.

Disposition: Permanent. Retire to the WNRC when superseded or 10 years old, whichever is later.

1206-02. International Programs. Documents in the nature of studies, reports, agreements, and directives necessary for the management of international programs. Directives managing the Military Assistance Program, cooperative logistic support arrangements with treaty members, international co-production arrangements, NATO Armaments Production and Logistics Programs, International Logistics Systems, and Material Allocations - U.S. versus International Requirements. These files also contain Civil Emergency Planning documents involving logistic plans for this contingency.

Disposition: Permanent. Retire to the WNRC when superseded or when 10 years old, whichever is later.

1206-03. International Cooperative Agreement (ICA) Coordination Files. These files document USD(A&T)'s role as the approval authority for the DoD Components to negotiate and/or conclude international agreements with foreign governments for cooperative research, development, test, evaluation, technical data exchange, and related standardization agreements that are not implemented through the Security Assistance Program; agreements concerning cooperative or reciprocal logistical support, including shared use of equipment, facilities, and services, except for uni-Service matters; and co-

production, licensed production, and related standardization agreements that are not implemented through the Security Assistance Program. These files form a record of DoD/Commerce Department/State Department coordinations on all proposed ICAs. They consist of requests from the Components for authority to negotiate and/or conclude an ICA that include a draft text of the proposed agreement, a legal memorandum explaining the legal basis of the ICA, a fiscal memorandum, a technology assessment and control Plan (TA/CP), an industrial base factors analysis, and a delegation of disclosure authority letter (DDL); staffing and coordination memorandums; and delegations of authority to negotiate and/or conclude the agreements. Also included are requests from DSAA for USD(A&T) coordination for their international agreements; requests from the State Department ("Circular 175 requests") for DoD comments on ICAs between other Executive Branch Agencies and foreign governments; and Notifications of Loan Agreements and Project Agreements from the DoD Components. (NOTE: These files are not to be confused with the international agreement files maintained by the DoD General Counsel (402-05.) or the agreement files described under the common mission series 103-04.)

Disposition: a. Delegations of authority and other documents that state the OSD position on any of the above matters are permanent as well as any substantive correspondence that documents the coordination process. Retire to the WNRC when superseded, obsolete, or no longer needed for current business, as is authorized for policy-type files maintained in accordance with series 103-01.1. and 103-01.2. b. Background materials and correspondence of a transitory nature may be destroyed when no longer needed for reference purposes, as is authorized for such documents when maintained in accordance with series 103-01.3.

1207. ADMINISTRATIVE MATTERS

1207-01. Executive Office Files. Documents necessary for the general administration of this office. Included are the budget preparation, personnel assigned, travel arrangements, message center, review of correspondence, and program surveillance.

Disposition: See the respective 103 series files for budget, personnel, message and correspondence review.

1207-02. Industrial Management and Logistics Audit. Directives, studies, and correspondence reports required to manage the aspects of Installations and Logistics (I&L) functions. Here are filed inspections and audit reports both internally administered or conducted by GAO, management systems, directive procedures and reports; follow-up correspondence to audit reports, check-off procedures, exchanges with the GAO and similar material.

1207-02.1. Directives and policy on Management Systems.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1207-02.2. Audit reports.

Disposition: Retire to the WNRC 2 years after file is closed and all proposed action is completed. Destroy when 10 years old.

1207-03. Logistics System Office. These files contain documents necessary to coordinate logistic function in the Department of Defense; to formulate DoD Logistics Plan with input from Components; to develop, establish, and promulgate logistic policy with the assistance of the Logistics Systems Policy Committee, to sponsor the committee, keep its minutes and working papers; and to initiate a research program and technical system support. The files consist of reports, policy directives, studies, correspondence and the like to accomplish these tasks.

Disposition: a. Retire policy documents to the WNRC when superseded or obsolete, as prescribed for papers maintained in accordance with series 101-03. b. Committee minutes are permanent. Cut off when no longer needed for current operations. Retire to the WNRC when 5 years old, as prescribed by documents maintained in accordance with series 103-06.1.

1208. OFFICE OF ECONOMIC ADJUSTMENT FILES

1208-01. Economic Impact Minimization Files. These files contain studies, reports, correspondence, evaluations of the economic impact of proposed or suggested base closures, reduction programs, special problems studies, and possible changes in procurement programs.

Disposition: a. Studies, reports, and correspondence relating to base closure and reduction programs which are the subject of congressional or widespread public interest are permanent. Retire to the WNRC when 5 years old. b. Other files, such as special problems studies and possible changes in procurement programs, cut off when 5 years old and retire to the WNRC; destroy when 20 years old.

1209. ENERGY ENVIRONMENT AND SAFETY

This office coordinates and directs the efforts of the various subordinate offices herein described. Generally, it is charged with coordination for the Department of Defense, with the Council for EPA on matters related to the environmental programs of the Department of Defense. This office is also charged with coordination with the Highway Traffic Safety Administration, National Transportation Safety Board (NTSB), and FAA on matters related to the occupational health and safety programs of the Department of

Defense. Most of these matters originated with national laws that are implemented by Federal regulations promulgated by the above Agencies.

1209-01. Environmental Quality. Documents examining every DoD action that may have environmental ramifications to include analyses of the impact and consideration of courses of action. Examples are base closures, realignments, exercises, operations, construction projects, and land use planning. Documents within this category include:

1209-01.1. Policy issuances.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1209-01.2. Procedures, methodologies.

Disposition: Destroy when superseded or obsolete.

1209-01.3. Environmental Impact Assessments (EIA).

Disposition: Destroy 1 year after completion of the matter assessed.

1209-01.3.1. Environmental Impact Statements (EIS).

Disposition: Destroy 1 year after completion of the action.

1209-01.3.2. Draft and/or Final.

Disposition: Destroy 7 years after completion of the action.

1209-01.4. Negative declarations.

Disposition: Destroy after 1 year.

1209-01.5. Status reports.

Disposition: Destroy after EIA and/or EIS is submitted.

1209-01.6. Annual environmental report incident thereto.

Disposition: Permanent. Retire to the WNRC when 5 years old.

1209-02. Air Programs. DoD programs developed and policy direction implementing air pollution abatement; the identity of all emitters and noncompliance major and minor sources, monitoring the service efforts to bring into compliance. The identification of activities requiring Air Pollution Episode Plans and the assurance that necessary coordination has taken place with local and State officials. Some examples are

programs to control open burning of munitions, ships smoke and tube blowing, coal conversion and jet engine test cells. Documents in this category include:

1209-02.1. Policy issuances, directives.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for documents maintained in accordance with series 103-01.

1209-02.2. DoD comments to proposed Federal regulations.

Disposition: Destroy 5 years after final regulation is promulgated.

1209-02.3. Compliance status on National Pollutant Discharges Elimination System (NPDES).

Disposition: Destroy after 5 years.

1209-02.4. Status reports on compliance, schedules, and programs for compliance with Federal laws and regulations.

Disposition: Destroy after 5 years.

1209-03. Water Pollution Abatement. Programs developed and policy direction implementing Federal regulations pertaining to the Water Pollution Control Act (WPCA), the Coastal Zone Management Act (CZMA), and/or Section 101 of the Safe Drinking Water Act (SDWA). Documents in this series include:

1209-03.1. Policy issuances, directives.

Disposition: Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1209-03.2. DoD comments on proposed Federal regulations.

Disposition: Destroy 5 years after final regulation is promulgated.

1209-03.3. Spill Prevention Control and Countermeasures plans.

Disposition: Permanent. Transfer to the WNRC when superseded.

1209-03.4. Spill contingency plans.

Disposition: Permanent. Transfer to the WNRC when superseded.

1209-03.5. Compliance status on NPDES.

Disposition: Destroy after 5 years.

1209-03.6. Status reports on compliance, schedules and programs for compliance with Federal laws and regulations.

Disposition: Destroy after 5 years.

1209-04. Solid Waste Management. The DoD program to comply with the Solid Waste Disposal Act of 1970; policy in relation to the Act, the implementation of guidelines and the estimation of costs. This includes source separation programs, the storage and collection of waste such as metal and paper, the resource recovery facilities, thermal processing of waste, and the beverage container policy.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1209-05. Categorical Programs. The development of DoD guidelines and policy directives to comply with Federal regulations issued pursuant to the Radiation Health and Safety Act of 1968, the Noise Control Act of 1972, and the Federal Insecticide, Fungicide, Rodenticide Act of 1972.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1209-06. Safety and Occupational Health.

1209-06.1. Policy and guidelines for DoD implementation of Occupational Safety and Health Act (OHSA) of 1970, Executive Order 11807 and appropriate Federal regulations.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1209-06.2. Coordination with and comments to OSHA, NTSB, FAA on proposed standards and regulations, as well as periodic statistical reports.

Disposition: Destroy after 5 years.

1209-06.3. Inspection, abatement, reporting, and budget guidelines for DoD activities.

Disposition: Destroy after 5 years.

1209-07. Energy Policy (NC1-330-79-4).

1209-07.1. Documents on preparing, coordinating, issuing, and interpreting policy, directives, regulatory instructions, and comparable records on the energy program in the Department of Defense.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1209-07.2. Studies reports, analyses made to measure energy conservation, and the effectiveness or current practices or proposed plans.

Disposition: retire to the WNRC when superseded; destroy when 15 years old.

1209-07.3. NATO Energy Files. Documents related to the operation of the Central Europe Pipeline System (CEPS).

1209-07.3.1. Documents that monitor the NATO Tariffs and NATO Budget. These consist of copies of charges paid for pipeline storage and transportation, as well as payments for repairs and maintenance, and copies of the contributions of each NATO nation towards these expenses.

Disposition: Destroy when 3 years old.

1209-07.3.2. Documents that recommend policy on the CEPS operations.

Disposition: Permanent. Cut off and retire to the WNRC when superseded or obsolete, as prescribed for policy-type documents maintained in accordance with series 103-01.

1209-07.4. Defense Energy Information System (DEIS) (NC1-330-81-9). This is a machine-readable record file that is tape-resident. The records consist of inventories of energy products at military installations, the rate of consumption, issue receipts, and transfers.

1209-07.4.1. Magnetic Tapes. (NC1-330-81-9)

Disposition: Permanent. Transfer to the National Archives in 5-year blocks when most recent records are 10 years old.

1209-07.4.2. Hard-copy reports. (NC1-330-81-9)

Disposition: Retire one copy of each report to the WNRC when no longer required for reference; destroy when 15 years old.