

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-507-93-2	DATE RECEIVED 3-5-93
1. FROM (Agency or establishment) DEFENSE FINANCE & ACCOUNTING SERVICE		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION NOT APPLICABLE / APPLIES TO ENTIRE AGENCY		In accordance with the provisions of 44 U.S.C 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER JOYCE LEMONS	5. TELEPHONE 303-676-6045	DATE 8-16-93	ARCHIVIST OF THE UNITED STATES <i>Credy Hudak Peterson</i>

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 108 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE FEB 18, 93	SIGNATURE OF AGENCY REPRESENTATIVE <i>J. Marvin Lewis</i> MARVIN LEWIS	TITLE ADMINISTRATIVE OFFICER
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Defense Finance and Accounting Service Records Disposition Regulation - Initial Submission Contains all schedules for disposition of administrative records.		

Copies sent to Agency, NIA, NNT, NNW, NCF 9/8/93

SCHEDULE 1025, Technical Training

Description of Covered Records: This schedule governs disposition of records pertaining to specialized training, such as professional education obtained from various schools and vendors, training for operation of technical equipment, formal training programs, and similar types of training.

SCHEDULE 1025				
TECHNICAL TRAINING				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
2 ✓	Training Planning Records	Records used to plan a course of instruction including training standards, training plans and course syllabi	Any office responsible for conducting training	Cutoff: When course is discontinued. Disposition: Destroy when revised, obsolete, or on discontinuance of the related course. Authority:
3 ✓	Instructional Materials	Records used to conduct a class, such as lesson plans, tests, films, charts, study guides, workbooks, handouts, and similar material	Any office responsible for conducting training	Cutoff: When course is discontinued. Disposition: Destroy when revised, obsolete, or on discontinuance of the related course. Authority:

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NOTE:

Some DFAS Center Training Offices operate on a fiscal year rather than a calendar year. At those Centers, the cutoff is end of fiscal year

SCHEDULE 1100, Manpower and Organization

Description of Covered Records: This schedule governs disposition of records pertaining to authorizing, allocating, utilizing, and programming for military and civilian personnel. It includes management engineering and productivity enhancement records.

SCHEDULE 1100				
MANPOWER AND ORGANIZATION				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Manpower Authorization File	Paper or electronic records which contain detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	Manpower office	Cutoff: End of fiscal year. Disposition: Destroy 1 year after cutoff. Authority:
2	Approved Manpower Change Requests	Correspondence, forms, or machine listings which identify the changes requested and contain justification, coordination, and approval statements	Manpower office	Cutoff: End of calendar year in which change was implemented. Disposition: Destroy 2 years after cutoff. Authority:
3	Disapproved Manpower Change Requests	Reports documenting all aspects of the management engineering program	Manpower office	Cutoff: End of calendar year in which disapproved. Disposition: Destroy 2 years after cutoff. Authority:
4	Management Engineering Reports	Reports documenting all aspects of the management engineering program	Manpower office	Cutoff: End of calendar year. Disposition: Destroy 3 years after cutoff. Authority:
5	Productivity Measurement and Evaluation	Data and information in correspondence, reports, and other sources used to prepare annual productivity reports to establish internal productivity goals, or to assess internal productivity	Manpower office	Cutoff: End of calendar year in which superseded. Disposition: Destroy 1 year after cutoff. Authority: GRS 23, Item 1

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With-drawn

With-drawn

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SCHEDULE 1100. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
8✓	Capital Investments - Approved	Individual requests, summary records, status reports, and general correspondence for capital investment programs justified through increases in productivity	Comptroller functional area	Cutoff: End of fiscal year in which approved project was amortized. Disposition: Destroy 2 years after cutoff. Authority:
9✓	Capital Investments - Disapproved	Individual requests, summary records, status reports, and general correspondence for capital investment programs justified through increases in productivity	Comptroller functional area	Cutoff: End of fiscal year in which request was disapproved. Disposition: Destroy 2 years after cutoff. Authority:
10✓	Commercial Activities Cost Records	Performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records	Comptroller functional area	Cutoff: When study is completed. Disposition: Destroy 5 years after cutoff or upon completion of next study. Authority:

SCHEDULE 1300, Military Personnel Records

Description of Covered Records: This schedule pertains to records accumulated at the Center-level office charged with administering military personnel assigned to that DFAS Center. The records are administrative or informative in nature. The record copy is controlled by the member's branch of military service.

SCHEDULE 1300				
MILITARY PERSONNEL RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Administration of Military Personnel	Various reports, listings, registers, and other records received from the military services that contain information necessary to manage military personnel at the local level	DFAS military personnel offices (orderly rooms)	Cutoff: Not applicable. Disposition: Destroy when superseded, obsolete, or no longer needed. Authority:

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NOTE:

Records accumulated in the office to which the military person is assigned are filed under Schedule 5010, rule 4, Administration of Office Personnel.

SCHEDULE 1400, Civilian Personnel Files

Description of Covered Records: This schedule governs disposition of records accumulated by the servicing personnel office while managing and administering the civilian personnel program.

SCHEDULE 1400				
CIVILIAN PERSONNEL FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Civilian Personnel Program Records	Records created during the development of personnel programs and pertain to the establishment, implementation, and administration of DFAS-wide programs	DFAS civilian personnel offices	Cutoff: When design of program is complete. Disposition: Do not destroy; retain as permanent. (See note 1.) Authority: <u>Destroy 10 yrs after</u>
3	Supervisor's Employee Record	Records maintained by employee's supervisor for informational and managerial purposes	Any DFAS office	Cutoff: Upon separation or transfer of employee. Disposition: Destroy 30 days after separation or transfer of employee. (See note 3.) Authority: <u>GRS1, Item B</u>

Item

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With-drawn

SCHEDULE 1400. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
9	Staffing Plan Files	Civilian personnel status and improvement plans	DFAS civilian personnel offices	Cutoff: End of calendar year Disposition: Destroy 3 years after cutoff Authority:
11	Veterans Preference Records	Records pertaining to entitlement, administration of preference and preference preserved, lost, or changed	DFAS civilian personnel offices	Cutoff: When action is complete. Disposition: File on right side of OPF. Authority: GRST,

Item

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with-drawn

Item 1

SCHEDULE 1400. CONTINUED

Item

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R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
12	Excepted Service Files	Files relating to employment programs and functions of excepted positions	DFAS civilian personnel offices	Cutoff: End of calendar year. Disposition: Destroy 3 years after cutoff. Authority:
				<p style="text-align: center;">↓</p> <p style="text-align: center;">GRS 1, Item 3</p>

withdraw

SCHEDULE 1400. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
31	Performance Appraisals—Acceptable	Forms and related records documenting performance which is acceptable or above	DFAS civilian personnel offices	Cutoff: End of calendar year. Disposition: Destroy 4 years after cutoff. Authority: GRS 1, Item 23(a)(4)
32	Performance Appraisals—Unacceptable	Forms and related records documenting performance which is unacceptable but which is not accompanied by demotion or removal action	DFAS civilian personnel offices	Cutoff: End of calendar year. Disposition: Destroy 4 years after cutoff. Authority: GRS 1, Item 23(a)(1)
33	Performance Appraisals—Proposed Adverse Action	Forms and related records documenting a rating of unacceptable where demotion or removal is proposed but not effected	DFAS civilian personnel offices	Cutoff: Completion of written notice of proposed action. Disposition: Destroy when employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade. Authority: GRS 1, Item 23(a)(1)

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GRS 19

With-drawn

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SCHEDULE 1400. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
36	Performance Appraisals—SES	Forms documenting ratings of members of the Senior Executive Service	DFAS civilian personnel offices	Cutoff: End of calendar year. Disposition: Destroy 5 years after cutoff. Authority:

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with-drawn

*GRS1,
Item
23(b)
(3)*

SCHEDULE 1400. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
40	Adverse Action Case Files (Continued)	hearing notices, reports and decisions, reversal of action and appeal records EXCLUDING letters of reprimand which are filed in the OPF	DFAS civilian personnel offices	
21 ✓	Promotions	Records of individual promotion actions including work records, job analysis, qualification standards, evaluation methods, selection procedures, evaluation of candidates, and similar records	DFAS civilian personnel offices	Cutoff: When promotion action is complete or upon completion of an OPM formal evaluation. (See FPM chap 335, subchap 1-4.) Disposition: Destroy 2 years after cutoff. Authority:
22 ⁰	EEO Case Files	Official discrimination complaint case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and similar records	DFAS EEO complaint management offices	Cutoff: Upon resolution of case. Disposition: Destroy 4 years after cutoff. Authority: <i>GRS 1, Item 25(a)</i>
23 ⁰	EEO Background Files	Files containing background records not related to the official discrimination complaint case file	DFAS EEO complaint management offices	Cutoff: End of fiscal year. Disposition: Destroy 4 years after cutoff. Authority: <i>GRS 1, Item 25(a)(1)</i>
24 ✓	Wage Administration	Wage schedules and other pay adjustment authorization resulting from legislation or other across-the-board administrative action which constitute the basis for personnel actions which may require reconstruction at a later date	DFAS civilian personnel offices	Cutoff: Not applicable; perpetual file. Disposition: Purge file annually and destroy individual documents when no longer needed. Authority:
25 ✓	Applicant Supply File	Employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications and related data	DFAS civilian personnel offices	Cutoff: Not applicable Disposition: Dispose of according to FPM guidance and OPM agreements. Authority:

With-drawn

With-drawn

SCHEDULE 1400. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
46	Affirmative Action	Committee minutes, program activities, records of community contacts, sexual harassment records, reports and supporting papers regarding status of employment	DFAS civilian personnel offices and/or EEO complaint management offices	Cutoff: End of fiscal year. Disposition: Destroy 3 years after cutoff or when superseded or obsolete. Authority:
47	Priority Placement Action Files	"Stopper lists" received and records of any position in the pay category series and grades on the "stopper list" during the time lists are in force; case files of employees affected by priority placement action	DFAS civilian personnel offices	Cutoff: When registrant is removed from the program. Disposition: Destroy 2 years after cutoff. Authority:
48	Leave Sharing Records	Information submitted or resulting from a request or contribution of leave	DFAS civilian personnel offices	Cutoff: When leave transfer effort is completed or terminated. Disposition: Destroy 3 years after cutoff Authority: <i>GRS 1, Item 37</i>

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with-drawn

NOTES:

1. Offer to National Archives in 5 year blocks when the most recent records in the block are 25 years old.
2. Follow instructions in the Federal Personnel Manual.
3. If the transfer of the employee is internal, follow local procedures for transfer or destruction of the record.
4. Original is returned to OPM.

SCHEDULE 3000, Planning

Description of Covered Records: This schedule governs disposition of records accumulated in connection with planning DFAS actions. It includes records accumulated in planning the development and execution of programs for the performance of the DFAS mission. It also includes records pertaining to planning for the wartime role of DFAS as well as records pertaining to planning for unusual situations such as natural disasters.

SCHEDULE 3000				
PLANNING				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Programming—HQ Level	Documents relating to DFAS-wide program planning, review and analysis to include program guidance documents, operations plans and programs, policies and related background material, documents created to revise or adjust existing programs, and similar documents	HQ DFAS planning offices or program management offices	Cutoff: End of calendar year. Disposition: Do not destroy; retain as permanent. (See note 1.) Authority:
2	Programming—Center Level	Documents relating to Center level program planning, review and analysis to include program guidance documents, operations plans and programs, policies and related background material, documents created to revise or adjust existing programs, and similar documents	DFAS Center planning offices or program management offices	Cutoff: End of calendar year. Disposition: Authority: <i>Same as Rule 1 above.</i>
3	Program Review—HQ Level	Documents created at HQ level in the process of review of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals	HQ DFAS planning offices or program management offices	Cutoff: End of calendar year. Disposition: Do not destroy; retain as permanent. Authority: <i>Same as Rule 1 above</i>

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SCHEDULE 3000. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
4	Program Review— Center Level	Documents created at Center level in the process of review of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress accomplishments, deficiencies, and problems in relation to program goals	DFAS Center planning offices or program management offices	Cutoff: End of calendar year. Disposition: Destroy 10 years after cutoff: Authority: <i>Same as Rule 31 above</i>
5	DFAS Council Actions— HQ Level	Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of formal, HQ level DFAS councils, including significant background and supporting documents accumulated and/or created by the council in fulfilling its mission relative to program review and analysis	HQ DFAS planning offices or program management offices	Cutoff: End of calendar year. Disposition: Do not destroy; retain as permanent. Authority: <i>See RARAM Note 1</i>
6	DFAS Council Actions—Center Level	Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of formal, Center level DFAS councils including significant background and supporting documents accumulated and/or created by the council in fulfilling its mission relative to program review and analysis	DFAS Center planning offices or program management offices	Cutoff: End of calendar year. Disposition: Destroy 10 years after cutoff: Authority: <i>Rule 5 above</i>

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SCHEDULE 3000. CONTINUED

Item

R U L E	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
35	7 HQ War and Mobilization Plans	Master set of DFAS war and mobilization plan, planning concepts, continuity of operations plan, survival, recovery and reconstitution plans, augmentation plans, and other related plans; essential source material, annexes, appendices, tabs, and all changes	HQ DFAS planning offices	Cutoff: Obsolescence or supersession. Disposition: Do not destroy; retain as permanent. (See note 2.) Authority:
36	8 Center War and Mobilization Plans	Basic wartime plans, operations plans and orders, augmentation plans, continuity of operations plans, and similar media with essential source material	DFAS Center planning offices	Cutoff: When superseded or obsolete. Disposition: Destroy when superseded or obsolete. Authority: Same as Rule 7 above
37	9 Contingency Plans	Contingency master plans, operational plans and orders, augmentation plans, and similar media which provide essential guidance and requirements for continuity of operations in the event of destruction or major damage to a DFAS component	DFAS planning offices	Cutoff: When superseded or obsolete. Do NOT Disposition: Destroy when superseded or obsolete. Authority: DESTROY; retain as permanent (See Note 2)
38	10 Contingency Training Files	Records pertaining to planning and conducting training to ensure the successful execution of a contingency; includes individual training documents	DFAS planning offices	Cutoff: When superseded or obsolete Disposition: Destroy when superseded or obsolete. Authority: Same as Rule 9
39	11 Natural Disasters	Reports, messages, and other data describing the situation, such as accomplishments and results, loss of personnel, equipment, material and related cost expenditure data	DFAS office providing assistance	Cutoff: When all action regarding the disaster has been completed. Disposition: Destroy 2 years after cutoff. (See note 3.) Authority:

NOTES:

1. Offer to National Archives in five year blocks when latest record in block is twenty-five years old.
2. Retire as permanent when superseded or obsolete. Offer to National Archives in accordance with note 1.
3. If a "Lessons Learned" summary document is created when the disaster is over, file with documents covered in rule 1 or 2.

With-drawn

GRS 1,
Item 29,
(a)(1)

SCHEDULE 3000-1, Committees, Boards, and Charitable Campaign Records

Description of Covered Records: This schedule governs disposition of records pertaining to special committees and boards which are appointed or convened at DFAS Director, DFAS Center Director, or comparable level to study a problem, situation, or opportunity with at least DFAS or Center-wide impact. Committees referred to here should not be confused with routine, ad hoc working groups, total quality management teams, or similar groups.

SCHEDULE 3000-1

COMMITTEES, BOARDS, AND CHARITABLE CAMPAIGN RECORDS

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Committee Records	Recorders' records which consist of case files of each approved committee, including (but not limited to) directive or executive approval establishing the committee, charter, listing of members and all changes, resume of major points of interest concerning committee hearings and its general operations, waivers in committee rules, studies, analyses, final committee report and findings, terminating directive and similar papers relating to the establishment, accomplishments, or termination of formal committees	DFAS directorates or deputates	Cutoff: Upon termination of the committee. Disposition: Do not destroy; retain as permanent. (See note.) Authority:
2	Administrative Support Records	Records that facilitate and support the responsibility of the chairman/recorder and staff activities designated as representatives or for boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations	DFAS directorates or deputates	Cutoff: Upon termination of the committee. Disposition: Destroy when no longer needed but no later than 2 years after termination of the committee. Authority:
3	Reports of Existing Committees—DFAS HQ	Annual reports of DFAS committees in existence accumulated at DFAS HQ	DFAS HQ committee management office	Cutoff: End of calendar year to which report pertains. Disposition: Retire as permanent. (See note) Authority:

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Item

SCHEDULE 3000-1. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
43 ✓	Reports of Existing Committees—Center Level	Annual reports of DFAS committees in existence, accumulated at DFAS Center level, may be feeder reports to the DFAS HQ report	DFAS Centers committee management offices	Cutoff: End of calendar year to which report pertains. Disposition: Destroy 2 years after cutoff. Authority:
44	Fund Raising Campaigns	Records accumulated while administering the Combined Federal Campaign (CFC), including correspondence, receipts, invoices, and related records	DFAS Center office responsible for conducting the CFC	Cutoff: Upon completion of the campaign. Disposition: Destroy upon completion of next equivalent campaign. Authority: GRS 23, Item 7

With-drawn

NOTE:

Offer to the National Archives in 5 year blocks when latest document is 25 years old.

SCHEDULE 4105, Contracting Records

Description of Covered Records: This schedule governs disposition of records pertaining to contracting matters.

Item

SCHEDULE 4105				
CONTRACTING RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
450	1 Original Contracts	Signed originals of contracts and modifications	DFAS contracting offices	Cutoff: Upon final payment. Disposition: Destroy 6 years, 3 months after cutoff. Authority: GRS 3, <i>Item 3</i>
460	2 Justifications	Signed originals of justifications, approvals, determinations, and findings and copies of supporting documents	DFAS contracting offices	Cutoff: Upon final payment. Disposition: Destroy 6 years, 3 months after final payment. Authority: GRS 3, <i>Item 3</i>

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SCHEDULE 4105. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
13	Board of Contract Appeals	Records relating to contracts involved in appeals handled by the Board of Contract Appeals	DFAS contracting offices	Cutoff: Final Board decision. Disposition: Destroy 7 years after cutoff. Authority: <i>GRS3, Item 13</i>
16	Contract Numbering Assignment Files	Logs, lists, and similar means of controlling contract numbering, change notifications, master serial number register, and similar forms or records	DFAS contracting office	Cutoff: Completion of all contracts listed. Disposition: Destroy 6 years after cutoff. <i>GRS3</i> Authority:
17	Contractor Performance Files	Historical records of contractor performance data prepared by contract officer on completed or terminated contracts of \$100,000 or more	DFAS contracting office	Cutoff: Termination of contract. Disposition: Destroy when no longer needed. Authority:

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Item

SCHEDULE 4105. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
18	Procurement Fraud Case Files	Reports of irregularities in procurements prepared by FBI, OSI, correspondence, and related records	DFAS contracting offices	Cutoff: When case is closed. Disposition: Destroy 5 years after case is closed, or when no longer needed, whichever is sooner. Authority:
19	Designation and Termination of Contracting Officers and Representatives	Request for designation or termination, statement of qualifications, and the designation or termination and acknowledgement of receipt thereof	DFAS contracting offices	Cutoff: Termination of appointment. Disposition: Destroy 3 years after cutoff. Authority:
20	Contractors Insurance Program Files	Insurance policy and/or plans and amendments to, including correspondence and related documents	DFAS contracting offices	Cutoff: When premium accounting has been finalized. Disposition: Destroy 6 years after contract. Authority:
21	Outstanding Insurance Claims	Contractors insurance program records related to outstanding exceptions, unsettled claims by or against the Government, incomplete investigations, litigations, or requests made by the Comptroller General of the US	DFAS contracting offices	Cutoff: Settlement of claim. Disposition: Destroy when clearances are obtained. Authority:
22	Retiree Affidavits Files	Affidavits and related records filed by persons seeking to do business with the Government within 3 years after separation or retirement	DFAS contracting offices	Cutoff: Upon final action or decision. Disposition: Destroy 6 years after cutoff. Authority:
23	Contract Termination and Settlement Files	All records accumulated during termination and settlement phase of a contract	DFAS contracting offices	Cutoff: When all termination settlement activities are complete. Disposition: Destroy 6 years after cutoff. Authority:

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Item

SCHEDULE 4105. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
24	Acquisition Quality Assurance Files	Copies of contracts, specifications, contract changes and amendments, records, forms, and other media used in planning, conducting and recording the results of product inspection, auditing of quality assurance systems and procedures, and effecting clearances of deficiencies	DFAS contracting offices	Cutoff: Upon completion of contract. Disposition: Destroy 1 year after cutoff. Authority:
25	Contractor Financial Data Case Files	Records reflecting current financial capabilities of present and potential contractors such as credit records, cash flow sheets, backlog reports, requests for financial clearance, with supporting attached information; commercial credit agency reports, credit letters from financial institutions, manufacturers and other commercial agencies, financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc., from banks and commercial companies, articles of incorporation and financial analyses, newspaper reports and related papers and correspondence	DFAS contracting offices	Cutoff: Upon completion of contract. Disposition: Destroy 6 years and 3 months after cutoff. Authority: 1 yr after cutoff.
26	Contract Progress	Contract status, expediting and production surveillance records	DFAS contracting offices	Cutoff: Upon final payment. Disposition: Destroy 6 months after cutoff. Authority:
27	Engineering Changes	Rejected engineering change proposals	DFAS contracting offices	Cutoff: Upon final payment. Disposition: Destroy 6 months after cutoff. Authority:
28	Labor Records	Labor compliance records including equal employment opportunity records	DFAS contracting offices	Cutoff: Upon final payment. Disposition: Destroy 3 years after cutoff. Authority:

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SCHEDULE 4105. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
29	General Contractor Information	A general contractor file containing documents relating to no specific contract, more than one contract, or the contractor in a general way	DFAS contracting offices	Cutoff: Not applicable. Disposition: Destroy when superseded or obsolete. Authority:

NOTES:

1. For contracting records pertaining to Foreign Military Sales (FMS) transactions, segregate these records at the time of filing. Hold until further notice from the Center Records Manager. Based on claims brought against the United States at The Hague, Netherlands, the National Archives and Records Administration (NARA) approved the postponement of destruction for FMS records. These records may be required to defend the Government in litigation.
2. Any records created prior to October 1, 1979 which pertain to contracts which are still under appeal will be destroyed 6 years and 3 months after final action on decision per GRS 3, Item 15a.

SCHEDULE 4105-1, Supply Records

Item

Description of Covered Records: This schedule governs disposition of records pertaining to acquisition and use of supply items to include identification, classification, cataloging, and coding

SCHEDULE 4105-1				
SUPPLY RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Control Files	Complete inventory list of all supply items	DFAS supply offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy when superseded or obsolete. Authority: GRS3, Item 9
3	Supply Catalog NON-RECORD	Complete catalog of supplies including identification and coding of items	DFAS supply offices	Cutoff: Not applicable. Disposition: Destroy when superseded or obsolete. Authority:
4	Supply Status Records	Cards, listings, change notices, reports on supply levels or critically short items, and related data used for reference or planning purposes in controlling supply levels	DFAS supply offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents when superseded or obsolete. Authority: GRS3, Item 9

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SCHEDULE 4140, Equipment Management and Maintenance Files

Description of Covered Records: This schedule governs disposition of records pertaining to the management of equipment.

Item

SCHEDULE 4140				
EQUIPMENT MANAGEMENT AND MAINTENANCE FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
65	1 Equipment Control Files	Complete inventory of all equipment items to include supporting records	DFAS equipment management offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy when superseded or obsolete. Authority:
660	2 Vehicle Files	Maintenance records, warranties, and similar records pertaining to a vehicle accumulated during the useful life of the vehicle	DFAS equipment management offices	Cutoff: When vehicle is disposed of. Disposition: Destroy at cutoff or when no longer needed for reference. Authority: GRS10, Item 2
67✓	3 Equipment Custodian File	Daily transaction register; custodian request log; weapons serial number listing; information file on office machines; temporary issue receipts, requests for purchase; warranty; guarantee records; adjustment records; records pertaining to inventory actions such as government property lost or damaged or reports of survey; issue/turn-in slips and related correspondence; approved copies of requests for office furniture which require Director level approval	DFAS equipment management offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents within the file when all outstanding actions are complete and records are no longer needed. Authority:
68✓	4 Unit Property Records	Registers and files, component records, requisitions, custody receipt, requests for issue or turn-in and related records, shipping and receiving documents, reports of survey, statements of charges, schedule of collections, and similar records accumulated in managing the unit's equipment needs	Any DFAS office	Cutoff: End of fiscal year. Disposition: Destroy 1 year after cutoff. Authority:

With - drawn

Item

SCHEDULE 4140. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
6	Equipment Deficiency Records	Notices of unsatisfactory conditions experienced, including those instances in which the equipment does not fully or effectively serve the purpose intended; instances where the equipment or a part or accessory cannot be properly maintained or operated; or similar records; also includes records of actions taken to remedy deficiencies and any required reports	DFAS equipment management offices	Cutoff: When corrective action is complete. Disposition: Destroy one year after cutoff. Authority:
7	Equipment Movement Files	Files pertaining to actions involving internal movement of equipment	DFAS equipment management offices	Cutoff: When move is complete. Disposition: Destroy 2 years after cutoff or when no longer needed for reference. Authority:
8	Reprographics Equipment	Forms and related records that document history of reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers, and disposal)	DFAS reprographics equipment management offices	Cutoff: End of fiscal year when equipment is disposed of. Disposition: Destroy 1 year after cutoff. Authority:
9	Copier Operating Notices	Notices posted at or near copiers which list local operating rules, identify key operators, or provide other similar information	Any DFAS office	Cutoff: Not applicable. Disposition: Destroy when superseded or obsolete. Authority:

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SCHEDULE 4160, Property Disposal

Item

Description of Covered Records: This schedule governs disposition of records pertaining to release, transfer, redistribution, or sale of excess Government property excluding real property.

SCHEDULE 4160				
PROPERTY DISPOSAL				
R	A	B	C	D
U				
L	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
E				
5	Donation Agreements	Formal donation agreements with Service Educational activities and organizations eligible for donations pursuant to 10 U.S.C. 2572, and documents relating to each agreement	DFAS property management offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:
6	Precious Metals Recovery	Forms, reports, logs, accountability records and correspondence pertaining to reclamation and use of previous metals	DFAS offices involved in recovery programs	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:

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Item

SCHEDULE 4160. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7	Recyclable Materials Program	Documents concerning the DoD Recyclable Materials Program including scrap recycling program and resource recovery	DFAS recycling offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:

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SCHEDULE 4165, Real Property Operations and Maintenance

Description of Covered Records: This schedule governs disposition of records pertaining to the acquisition, operation, maintenance and repair, utilization, management, and disposal of real property or interests therein. Included are records on design and construction of real property, installation and maintenance, operation of utility plants, performance of services in connection with real property, and accounting for real estate and property.

Item

SCHEDULE 4165				
REAL PROPERTY OPERATIONS AND MAINTENANCE				
R U L E	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
1	Real Property Case Files	Correspondence, reports, studies, maps, charts, drawings, copies of legal instruments, delegations of authority, excess real property declarations, disposal authorizations, real estate planning reports and related data, records pertaining to annual summaries of real property transactions	DFAS property management offices	Cutoff: Not applicable; perpetual file. <i>Destroy 10 yrs after</i> Disposition: Retire as permanent upon inactivation of the installation. (See notes 1, 2, and 3.) Authority:
5	Facilities Maintenance—Major Projects	Documents relating to major repair or replacement projects to buildings and structures, grounds, fences, roads, hard surfaced areas, and similar types of facilities	DFAS property management offices	Cutoff: Not applicable; perpetual file. Disposition: Do not destroy. (See note 3.) <i>Destroy 10 yrs after inactivation of the installation.</i> Authority:

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SCHEDULE 4165. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7	Proposed Acquisitions	Documents relating to the proposed acquiring of real property for DFAS use, consideration of possible sites, and related proposals; EXCLUDES documents directly incident to an acquisition of real property	DFAS property management offices	Cutoff: End of calendar year. Disposition: Destroy 6 years after cutoff. Authority:
8	Leasing of Real Property	Documents relating to acquisitions of real property by lease, lease terminations, and related documents such as lease agreements, notices of renewal releases, supplemental agreements, notices of cancellation, appraisals, and related documents	DFAS property management offices	Cutoff: Termination of lease. Disposition: Destroy 2 years after cutoff. (See note 4.) Authority:

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SCHEDULE 4165. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
80	13 Real Property Inventories	Documents relating to the inventory of real property, including reports, ledgers, correspondence, machine listings, and similar records	DFAS property management offices	Cutoff: End of calendar year. Disposition: Destroy when superseded, obsolete, or 2 years after cutoff. Authority:
81	14 Real Property Record Cards	Individual record cards and supporting documents maintained for each item or category of real property to provide a continuing record of the real property; i.e., land and interests therein, leaseholds, buildings and improvements or appurtenances, copies of transfers of new construction forms, completion reports, and similar records	DFAS property management offices	Cutoff: Not applicable; perpetual file. Disposition: Do not destroy. (See note 3.) Destroy Authority: 1 year after consummation of the real property disposal action.
82	15 Real Property Drawings	Drawings related to the design and construction of a project such as maps and layouts; architectural, mechanical and structural building plans; water distribution system; gasoline storage and fuel systems; roads, aprons and parking areas; storm drainage systems, and similar records	DFAS property management offices	Cutoff: Not applicable; perpetual file. Disposition: Do not destroy. (See note 3.) Authority: Destroy 1 year after consummation of the real property disposal action.
83	16 Construction Programming	Program documents relating to planned construction projects and their priorities, including programs on which actions have been taken, proposed programs, and executed programs	DFAS property management offices	Cutoff: End of fiscal year in which program is completed or cancelled. Disposition: Destroy 6 years after cutoff. Authority:

SCHEDULE 4165. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
17	Construction Projects	Documents accumulated in connection with the planning and construction of specific projects such as the authorization, justification, tests and investigations, specifications and addenda, tracings, copies of "as is" drawings, progress photographs, inspections and completion reports, and related documents for the design and construction of facilities; completion of repairs, maintenance and modifications; and installation, repair or operation of utilities systems and equipment	DFAS property management offices	Cutoff: Upon completion of project. Disposition: Destroy 6 years after cutoff. Authority:
18	Construction Progress Reports	Reports and related documents pertaining to progress of design and construction projects	DFAS property management offices	Cutoff: End of fiscal year. Disposition: Destroy one year after cutoff. (See note 5.) Authority:
19	Utilities Operations	Documents relating to the operation of utility systems such as water, sewer, gas, electric, heating, boiler, etc., to include service economy reports, reports of fuel consumption, and laboratory test reports	DFAS property management offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority
20	Utilities Operating Logs	Records maintained to provide a continuing record of utilities systems and equipment operations	DFAS property management offices	Cutoff: End of life of the system to which the records pertain. Disposition: Destroy at cutoff. Authority:
21	Utilities Conservation	Correspondence, reports, surveys, poster designs, informational media, and related data	Any DFAS office	Cutoff: Not applicable. Disposition: Destroy when superseded or obsolete. Authority:

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SCHEDULE 4165. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
89	Parking Records	Records pertaining to assigned parking space programs to include handicapped, executive, mission essential, key personnel, etc.	DFAS traffic control offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents within the file when superseded or obsolete. Authority:
90	Vehicle Registration	Vehicle decal and supporting records used to register employee's vehicles for entrance to the installation	DFAS traffic control offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents within the file when superseded or obsolete. Authority:
91	Parking Tickets	Record copy of a citation issued to the owner of an illegally parked vehicle	DFAS traffic control offices	Cutoff: End of calendar year in which citation issued. Disposition: Destroy 2 years after cutoff. Authority:
92	Driving/Carpool Suspensions	Records pertaining to suspension of installation driving privileges or revocation of assigned carpool parking space due to violation of motor vehicle laws or car pool policy	DFAS traffic control offices	Cutoff: End of calendar year in which suspension is terminated. Disposition: Destroy 2 years after cutoff. Authority:

NOTES:

1. When real property is returned to a local government due to inactivation of a DFAS component, the records are forwarded to the next higher headquarters where they will be held until it is determined that no claim will be filed.
- 2 Offer to the National Archives 30 years after the unconditional sale or release by the government of all conditions, restrictions, mortgages or other liens.
3. Maintain records as current records until inactivation of installation, at which time they will be retired as permanent.
4. Do not destroy files which relate to an unsettled claim, incomplete investigation, or pending litigation until settlement of the claim, completion of the claim, or completion of the investigation or litigation.
5. September and final reports will not be destroyed until 6 years after cutoff.

SCHEDULE 4500, Travel and Transportation Records

Description of Covered Records: This schedule governs disposition of records pertaining to transportation planning, programming and staff supervision of transportation components, movement of passengers, cargo, mail, household goods, privately owned vehicles, and personal baggage via various modes of transportation, customs service clearance, travel of personnel and dependents, and traffic management.

Item

SCHEDULE 4500				
TRAVEL AND TRANSPORTATION RECORDS				
R	A	B	C	D
U				
L				
E	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Freight Accounts	Documents relating to carrier charges for transportation services. Included are claims against carriers for losses, damages, and shortages; investigations; recommended settlements and related information	DFAS transportation offices	Cutoff: End of fiscal year claim or investigation is settled. Disposition: Destroy 3 years after cutoff. Unsettled claims or investigation files will not be destroyed. Authority:

93 ✓

SCHEDULE 5000, Library Records

Description of Covered Records: This schedule governs disposition of records pertaining to management of DFAS libraries.

Item

SCHEDULE 5000				
LIBRARY RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
94 ✓	1 Library Acquisitions	Requisitions, purchase orders, packing lists, requests for issue or turn-in, and similar records used for control purposes	DFAS libraries	Cutoff: End of calendar year. Disposition: Destroy 3 years after cutoff. Authority:
95 ✓	2 Library Disposition Files	Inventory adjustment vouchers and related records which document each item withdrawn from permanent holdings	DFAS libraries	Cutoff: End of calendar year. Disposition: Destroy 3 years after cutoff. Authority:
96 ✓	3 Library Shelf Lists	Manual or automated listing of material in the permanent collection of DFAS libraries, set up per rules of professional librarianship	DFAS libraries	Cutoff: Not applicable; perpetual file. Disposition: Do not destroy. (See note.) Authority:
97 ✓	4 Card Catalog	Manual or automated author, title, and subject index to permanent holdings of library collection maintained per rules of professional librarianship	DFAS libraries	Cutoff: Not applicable; perpetual file. Disposition: Do not destroy. (See note.) Authority:
98	5 Library Loans	Automated or hard copy records such as book cards, reserve cards, and similar records of the charge-out system	DFAS libraries	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual items within the file when obsolete or no longer needed. Authority:
99 ✓	6 Library Balance on Hand	Records containing total number of items in permanent library collections to include records of all additions and withdrawals	DFAS libraries	Cutoff: Not applicable; perpetual file. Disposition: Destroy 1 year after transfer of the complete collection or dissolution of the library Authority:

SCHEDULE 5000. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7 ✓	Library Reports of Audit	Reports of library control records	DFAS libraries	Cutoff: End of calendar year in which all corrective action is complete. Disposition: Destroy 1 year after cutoff. Authority:

100

NOTE:

If collection is transferred, transfer with collection. If collection is dissolved, destroy one year after dissolution of library.

SCHEDULE 5000-1, Administrative Orders

Description of Covered Records: This schedule governs disposition of permanent and temporary orders.

Item

SCHEDULE 5000-1				
ADMINISTRATIVE ORDERS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Permanent Orders	Orders pertaining to appointment of directors, assumption of command, awards and decorations, memorialization program and dedication ceremonies, and organizational and installation actions such as activation, redesignation, inactivation, and similar actions	DFAS orders publications office	Cutoff: End of calendar year. Disposition: Do not destroy; retire as permanent. (See note.) Authority:
101				
2	Temporary Orders— Long Term	Orders pertaining to civilian permanent change of station and dependent travel, assignment of contract personnel, and formal boards and committees	DFAS orders publications office	Cutoff: End of calendar year. Disposition: Destroy 56 years after cutoff. Authority:
102 ✓				
3	Temporary Orders— Short Term	Orders pertaining to all types of temporary duty (TDY) travel, appointment of investigating officers and boards, appointment of attendants and escorts, orders pertaining to emergency or special leave, and miscellaneous actions not covered elsewhere	DFAS orders publications office	Cutoff: End of calendar year. Disposition: Destroy 1 year after cutoff. Authority:
103 ✓				

NOTE:

Offer to National Archives in 10-year blocks when latest records in block are 25 years old.

SCHEDULE 5010. CONTINUED

Item

R U L E	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
17	Memoranda of Understanding (MOU)	Agreements made between two offices, organizations, agencies, etc., for support or cooperation; may also be called support agreements, host-tenant support agreements, or other similar names	Any DFAS office	Cutoff: Do not cut off, perpetual file. Disposition: Destroy individual agreements within the file when superseded or obsolete. (See note.) Authority:
20	Work Scheduling and Planning Records	Records created while planning, organizing, directing and controlling the work of the office such as schedules, work plans for specific projects, annual goals and objectives, etc.	Any DFAS office	Cutoff: Do not cut off; perpetual file. Disposition: Destroy individual documents within the file when superseded or obsolete. Authority:

104 ✓

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Item

SCHEDULE 5010. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
28 0	Mail Control Records	Office level copy of forms or other records pertaining to accountable or registered mail	Any DFAS office	Cutoff: End of calendar year Disposition: Destroy 2 years after cutoff. Authority: GRS 12, Item 6

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NOTE:

The supervisor may determine that all versions of the MOU are needed as history of the cooperation and agreements made. This is permissible, but previous MOUs should be physically separated from the current MOU.

SCHEDULE 5010-1, Studies

Description of Covered Records: This schedule governs disposition of records created in connection with studies. Generally, the studies are done to analyze, measure or improve methods, procedures, management practices or organization.

Item

SCHEDULE 5010-1				
STUDIES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Management Analyses, Studies, and Summaries	Final written report and related documentation of a major, formal study. The final recommendation will have agency-wide impact or great historical significance. Studies done to design an entire new pay system or to restructure the entire organization are examples of this type of study. Include the proposal and approval for the study, coordination, and similar records which have bearing on the implementation of the program or system.	DFAS-HQ DFAS Centers at Center, Directorate, or Deputate level	Cutoff: When study is complete. Disposition: Retire as permanent. Offer to National Archives when 25 years old. Authority:
2	Office Projects and Studies—Publication	Case files to include the final written report and related records of a project or study done by an office to improve methods of operation within the office or functional area which results in the issuance of a publication	Any DFAS office	Cutoff: When study is complete. Disposition: Include the final report and pertinent records with the record set of the publication and dispose of per Schedule 5025. Authority:

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Item

SCHEDULE 5010-1. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
5	Source Data for Studies	Working papers, notes, feeder reports, results of research and similar background or source data gathered and analyzed during conduct of study	Any DFAS office	Cutoff: When study is complete. Disposition: Destroy when information contained has either been incorporated into the final report or discarded as not pertinent to the study. Authority:
7	Productivity Enhancement Studies— Recommendation Approved	Feasibility studies, study proposals, study plans, requests and related records	Any DFAS office	Cutoff: End of calendar year in which implementation is complete. Disposition: Destroy 3 years after cutoff. Authority:
8	Productivity Enhancement Studies— Recommendation Disapproved	Feasibility studies, study proposals, study plans, requests and related records	Any DFAS office	Cutoff: When recommendation is disapproved. Disposition: Destroy 1 year after cutoff. Authority:
9	Manpower Standards Studies	Studies, memoranda, measurement plans and reports, and other source data such as standard data input computation, measured manhour records, workload factor records, work unit production records, concurrences and comments, final reports, and related records used to develop manpower standards	Manpower functional area at DFAS Centers	Cutoff: End of calendar year in which a manpower standard is superseded or becomes obsolete. (See note 2.) Disposition: Destroy 1 year after cutoff. Authority:

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Item

SCHEDULE 5010-1. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
10	Organizational Studies	Organizational charts and reorganization studies; graphic illustrations which provide a detailed description of the administrative structure of the agency to include final recommendations, proposals and staff evaluations	DFAS-HQ and manpower functional areas at DFAS Centers	Cutoff: End of calendar year. Disposition: Do not destroy; permanent file. (See note 3.) Authority:

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NOTES:

1. If an accident attributable to the identified weakness occurs during the three year retention period, the file will be reopened and cut off again when the weakness causing the accident is eliminated.
2. The file should remain open as long as the standard remains in effect, regardless of when it was established.
3. Offer to NARA in 5 year blocks when the latest record in the block is 25 years old.

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4.

Temporary records of former Defense Logistic Agency accounting activities.

Disposition: Apply appropriate items from DLAM 5015.1 until DFAS schedule is approved.

SCHEDULE 5010-2, Mail Acceptance, Movement, and Delivery

Description of Covered Records: This schedule governs disposition of records pertaining to postal operations, mail management, and accountability.

SCHEDULE 5010-2

MAIL ACCEPTANCE, MOVEMENT, AND DELIVERY

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
3 0	Official Mail Financial Records - Support Documents	Standard Forms 1034, Receipts; and other documentation to support monetary transactions between DFAS and the U.S. Postal Service	DFAS official mail offices	Cutoff: End of fiscal year. Disposition: Destroy 1 year after cutoff. Authority: <i>GRS6, Item 1</i>

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Item

SCHEDULE 5010-2. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
115	4 Official Mail Financial Records - Accounts Reconciliations	Monthly postal accounts reconciliations required by DoD Financial Management Regulation, Volume 10, Chapter 16	DFAS official mail offices	Cutoff: End of fiscal year. Disposition: Destroy 1 year after cutoff. Authority:
116 ✓	5 Official Postage Meter Licenses	PS Form 3601-A, License to Use Postage Meters	Any DFAS office using official postage meters	Cutoff: Upon relocation or termination of postage meter operation. Disposition: Destroy 2 years after cutoff. Authority:
117 ✓	6 Postage Meter Report	PS 3602-PO, Report of Meter Setting, and supporting records	DFAS official mail offices and offices using official postage meters	Cutoff: End of fiscal year in which report is completed. Disposition: Destroy 2 years after cutoff. Authority:
118 ✓	7 Postage Meter Supporting Records	PS 3602-A, Daily Record of Meter Register Readings; PS 3603, Receipt for Postage Meter Settings; PS 3604, Nonuse of Mailing Permit/Meter License; PS 3610, Record of Postage Meter Settings; PS 3533, <i>Copies of</i> Application and Voucher for Refund of Postage and Fees; PS 3633-G, Daily Activity Recap for Official Mail; PS 3635-G, Postage and Fee Adjustment for Official Mail	DFAS official mail offices and offices using official postage meters	Cutoff: End of fiscal year in which final entry is made. Disposition: Destroy 2 years after cutoff. Authority:
119 ✓	8 Permit Imprint Mailing Statements	PS Form 3600-PC, First Class Other than Priority Mail Postage Affixed; PS Form 3600-R, Statement of Mailing with Permit Imprints First Class Mail; PS Form 3602-R, Statement of Mailing with Permit Imprints Third Class Mail (Regular Rates Only); PS Form 3602-PC, Statement of Mailing with Meter or Precanceled Postage Affixed Bulk Third Class (Regular or	DFAS official mail offices	Cutoff: End of fiscal year when mailing is completed. Disposition: Destroy 1 year after cutoff. Authority:

Item

SCHEDULE 5010-2. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
		Nonprofit Rates); PS Form 3605-R, Statement of Mailing with Permit Imprints Priority Mail and Zone-Rated Fourth Class Mail; PS Form 3605-PC, Statement of Mailing with Meter Postage Affixed Priority Mail and Zone-Rated Fourth Class Mail; PS Form 3608-PC, Statement of Mailing with Meter Postage Affixed Presorted Special Fourth Class Mail; PS Form 3608-R, Statement of Mailing with Permit Imprints Special Fourth Class and Library Rate Fourth Class Mail		
120 ✓	9 Postage Expenditure Reports	RCS: DD-P&L(Q)1833 Quarterly Prepaid Postage Report	Official mail activities	Cutoff: End of fiscal year in which report is created. Disposition: Destroy 1 year after cutoff. Authority:
121 ✓	10 Mail Calls or Hours of Collection Notices	DD 1115, Mailroom; USPS Label 55, Mail Collection Times	Official mail activities	Cutoff: Not applicable. Disposition: Destroy when new forms are posted. Authority:
122 ✓	11 Accountable Container Receipts	Receipts for accountable containers which are dispatched or received via registered mail, dispatched or received via other than registered mail, or via interoffice distribution, and in pouches or other consolidated mailings	Postal activities and official mail activities	Cutoff: End of fiscal year. Disposition: Destroy 2 years after cutoff. Authority:
123 ✓	12 Accountable Container Receipts - Suspense Copy	Unsigned duplicate copies used for tracer and control purposes	Postal activities and official mail activities	Cutoff: End of month. Disposition: Destroy after 90 days or when no longer needed, whichever is later. Authority:

Item

SCHEDULE 5010-2. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
124 ✓	13 Application for Registration or Certification of Official Mail	PS Form 3877 used to obtain a receipt for sealed accountable containers being dispatched via registered mail	Official mail activities	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:
125 ✓	14 Postal Analyses and Summaries	Analysis/summary records from Transit Time Information System for Military Mail, Postal Activity Reporting System, and Postal Net Alerts, and Container Receipt Summaries	Postal activities	Cutoff: End of month. Disposition: Destroy 6 months after cutoff. Authority:
126 ✓	15 Small Parcel Shipment Billing or Shipping Records	Records generated by small-parcel shipping companies	Postal activities	Cutoff: End of fiscal year. Disposition: Destroy 1 year after cutoff. (See note). Authority:
127 ✓	16 FMS Small Parcel Shipment Billing or Shipping Records	Records for material sent as part of the Foreign Military Sales/Security Assistance Program which may be needed to answer a Report of Item Discrepancy	Postal activities	Cutoff: End of fiscal year in which shipping or billing took place. Disposition: Destroy 2 years after cutoff. Authority:
128 ✓	17 Claims Paid by USPS and UPS	Claims Forms: PS 542, Inquiry About Registered Article or an Insured Parcel or an Ordinary Parcel; PS 565, Registered Mail Application for Indemnity/ Inquiry; PS 673, Report of Rifled Parcel; PS 1510, Mail Nondelivery Report; PS 2855, Claim for Indemnity - International Registered and Insured Mail; PS 3760, Wrapper Found Without Contents; PS 3812, Request for Payment of Domestic Postal Insurance/ Claim Identification; PS 3831, Post Office Record of Claim; PS 3841, Post Office Record of Claim	Postal activities	Cutoff: End of fiscal year. Disposition: Destroy 2 years after cutoff. Authority:

Item

SCHEDULE 5010-2. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
129 ✓	18 Tracers	Processing Records: PS 3830-A, Registry Dispatch Record; PS 3854, Registered Mail Dispatch Bill	Postal activities	Cutoff: End of fiscal year. Disposition: Destroy 2 years after cutoff. Authority:
130 ✓	19 Registry Balance and Inventory	DD 2261, Registered Mail - Balance and Inventory	Postal activities	Cutoff: End of fiscal year. Disposition: Destroy 2 years after cutoff. Authority:
131 ✓	20 Postal Bulletins	Self-explanatory	Postal activities	Cutoff: Upon inclusion in a USPS publication. Disposition: Destroy at cutoff. Authority:
132 ✓	21 Distribution and Location Listings	Mail distribution scheme, MPO location lists, and related records	Postal activities	Cutoff: Upon revision or inactivation of using activity. Disposition: Destroy at cutoff. Authority:
133 ✓	22 Inventories of Postal Supplies and USPS Equipment	PS 1586, Supply Record; PS 1590, Supplies and Equipment Receipt	Postal activities	Cutoff: Upon supersession. Disposition: Destroy at cutoff. Authority:
134 ✓	23 Requisitions for USPS Equipment, Supplies, Publications, Coded Tags and Labels	PS 1567, Requisition for Rubber and Steel Stamps Only; PS 1578-B, Requisition for Non-Standard Facing Slips and Labels; PS 1957-C, Request for Military Tags and Labels; PS 4686-A, Shipping Order; PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition; PS 7381, Requisition for Supplies, Services, or Equipment	Postal activities	Cutoff: When requisition is filled. Disposition: Destroy at cutoff. Authority:

NOTE: If a longer retention period is specified in the contract, comply with the terms of the contract.

SCHEDULE 5015, Records Management

Description of Covered Records: This schedule governs disposition of records created by the Records Management Program pertaining to the creation, maintenance, disposition, preservation, storage, and retrieval of records.

Item

SCHEDULE 5015				
RECORDS MANAGEMENT				
R	A	B	C	D
U				
L	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
E				
2	Staff Assistance Visits	All records and files pertaining to staff assistance visits or records management surveys	DFAS records management offices	Cutoff: Upon completion of visit or survey. Disposition: Destroy when superseded. Authority:
5	Retirement, transfer, or shipment of records (SFs 135)	Forms and related correspondence used to retire, transfer, or ship records	Any DFAS office	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual SFs 135 when all records listed have been destroyed or transferred to the National Archives, or when no longer needed, whichever is later. Authority:

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GRS 16, Item 2

Item

SCHEDULE 5015. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
6 ✓	File Plans	Files maintenance and disposition plans and related records	Any DFAS office	Cutoff: Not applicable. Disposition: Destroy when superseded, obsolete, or no longer needed. Authority:

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SCHEDULE 5015-1. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7	FOIA Report to Congress	Annual report to Congress	DFAS HQ FOIA office	Cutoff: End of calendar year. Disposition: Do not destroy; retain as permanent. (See note 2.) Authority

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SCHEDULE 5015-2, Central Files

Description of Covered Records: This schedule governs disposition of the Central File copy of records which have Center-wide or DFAS-wide impact. Correspondence, policies, procedures, and other related documents signed at Center Director or higher level, or documents containing information worthy of Center Director or higher level attention, are included. Documents in Central File are additional copies; the record or coordination copy is filed under the appropriate schedule found elsewhere in this publication.

Item

SCHEDULE 5015-2				
CENTRAL FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Routine Nonpolicy Correspondence	Documents pertaining to routine nonpolicy matters and to the overall or general internal administration of the organization as opposed to the primary mission of the organization. These include routine approval actions, local office operations, equipment or system request and procurement actions, routine budget and manpower actions, internal office management, travel, attendance at conferences and similar information	DFAS Center Central Files	Cutoff: End of fiscal year Disposition: Destroy 10 years after cutoff. Authority:
2	Mission Policies and Procedures Files	Documents pertaining to policy matters and to actions documenting the primary mission of the organization	DFAS Center Central Files	Cutoff: End of fiscal year. Disposition: Do not destroy; permanent. (See note 1.) Authority:
3	Index Files	Index of central files	DFAS Center Central Files	Cutoff: End of calendar year. Disposition: Do not destroy; permanent. (See note 2.) Authority:

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NOTES:

1. Offer to National Archives in 5-year blocks when latest record in block is 25 years old
2. Offer to National Archives along with the records to which they pertain.

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SCHEDULE 5025, Publications and Forms

Description of Covered Records: This schedule governs disposition of records pertaining to the creation, production, and distribution of forms and publications.

Item

SCHEDULE 5025				
PUBLICATIONS AND FORMS				
R	A	B	C	D
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E	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Publications Requirements and Distribution	Files pertaining to requisition, stocking, and distribution of publications	Publications Distribution Office	Cutoff: None - perpetual file. Disposition: Destroy individual documents when superseded, obsolete, or no longer needed. Authority: <i>GRS 13, Item 3</i>
2	Forms Requirements and Distribution	Files pertaining to requisition, stocking, and distribution of forms	Publications Distribution Office	Cutoff: None - perpetual file. Disposition: Destroy individual documents within the file when superseded, obsolete, or no longer needed. Authority: <i>GRS 16, Item 3b</i>

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With-drawn

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With-drawn

SCHEDULE 5025. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
144	6 Record Set— Publications	The record set of each publication, regulation, manual, pamphlet, visual aid, etc., to include backup documenting the approval process, such as coordination, pertinent federal laws, studies, and similar records	Publications management office	Cutoff: See note. Disposition: Retire as permanent. (See note.) Authority:
145	7 General Reference Publications	Any publication which is not the record copy and is maintained for reference purposes.	Any DFAS office	Cutoff: NA. Disposition: Destroy when superseded, obsolete, or no longer needed, whichever is sooner. Authority:
146	8 Forms Management Reports—HQ Level	Documents relating to reports on progress in forms management. Included are reports, work sheets, and correspondence directly related to the reports	DFAS HQ forms management offices	Cutoff: End of fiscal year. Disposition: Destroy 5 years after cutoff. Authority:
147	9 Forms Management Reports—Center Level	Records described in rule 8 accumulated at Center level	DFAS Center forms management offices	Cutoff: End of fiscal year. Disposition: Destroy 2 years after cutoff. Authority:
148	11 Accountable Forms Receipts and Issues	Documents reflecting the receipt or issue of accountable blank forms. Included are receipt forms, listings, and registers	DFAS forms management offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:
149	12 Accountable Forms Authorizations	Signature cards identifying individuals authorized to receive accountable forms	DFAS forms management offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:

NOTE: Record sets of publications are maintained as current records until the publication is rescinded, superseded, or obsolete. Then they are placed in an inactive file which is cut off on December 31 each year. They are retired to the Washington National Records Center two years after cutoff for permanent retention.

SCHEDULE 5040, Audiovisual Information and Graphics

Description of Covered Records: This schedule governs disposition of all forms of records created by DFAS Audiovisual Information and Graphics programs to include exhibits, visual information productions, graphic presentations, photography, and similar records.

Item

SCHEDULE 5040

AUDIOVISUAL INFORMATION AND GRAPHICS

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Production Files	Project files that document origin, development, acquisition, use and ownership of audiovisual production projects; includes scripts, cue sheets, production reports, production contracts, and similar records documenting production of a project	DFAS audiovisual offices	Cutoff: Completion of the production. Disposition: Destroy after useful life of the production, if production is not permanent. If production is permanent, retire production files as permanent too. <i>GRS -21, Item 28</i>
3	Requests for Audiovisual Services	Requisitions or other requests for audiovisual products or service	DFAS audiovisual offices	Cutoff: End of calendar year. Disposition: Destroy one year after cutoff. Authority: <i>PEARSON</i>
5	Still Photography—Mission	Still photography that pertains to DFAS mission; includes official portraits of senior agency officials; agency publications, exhibitions or other media productions; documentary photographs shot for fact-finding purposes; photographs, slides, or filmstrips that depict the mission of DFAS (See note 1.)	DFAS audiovisual offices	Cutoff: End of calendar year. Disposition: Do not destroy; retain as permanent. (See note 2.) Authority:

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Item

SCHEDULE 5040. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
10	Posters	Posters distributed locally, agency-wide, or to the public	DFAS audiovisual offices	Cutoff: When no longer needed. Disposition: Destroy at cutoff Authority:
12	Audiovisual Productions—Mission	Motion picture photography, videotapes, and related audio recordings which reflect the mission of DFAS; includes mission briefings and similar products	DFAS audiovisual offices	Cutoff: When superseded or obsolete. Disposition Do not destroy; retain as permanent. (See note 2.) Authority:

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Item

SCHEDULE 5210. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
155 ✓	22 Original Classification Authority	Master listing by title and organization of officials designated to exercise this authority	DFAS security offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents within the file when superseded or no longer needed. Authority:
156 ✓	23 Deletions from Original Classification Authority	Requests to delete officials from the master listing	DFAS security offices	Cutoff: When action is complete. Disposition: Destroy one year after cutoff. Authority:
157 ✓	24 Classification Evaluation	Challenges to classification and requests for mandatory review	DFAS security offices	Cutoff: End of calendar year when review is complete. Disposition: Destroy one year after cutoff. Authority:
158 ✓	25 Access Control Records	Forms used to certify access to classified information or restricted areas such as access lists, authority to open or close alarmed areas, and similar types of records	DFAS security offices	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents within the file when superseded or obsolete. Authority:

NOTES:

1. Destroy immediately upon notification of death of employee.
2. These documents may be maintained in the OPF. If so, apply the disposition for the OPF or destroy when 50 years old, whichever is later.

SCHEDULE 5400, Public Affairs

Description of Covered Records: This schedule governs disposition of records pertaining to public information and community relations programs designed to inform and motivate DFAS personnel, maintain liaison with public news media, promote public understanding of DFAS activities, and develop and maintain cooperation between DFAS and the community.

Item

SCHEDULE 5400				
PUBLIC AFFAIRS				
R	A	B	C	D
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E	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
	1 Public Affairs Releases—Temporary	Releases to news media including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, and similar records which are determined by the Public Affairs Officer to be routine or to have no lasting significance to the Center's mission	DFAS Center Public Affairs offices	Cutoff: End of calendar year. Disposition: Destroy one year after cutoff. Authority:
	2 Public Affairs Releases—Permanent	Releases to news media including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, and similar records which are determined by the Center Public Affairs Officer to be of lasting significance in relation to mission, policies, or status	DFAS Center Public Affairs offices	Cutoff: End of calendar year. Disposition: Retire as permanent. (See note.) Authority:
	3 Public Affairs Releases—DFAS HQ	All original releases to news media made by DFAS HQ Public Affairs offices	DFAS HQ Public Affairs offices	Cutoff: End of calendar year. Disposition: Retire as permanent. (See note.) Authority:
	4 Public Relations Files	Speeches, addresses, or remarks made by DFAS agency heads or other high-ranking DFAS officials at formal ceremonies or community functions	DFAS Center Public Affairs offices	Cutoff: NA; perpetual file. Disposition: Destroy Retire individual documents within the file when superseded or no longer needed <i>for current business</i> Authority:

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Item

SCHEDULE 5400. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
5 ✓	Exhibit Case Files	Information on the development, acquisition, and use of DFAS exhibits for public display	DFAS Center Public Affairs offices	Cutoff: Upon retirement of exhibit. Disposition: Destroy when exhibit is refurbished or retired, or when no longer needed, whichever is later. Authority:
6 ✓	Biographical Files	Biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of DFAS employees who have performed outstanding service to DFAS	DFAS Center Public Affairs offices	Cutoff: Upon separation or transfer of employee. Disposition: Destroy when employee separates or transfers. Authority:

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NOTE:
Offer to National Archives in 5 year blocks when latest record is 20 years old.

SCHEDULE 5500, Legal Administration Records

Description of Covered Records: This schedule governs disposition of records accumulated in carrying out the legal administration program.

Item

SCHEDULE 5500

LEGAL ADMINISTRATION RECORDS

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Precedent-setting legal opinions	The record copy of a legal opinion which establishes policy or precedent	DFAS legal offices	Cutoff: End of calendar year. Disposition: Do not destroy - permanent records. (See note.) Authority:
2	Nonprecedent-setting legal opinions	A legal opinion based on a previously set precedent; interprets but does not establish policy or precedent	DFAS legal offices	Cutoff: End of calendar year. Disposition: Destroy when superseded or obsolete. Authority:
3	Legislative and Congressional Liaison records	Records pertaining to legislation, executive orders, proclamations, and to liaison with Congress, excluding budgetary and appropriation matters. Includes supporting memoranda and comments reflecting DFAS position on legislative matters	DFAS legal offices	Cutoff: End of calendar year. Disposition: Destroy when superseded or obsolete. Authority:
4	Litigation records	Records accumulated incident to litigation arising out of tax disputes or other actions; legal actions involving DFAS, its personnel or contractors; administrative proceedings, investigative reports, and legal processing affecting accomplishment of the DFAS mission	DFAS legal offices	Cutoff: End of calendar year in which case closed. Disposition: Destroy 2 years after cutoff. Authority:
5	Financial Disclosure Reports	Records pertaining to financial disclosure reports such as SF 278, DD Form 1555, SF 450, etc.	DFAS legal offices	Cutoff: Date of filing. Disposition: Destroy 6 years after date of filing. Authority: GRSI, Item 24b

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NOTE:

Offer to National Archives in five year blocks when latest document is 25 years old.

SCHEDULE 5545, Congressional Inquiries

Description of Covered Records: This schedule governs disposition of records accumulated during correspondence with members of Congress.

Item

SCHEDULE 5545				
CONGRESSIONAL INQUIRIES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Nonroutine Congressional Inquiries	Nonroutine inquiries and replies relating to or involving DFAS policies, procedures, plans, classified information, and other matters of importance, such as changes in status or location of DFAS organizations, activities or installations, production facilities, major procurement or allied matters	DFAS Congressional Liaison offices	Cutoff: End of calendar year. Disposition: Do not destroy; retire as permanent. (See note.) Authority:
2	Routine Congressional Inquiries	Routine and noncontroversial communications from and to members of Congress relating to unclassified information such as requests from DFAS employees for Congressional assistance in resolving problems relating to active duty, reserve, ANG, civilian, retired, annuitant pay and policies, DFAS civilian employment, and dependent support issues	DFAS Congressional Liaison offices	Cutoff: End of calendar year. Disposition: Destroy 2 years after cutoff. Authority:

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NOTE:

Offer to National Archives in 5-year blocks when latest record is 25 years old.

SCHEDULE 6055, Safety Program Administration

Description of Covered Records: This schedule governs disposition of records created or used by the Center Safety Program to include safety and accident prevention.

Item

SCHEDULE 6055

SAFETY PROGRAM ADMINISTRATION

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
172	Safety Program Planning	Records pertaining to planning the Center Safety Program, including planning for specific safety efforts	Safety offices	Cutoff: End of calendar year. Disposition: Destroy when planning for next year's safety program is complete. Authority:
173	✓ Fire Inspections and Tests	Checklists and similar forms used in conducting real property inspections, including inspections and tests of installed systems of fire extinguishing, alarm and detection equipment, portable fire extinguishers, etc.	Safety offices	Cutoff: End of calendar year. Disposition: Destroy one year after cutoff. Authority:
174	✓ Hazard Reports	Reports of hazards, including fire hazards	Safety offices	Cutoff: When hazard is corrected. Disposition: Destroy 2 years after cutoff. Disp. Authority: pending
175	Hazard Abatement Plans	Records used to plan and/or monitor efforts to reduce or eliminate hazards	Safety offices	Cutoff: When hazard is eliminated. Disposition: Destroy 2 years after cutoff. Disp. Authority: pending

Item

SCHEDULE 6055. CONTINUED

R U L E	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
176	7 Hazardous Material or Communications Management	Records that describe action taken on hazardous material issues and the effect of the actions on operations and similar records pertaining to management of hazardous materials, waste, or communications	Safety offices	Cutoff: End of calendar year. Disposition: Destroy 50 years after cutoff. Authority: Disp pending
177	8 Hazardous Waste/Material Reporting	Reports concerning hazardous waste disposal, hazardous material management, and related information	Safety offices	Cutoff: End of calendar year. Disposition: Destroy 50 years after cutoff. Disp. Authority: pending
178	9 Hazard Communication Training Records	Records showing training history of employees exposed to hazardous communications	Safety offices	Cutoff: Upon retirement or separation of employee. Disposition: Destroy 2 years after cutoff. Disp. Authority: pending
179	10 Civilian Employee Medical File System (EMFS)	Temporary or short-term records as defined in the Federal Personnel Manual	DFAS medical treatment facilities	Cutoff: Upon separation, transfer, or retirement of employee. Disposition: Destroy 1 year after cutoff. (See note.) Authority: Disp pending
180	11 Hazardous Substance Exposure	Records documenting employee's exposure to toxic or hazardous substances as defined in 29 CFR 1910	DFAS medical treatment facilities	Cutoff: Upon separation, transfer, or retirement of employee. Disposition: Destroy 30 years after cutoff or 40 years after date of exposure, whichever is greater. Authority: DISP PENDING
181	12 Industrial Hygiene Records	Baseline records, tests, evaluations, etc., which ascertain the presence or absence, nature and degree of occupational health hazards	DFAS safety offices and occupational health offices	Cutoff: End of calendar year. Disposition: Destroy 40 years after cutoff. DISP Authority: PENDING

DISP PENDING

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SCHEDULE 6055. CONTINUED

Item

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
13	Environmental Protection Records	Plans and supporting data for spill prevention control and counter-measures plan; oil and hazardous substance pollution contingency plan, hazardous waste plan, hazardous waste treatment, storage, and disposal facility operation plan, traffic abatement plan, and similar plans	DFAS safety offices	Cutoff: Not applicable, perpetual file. Disposition: Destroy individual documents within the file when superseded, obsolete, or no longer needed. Authority: <i>DISP PENDING</i>
14	System Safety Records	Records documenting the basis for integrating system safety, health hazard and environmental considerations into the systems engineering process to include plans, reviews, summaries, etc.	DFAS safety offices	Cutoff: If system is implemented, cut off when system is terminated; if system is not implemented, cut off when system engineering is discontinued. Disposition: Destroy 5 years after cutoff. Authority: <i>DISP PENDING</i>

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NOTE:

Purge file prior to destruction. If file contains record of injury or exposure that has resulted or could result in a lawsuit against the Government, retain pertinent documents until lawsuit is settled or statute of limitations has expired.

SCHEDULE 7040, Comptroller, Cost Analysis, and Budget Records

Item

Description of Covered Records: This schedule governs disposition of records pertaining to cost analysis including cost information systems, planning factors, cost analysis methods, cost estimating, cost tracking and life cycle cost. It also governs disposition of Budget Office records which pertain to preparation, analysis, justification and control of the budget.

SCHEDULE 7040				
COMPTROLLER, COST ANALYSIS, AND BUDGET RECORDS				
R	A	B	C	D
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L				
E	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7	Cost and Economic Analysis Correspondence Records	Correspondence pertaining to cost/economic analysis studies and estimating factors and methods	Cost offices	Cutoff: End of fiscal year. Disposition: Destroy 3 years after cutoff. Authority:

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SCHEDULE 7600, Internal Audit and Inspection Records

Description of Covered Records: This schedule governs disposition of records pertaining to audits and inspections done to evaluate effectiveness and economy of DFAS operations, methods, and procedures.

Item

SCHEDULE 7600				
INTERNAL AUDIT AND INSPECTION RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
185	1 Audit/Inspection Programming	Records pertaining to planning, organizing, directing and controlling the audit or inspection program. Includes schedules, resources planned or expended for the program, plans for the conduct of a specific audit, inspection itineraries, team personnel rosters, and similar records	DFAS offices responsible for performing audits or inspections	Cutoff: Not applicable; perpetual file. Disposition: Destroy individual documents when superseded, obsolete, or no longer needed. Authority:
186	2 Reports of Audit	Report created upon completion of an audit to show findings, recommendations, and similar information and to track follow-up actions taken to correct identified deficiencies	DFAS offices responsible for performing audits and inspections	Cutoff: When all deficiencies have been corrected. Disposition: Destroy 2 years after cutoff. Authority:
187	3 Commander's Audit Program	Commander's audit program reports of audit	Held by installation commanders or their staff	Cutoff: When purpose has been served. Disposition: Destroy at cutoff. Authority:
188	4 Risk Assessments	Documented worksheets, minutes of meetings, and reports addressing the risk of assessable units	DFAS offices responsible for performing audits or inspections	Cutoff: Completion of vulnerability assessment. Disposition: Destroy 5 years after cutoff. Authority:
189	5 Statements of Assurance	Letters stating compliance or noncompliance with internal control objectives	DFAS offices responsible for performing audits or inspections	Cutoff: Completion of next comparable statement. Disposition: Destroy 5 years after cutoff. Authority:
190	6 Annual Statement of Assurance sent to SECDEF (RCS: DD-COMP(AR)1618)	Annual reports including description of evaluation report of material weakness, status of corrective action and other similar records	DFAS HQ	Cutoff: When report is complete annually. Destroy after next reporting cycle. Disposition: Do not destroy; retire as permanent. (See note) Authority: GRS 16,

NOTE: Offer to National Archives in 5-year blocks when latest record is 25 years old.

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Note on 190 - use same language as 189 above. per GDA letter of 6/30/94

Withdrawn

SCHEDULE 1025, Technical Training

Description of Covered Records This schedule governs disposition of records pertaining to specialized training, such as professional education obtained from various schools and vendors, training for operation of technical equipment, formal training programs, and similar types of training

SCHEDULE 1025				
TECHNICAL TRAINING				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Training Records	Specialized training records accumulated in DFAS personnel or training offices to include records relating to availability of training and employee participation	Personnel/training offices	Cutoff: End of calendar year (See note) Disposition Destroy 5 years after cutoff Authority GRS 1, Item 29
2	Training Planning Records	Records used to plan a course of instruction including training standards, training plans and course syllabi	Any office responsible for conducting training	Cutoff When course is discontinued Disposition Destroy when revised, obsolete, or on discontinuance of the related course Authority: AF N1-AFU-90-3
3	Instructional Materials	Records used to conduct a class, such as lesson plans, tests, films, charts, study guides, workbooks, handouts, and similar material	Any office responsible for conducting training	Cutoff When course is discontinued Disposition Destroy when revised, obsolete, or on discontinuance of the related course Authority. AF N1-AFU-90-3
4	Course Establishment Records	General correspondence, agreements, authorizations, reports, requirement reviews, plans and objectives relating to the establishment and operation of agency-sponsored training courses and conferences	Center training offices	Cutoff End of calendar year (See note) Disposition Destroy 5 years after cutoff. Authority GRS 1, Item 29

NOTE

Some DFAS Center Training Offices operate on a fiscal year rather than a calendar year At those Centers, the cutoff is end of fiscal year



SCHEDULE 1100, Manpower and Organization

Description of Covered Records This schedule governs disposition of records pertaining to authorizing, allocating, utilizing, and programming for military and civilian personnel It includes management engineering and productivity enhancement records.

SCHEDULE 1100				
MANPOWER AND ORGANIZATION				
R	A	B	C	D
U				
L	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
E				
1	Manpower Authorization File	Paper or electronic records which contain detailed unit and position manpower authorization data for all fiscal periods in the current manpower program	Manpower office	Cutoff End of fiscal year Disposition Destroy 1 year after cutoff Authority.
2	Approved Manpower Change Requests	Correspondence, forms, or machine listings which identify the changes requested and contain justification, coordination, and approval statements	Manpower office	Cutoff End of calendar year in which change was implemented Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
3	Disapproved Manpower Change Requests	Reports documenting all aspects of the management engineering program	Manpower office	Cutoff End of calendar year in which disapproved Disposition Destroy 2 years after cutoff Authority. AF N1-AFU-90-3
4	Management Engineering Reports	Reports documenting all aspects of the management engineering program	Manpower office	Cutoff End of calendar year Disposition Destroy 3 years after cutoff Authority AF N1-AFU-90-3
5	Productivity Measurement and Evaluation	Data and information in correspondence, reports, and other sources used to prepare annual productivity reports to establish internal productivity goals, or to assess internal productivity	Manpower office	Cutoff End of calendar year in which superseded Disposition Destroy 1 year after cutoff Authority: <i>GRS 23, Item 1</i>

Withdrawn

SCHEDULE 1100. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
* 6	Capital Investments - Approved	Individual requests, summary records, status reports, and general correspondence for capital investment programs justified through increases in productivity	Manpower office	Cutoff. End of fiscal year in which approved project was amortized. Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
* 7	Capital Investments - Disapproved	Individual requests, summary records, status reports, and general correspondence for capital investment programs justified through increases in productivity	Manpower office	Cutoff End of fiscal year in which request was disapproved. Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
* 8	Commercial Activities Cost Records	Performance work statement of unit or function considered for contracting out, deduct analysis, cost study, and supporting records	Manpower office	Cutoff. When study is completed Disposition. Destroy 5 years after cutoff or upon completion of next study Authority AF N1-AFU-90-3

SCHEDULE 1300, Military Personnel Records

Description of Covered Records This schedule pertains to records accumulated at the Center-level office charged with administering military personnel assigned to that DFAS Center The records are administrative or informative in nature The record copy is controlled by the member's branch of military service

SCHEDULE 1300				
MILITARY PERSONNEL RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Administration of Military Personnel	Various reports, listings, registers, and other records received from the military services that contain information necessary to manage military personnel at the local level	DFAS military personnel offices (orderly rooms)	Cutoff Not applicable Disposition. Destroy when superseded, obsolete, or no longer needed Authority DLAM 5015.1 310.31

NOTE

Records accumulated in the office to which the military person is assigned are filed under Schedule 5010, rule 4, Administration of Office Personnel

SCHEDULE 1400, Civilian Personnel Files

Description of Covered Records This schedule governs disposition of records accumulated by the servicing personnel office while managing and administering the civilian personnel program

SCHEDULE 1400				
CIVILIAN PERSONNEL FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY <i>Destroy 10 yrs after</i>
1	Civilian Personnel Program Records	Records created during the development of personnel programs and pertain to the establishment, implementation, and administration of DFAS-wide programs	DFAS civilian personnel offices	Cutoff: When design of program is complete Disposition: Do not destroy, retain as permanent. (See note 1) Authority: AFN1-AFU-90-3
2	Official Personnel Folders (OPFs)	Individual personnel folders containing information on civil service employment which reflect qualifications, efficiency, promotions, awards, certificates of clearance and/or security determinations, and similar information	DFAS civilian personnel offices	Cutoff: Upon separation or transfer of employee. Disposition: Transfer OPF to gaining Federal agency or to NPRC 30 days after former employee transfers or leaves Federal service (See note 2) Authority: GRS 1, Item 1
3	Supervisor's Employee Record	Records maintained by employee's supervisor for informational and managerial purposes	Any DFAS office	Cutoff: Upon separation or transfer of employee. Disposition: Destroy 30 days after separation or transfer of employee (See note 3) Authority: <i>GRS 1, Item 18</i>
4	Personnel Correspondence Files	Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this series and records maintained at agency staff planning levels	DFAS civilian personnel offices	Cutoff: End of calendar year Disposition: Destroy 3 years after cutoff Authority: GRS 1, Item 3

SCHEDULE 1400. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
5	Staffing Correspondence— Accepted Offers	Correspondence offering appointment to potential employees, applicant acceptance	DFAS civilian personnel offices	Cutoff: When action is complete Disposition Destroy immediately Authority GRS 1, Item 4a
6	Declined Offers—OPM Eligibles	Correspondence offering appointments to persons on the OPM certificate of eligibles and the offer is declined	DFAS civilian personnel offices	Cutoff: When action is complete Disposition Return to OPM with reply Authority GRS 1, Item 4b(1)
7	Declined Offers— Temporary or Excepted Appointment	Correspondence offering appointments to temporary or excepted positions and the offer is declined	DFAS civilian personnel offices	Cutoff: When action is complete Disposition File with appli- cation and destroy after 2 years Authority GRS 1, Item 4a(3)
8	Declined Offers— Others	Correspondence pertaining to any declined offer not listed in rules 7 and 8 above	DFAS civilian personnel offices	Cutoff: When action is complete Disposition Destroy immediately Authority GRS 1, Item 4b(3)
9	Staffing Plan Files	Civilian personnel status and improvement plans	DFAS civilian personnel offices	Cutoff: End of calendar year Disposition Destroy 3 years after cutoff Authority AF N1-AFU-90-3
10	Employment Applications	Applications and related records EXCLUDING records related to appointments requiring Senatorial confirmation and applications resulting in appointments which are filed in the OPF	DFAS civilian personnel offices	Cutoff: When action is complete Disposition Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier (See note 1.) Authority GRS 1, Item 15
11	Veterans Preference Records	Records pertaining to entitlement, administration of preference and preference preserved, lost, or changed	DFAS civilian personnel offices	Cutoff: When action is complete Disposition File on right side of OPF Authority <i>GRS 1, Item 1</i>



SCHEDULE 1400. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
12	Excepted Service Files	Files relating to employment programs and functions of excepted positions	DFAS civilian personnel offices	Cutoff End of calendar year Disposition Destroy 3 years after cutoff Authority
13	Certificate of Eligibles	OPM certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible	DFAS civilian personnel offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff (See note 4) Authority GRS 1, Item 5
14	Application of Classification Standards	Correspondence and other records relating to application of standards for classification of positions	DFAS civilian personnel offices	Cutoff When position is abolished or superseded Disposition Destroy 5 years after cutoff Authority GRS 1, Item 7
15	Position Descriptions	Record copy of official position descriptions which include information on title, series, grade, duties and responsibilities, and related documents	DFAS civilian personnel offices	Cutoff When position is abolished or superseded Disposition Destroy 2 years after cutoff Authority GRS 1, Item 7b
16	Classification Survey Reports	Reports on various positions prepared by classification specialists, including periodic reports	DFAS civilian personnel offices	Cutoff End of calendar year Disposition Destroy 3 years after cutoff Authority GRS 1, Item 7c(1)
17	Program Evaluations	Correspondence relating to program evaluations and inspections performed by review teams	DFAS civilian personnel offices	Cutoff When action is complete Disposition Destroy when obsolete or superseded. Authority: GRS 1, Item 7c(2)
18	Classification Appeals	Case files of classification appeals	DFAS civilian personnel offices	Cutoff When case is closed Disposition Destroy 3 years after cutoff Authority. GRS 1, Item 7d(1)
19	OPM Certificates of Classification	Certificates of classification issued by OPM	DFAS civilian personnel offices	Cutoff. When position is abolished or superseded Disposition Destroy at cutoff Authority GRS 1, Item 7d(2)

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SCHEDULE 1400. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
20	Performance Rating Board Files	Copies of case files forwarded to OPM relating to performance rating board reviews	DFAS civilian personnel offices	Cutoff: When case is closed Disposition Destroy 1 year after cutoff Authority GRS 1, Item 9
21	Temporary Employee Records	All copies of correspondence and forms maintained on the left side of the OPF per the Federal Personnel Manual	DFAS civilian personnel offices	Cutoff End of calendar year Disposition Destroy 1 year after cutoff or upon separation or transfer of employee, whichever is sooner Authority GRS 1, Item 10
22	Position Identification Records	Records used to provide summary data on each position	DFAS civilian personnel offices	Cutoff. Not applicable Disposition Destroy when superseded or obsolete Authority GRS 1, Item 11
23	Employee Performance Award Case Files	Case files including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to incentive awards, within-grade merit increases, suggestions, and outstanding performance	DFAS civilian personnel offices	Cutoff: Upon approval or disapproval Disposition Destroy 2 years after cutoff Authority GRS 1, Item 12a(1)
24	Length of Service Awards	Records including correspondence, reports, computations of service, and list of awardees	DFAS civilian personnel offices	Cutoff. Upon approval or disapproval Disposition Destroy 1 year after cutoff Authority GRS 1, Item 12b
25	Sick Leave Awards	Records including correspondence, reports, computations of sick leave, and list of awardees	DFAS civilian personnel offices	Cutoff: Upon approval or disapproval Disposition Destroy 1 year after cutoff Authority GRS 1, Item 12b
26	Award Lists or Indexes	Lists of nominees and winners and indexes of nominations	DFAS civilian personnel offices	Cutoff Not applicable Disposition Destroy when superseded or obsolete Authority GRS 1, Item 12d
27	Notification of Personnel Actions	Chronological file of Standard Form 50, including fact sheets, documenting all individual personnel actions, such as employment, promotion, transfer, separation, etc	DFAS civilian personnel offices	Cutoff. End of fiscal year. Disposition Destroy 2 years after cutoff Authority GRS 1, Item 14

SCHEDULE 1400. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
28	Personnel Operations Statistical Reports	Statistical reports relating to personnel	DFAS civilian personnel offices	Cutoff End of calendar year Disposition: Destroy 2 years after cutoff Authority GRS 1, Item 16
29	Retention Registers-- RIF	Registers and related records used to effect reduction-in-force actions	DFAS civilian personnel offices	Cutoff When all RIF actions are complete. Disposition Destroy 2 years after cutoff Authority GRS 1, Item 17b(1)
30	Retention Registers-- Non-RIF	Registers from which no reduction-in-force actions have been taken, and related records	DFAS civilian personnel offices	Cutoff Not applicable Disposition Destroy when superseded or obsolete Authority GRS 1, Item 17b(1)
31	Performance Appraisals-- Acceptable	Forms and related records documenting performance which is acceptable or above	DFAS civilian personnel offices	Cutoff End of calendar year Disposition Destroy 3 years after cutoff Authority GRS 1, Item 29a(3)(b)
32	Performance Appraisals-- Unacceptable	Forms and related records documenting performance which is unacceptable but which is not accompanied by demotion or removal action	DFAS civilian personnel offices	Cutoff End of calendar year Disposition. Destroy 3 years after cutoff Authority GRS 1, Item 29a(3)(b)
33	Performance Appraisals--Proposed Adverse Action	Forms and related records documenting a rating of unacceptable where demotion or removal is proposed but not effected	DFAS civilian personnel offices	Cutoff Completion of written notice of proposed action Disposition: Destroy when employee completes 1 year of acceptable performance from date of written advance notice of proposed removal or reduction in grade Authority. AF N1-AFU-90-3
34	Performance Appraisals--Removal	Forms and related records documenting a rating of unacceptable where removal is effected	DFAS civilian personnel offices	Cutoff When removal action is complete. Disposition Place records on left side of OPF and send to NPRC Authority: GRS 1, Item 23a(3)(a)

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SCHEDULE 1400. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
35	Performance Appraisals—Demotion	Forms and related records documenting a rating of unacceptable where demotion is effected	DFAS civilian personnel offices	Cutoff When demotion action is complete Disposition Destroy 3 years after cutoff Authority GRS 1, Item 23a(3)(b)
36	Performance Appraisals—SES	Forms documenting ratings of members of the Senior Executive Service	DFAS civilian personnel offices	Cutoff End of calendar year Disposition Destroy 5 years after cutoff Authority AF N1-AFU-90-3
37	Labor/Management Negotiations	Records documenting negotiations including correspondence, memoranda, reports and other records relating to the relationship between management and employee unions	DFAS civilian personnel offices	Cutoff Expiration of agreement. Disposition Destroy 5 years after cutoff Authority GRS 1, Item 28a
38	Arbitration Case Files	Correspondence, forms, and background papers relating to labor arbitration cases	DFAS civilian personnel offices	Cutoff Resolution of case Disposition Destroy 5 years after cutoff Authority GRS 1, Item 28b
39	Grievance Case Files	Records pertaining to grievances, EXCLUDING EEO complaints, include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request	DFAS civilian personnel offices	Cutoff When case is closed Disposition. Destroy 4 years after cutoff Authority GRS 1, Item 30a
40	Adverse Action Case Files	Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees The file includes a copy of the proposed adverse action with supporting documents, statements of witnesses, employee's reply,	DFAS civilian personnel offices	Cutoff When case is closed Disposition: Destroy 4 years after cutoff Authority GRS 1, Item 30b

SCHEDULE 1400. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
40	Adverse Action Case Files (Continued)	hearing notices, reports and decisions, reversal of action and appeal records EXCLUDING letters of reprimand which are filed in the OPF	DFAS civilian personnel offices	
41	Promotions	Records of individual promotion actions including work records, job analysis, qualification standards, evaluation methods, selection procedures, evaluation of candidates, and similar records	DFAS civilian personnel offices	Cutoff When promotion action is complete or upon completion of an OPM formal evaluation (See FPM chap 335, subchap 1-4) Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
42	EEO Case Files	Official discrimination complaint case files containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and similar records	DFAS EEO complaint management offices	Cutoff Upon resolution of case Disposition Destroy 4 years after cutoff Authority AF N1-AFU-90-3
43	EEO Background Files	Files containing background records not filed in the official discrimination complaint case file	DFAS EEO complaint management offices	Cutoff Upon resolution of case Disposition. Destroy 4 years after cutoff. Authority AF N1-AFU-90-3
44	Wage Administration	Wage schedules and other pay adjustment authorization resulting from legislation or other across-the-board administrative action which constitute the basis for personnel actions which may require reconstruction at a later date	DFAS civilian personnel offices	Cutoff Not applicable, perpetual file Disposition Purge file annually and destroy individual documents when no longer needed Authority AF N1-AFU-90-9
45	Applicant Supply File	Employment applications from persons seeking appointment outside of OPM registers or as a result of local delegated hiring or examining authorities, rosters indexed to the applications, authorized racial and ethnic identifications and related data	DFAS civilian personnel offices	Cutoff Not applicable Disposition Dispose of according to FPM guidance and OPM agreements Authority AF N1-AFU-90-3



SCHEDULE 1400. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
46	Affirmative Action	Committee minutes, program activities, records of community contacts, sexual harassment records, reports and supporting papers regarding status of employment	DFAS civilian personnel offices and/or EEO complaint management offices	Cutoff: End of fiscal year Disposition: Destroy 3 years after cutoff or when superseded or obsolete Authority: AF N1-AFU-90-3
47	Priority Placement Action Files	"Stopper lists" received and records of any position in the pay category series and grades on the "stopper list" during the time lists are in force, case files of employees affected by priority placement action	DFAS civilian personnel offices	Cutoff: When registrant is removed from the program Disposition: Destroy 2 years after cutoff Authority: AF N1-AFU-90-3
48	Leave Sharing Records	Information submitted or resulting from a request or contribution of leave	DFAS civilian personnel offices	Cutoff: When leave transfer effort is completed or terminated Disposition: Destroy 3 years after cutoff Authority:



NOTES

- 1 Offer to National Archives in 5 year blocks when the most recent records in the block are 25 years old
- 2 Follow instructions in the Federal Personnel Manual
- 3 If the transfer of the employee is internal, follow local procedures for transfer or destruction of the record
- 4 Original is returned to OPM

SCHEDULE 3000, Planning

Description of Covered Records This schedule governs disposition of records accumulated in connection with planning DFAS actions It includes records accumulated in planning the development and execution of programs for the performance of the DFAS mission. It also includes records pertaining to planning for the wartime role of DFAS as well as records pertaining to planning for unusual situations such as natural disasters

SCHEDULE 3000				
PLANNING				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Programming—HQ Level	Documents relating to DFAS-wide program planning, review and analysis to include program guidance documents, operations plans and programs, policies and related background material, documents created to revise or adjust existing programs, and similar documents	HQ DFAS planning offices or program management offices	Cutoff End of calendar year Disposition Do not destroy, retain as permanent. (See note 1) Authority DLAM 5015.1, Item 212.68a
2	Programming—Center Level	Documents relating to Center level program planning, review and analysis to include program guidance documents, operations plans and programs, policies and related background material, documents created to revise or adjust existing programs, and similar documents	DFAS Center planning offices or program management offices	Cutoff End of calendar year Disposition Destroy 10 years after cutoff, or when Authority Superseded, obsolete, or no longer needed for reference; DLAM 5015 1 Item 212 68a <i>Some as Rule 1 above</i>
3	Program Review—HQ Level	Documents created at HQ level in the process of review of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress, accomplishments, deficiencies, and problems in relation to program goals	HQ DFAS planning offices or program management offices	Cutoff: End of calendar year Disposition Do not destroy, retain as permanent Authority (See note 1) DLAM 5015.1 Item 212 68a

SCHEDULE 3000. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
4	Program Review— Center Level	Documents created at Center level in the process of review of progress in program accomplishment, including progress reports, cost and performance reports, statements of analysis, summaries, directed actions, and other documents which reflect actual performance, progress accomplishments, deficiencies, and problems in relation to program goals	DFAS Center planning offices or program management offices	Cutoff End of calendar year Disposition Destroy 10 years after cutoff Do not destroy; retain as permanent. (see note 1.) DLAM 5015.1 Item 212.68a
5	DFAS Council Actions— HQ Level	Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of formal, HQ level DFAS councils, including significant background and supporting documents accumulated and/or created by the council in fulfilling its mission relative to program review and analysis	HQ DFAS planning offices or program management offices	Cutoff End of calendar year Disposition Do not destroy, retain as permanent Authority AFR 4-20 AF T25-3, Rule 3
6	DFAS Council Actions—Center Level	Documents relating to the establishment, functions, agenda, minutes, recommendations, and other official actions of formal, Center level DFAS councils including significant background and supporting documents accumulated and/or created by the council in fulfilling its mission relative to program review and analysis	DFAS Center planning offices or program management offices	Cutoff End of calendar year Disposition Destroy 10 years after cutoff. Authority. AFR 4-20 T25-3, Rule 3

SCHEDULE 3000. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7	HQ War and Mobilization Plans	Master set of DFAS war and mobilization plan, planning concepts, continuity of operations plan, survival, recovery and reconstitution plans, augmentation plans, and other related plans, essential source material, annexes, appendices, tabs, and all changes	HQ DFAS planning offices	Cutoff Obsolescence or supersession Disposition Do not destroy; retain as permanent (See note 2) Authority <i>DLAM 5015.1 214.15a</i>
8	Center War and Mobilization Plans	Basic wartime plans, operations plans and orders, augmentation plans, continuity of operations plans, and similar media with essential source material	DFAS Center planning offices	Cutoff When superseded or obsolete <i>Some as</i> Disposition Destroy when superseded or obsolete Authority <i>Rule 7:</i>
9	Contingency Plans	Contingency master plans, operational plans and orders, augmentation plans, and similar media which provide essential guidance and requirements for continuity of operations in the event of destruction or major damage to a DFAS component	DFAS planning offices	Cutoff When superseded or obsolete <i>Do NOT</i> Disposition Destroy when superseded or obsolete Authority <i>retain as PERM Army (See Note 2) 204-03</i>
10	Contingency Training Files	Records pertaining to planning and conducting training to ensure the successful execution of a contingency, includes individual training documents	DFAS planning offices	Cutoff When superseded or obsolete Disposition Destroy when superseded or obsolete Authority <i>GRS 1, Item 29(a)(1)</i>
11	Natural Disasters	Reports, messages, and other data describing the situation, such as accomplishments and results, loss of personnel, equipment, material and related cost expenditure data	DFAS office providing assistance	Cutoff When all action regarding the disaster has been completed Disposition: Destroy 2 years after cutoff (See note 3) Authority. AF N1-AFU-90-3

NOTES:

- 1 Offer to National Archives in five year blocks when latest record in block is twenty ~~five~~ years old
- 2 Retire as permanent when superseded or obsolete Offer to National Archives in accordance with note 1
- 3 If a "Lessons Learned" summary document is created when the disaster is over, file with documents covered in rule 1 or 2.

SCHEDULE 3000-1, Committees, Boards, and Charitable Campaign Records

Description of Covered Records. This schedule governs disposition of records pertaining to special committees and boards which are appointed or convened at DFAS Director, DFAS Center Director, or comparable level to study a problem, situation, or opportunity with at least DFAS or Center-wide impact. Committees referred to here should not be confused with routine, ad hoc working groups, total quality management teams, or similar groups

SCHEDULE 3000-1				
COMMITTEES, BOARDS, AND CHARITABLE CAMPAIGN RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Committee Records	Recorders' records which consist of case files of each approved committee, including (but not limited to) directive or executive approval establishing the committee, charter, listing of members and all changes, resume of major points of interest concerning committee hearings and its general operations, waivers in committee rules, studies, analyses, final committee report and findings, terminating directive and similar papers relating to the establishment, accomplishments, or termination of formal committees	DFAS directorates or deputates	Cutoff Upon termination of the committee Disposition Do not destroy, retain as permanent (See note) Authority AF N1-AFU-90-3
2	Administrative Support Records	Records that facilitate and support the responsibility of the chairman/recorder and staff activities designated as representatives or for boards/committees, including copies of minutes, mailing lists, agendas, reports, correspondence, and other related papers reflecting the position taken on policy development or other board/committee deliberations	DFAS directorates or deputates	Cutoff Upon termination of the committee Disposition Destroy when no longer needed but no later than 2 years after termination of the committee Authority AF N1-AFU-90-3
3	Reports of Existing Committees—DFAS HQ	Annual reports of DFAS committees in existence accumulated at DFAS HQ	DFAS HQ committee management office	Cutoff End of calendar year to which report pertains Disposition Retire as permanent (See note) Authority AF N1-AFU-90-3

SCHEDULE 3000-1. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
4	Reports of Existing Committees—Center Level	Annual reports of DFAS committees in existence, accumulated at DFAS Center level, may be feeder reports to the DFAS HQ report	DFAS Centers , committee management offices	Cutoff End of calendar year to which report pertains Disposition Destroy 2 years after cutoff Authority AFN1-AFU-90-3
5	Fund Raising Campaigns	Records accumulated while administering the Combined Federal Campaign (CFC), including correspondence, receipts, invoices, and related records	DFAS Center office responsible for conducting the CFC	Cutoff Upon completion of the campaign Disposition Destroy upon completion of next equivalent campaign <i>GRS23, Item 7</i>

NOTE

Offer to the National Archives in 5 year blocks when latest document is 25 years old

SCHEDULE 4105, Contracting Records

Description of Covered Records This schedule governs disposition of records pertaining to contracting matters

SCHEDULE 4105				
CONTRACTING RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Original Contracts	Signed originals of contracts and modifications	DFAS contracting offices	Cutoff Upon final payment Disposition Destroy 6 years, 3 months after cutoff Authority <i>GRS 3, Item 3</i>
2	Justifications	Signed originals of justifications, approvals, determinations, and findings and copies of supporting documents	DFAS contracting offices	Cutoff Upon final payment Disposition Destroy 6 years, 3 months after final payment Authority <i>GRS 3, Item 3</i>
3	General Contract Case Files—\$25,000 or Less/Construction Under \$2,000 (See note 1)	Contracts, requisitions, purchase orders, lease and bond surety records, including correspondence and related papers pertaining to award administration, receipt, inspection and payment for transactions of <u>\$25,000 or less</u> and construction contracts <u>under \$2,000</u> not covered in rules 1 and 2	DFAS contracting offices	Cutoff When final payment is made Disposition Destroy 3 years after cutoff Authority GRS 3, Item 3a(2)
4	General Contract Case Files (See note 1)	Contracts, requisitions, purchase orders, lease and bond surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment for transactions of <u>more than \$25,000</u> and all construction contracts <u>exceeding \$2,000</u> not covered in rules 1 and 2	DFAS contracting offices	Cutoff When final payment is made. Disposition Destroy 6 years and 3 months after cutoff Authority GRS 3, Item 3a(1)
5	Federal Procurement Data System (FPDS) File	Data submitted to the Federal Procurement Data System (FPDS) Electronic file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases and consisting of information required under 48 CFR 4 601 for transfer to FPDS	DFAS contracting offices	Cutoff End of fiscal year Disposition Destroy 5 years after cutoff Authority GRS 3, Item 3d
6	Successful Bids and Proposals	Bid or proposal and supporting documents for contracts and transactions described in rules 1 and 2 above	DFAS contracting offices	Cutoff When final payment is made. Disposition Destroy with related contract case file Authority GRS 3, Item 5

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SCHEDULE 4105. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7	Unsuccessful Bids and Proposals—Small Purchases	Solicited and unsolicited bids and proposals which are unsuccessful and which relate to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13	DFAS contracting offices	Cutoff: When contract is awarded Disposition: Destroy 1 year after date of award or final payment, whichever is later Authority: GRS 3, Item 5b(1)
8	Unsuccessful Bids and Proposals—Large Purchases	Solicited and unsolicited bids and proposals which are unsuccessful and which relate to transactions above the small purchase limitations in 48 CFR, Part 13	DFAS contracting offices	Cutoff: When final payment is made Disposition: Destroy with related contract case file Authority: GRS 6, Item 5b(2)(b)
9	Cancelled Solicitation Files	Formal solicitations of offers to provide products or services, such as Invitations for Bids, Requests for Proposals, or Requests for Quotations, which were cancelled prior to award of a contract. Files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation	DFAS contracting offices	Cutoff: When cancellation is complete Disposition: Destroy 5 years after cutoff. Authority: GRS 3, Item 5c(1)
10	Unopened Bids	Bids received after a solicitation of offer is cancelled and the bid is unopened	DFAS contracting offices	Cutoff: Not applicable Disposition: Return to bidder Authority: GRS 3, Item 5c(2)
11	Acceptable Bidder Lists	Lists or card files of acceptable bidders	DFAS contracting office	Cutoff: Not applicable, perpetual file Disposition: Destroy when superseded or obsolete Authority: GRS 3, Item 5d

SCHEDULE 4105. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
12	Contract Appeals Case Files	Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof, correspondence between parties, copies of contracts, plans, specifications, exhibits, change orders, amendments, transcripts of hearings, documents received from parties concerned, final decisions, and all other related papers	DFAS contracting offices	Cutoff Final action on decision Disposition Destroy 1 year after cutoff (See note 2) Authority GRS 3, Item 15b
13	Board of Contract Appeals	Records relating to contracts involved in appeals handled by the Board of Contract Appeals	DFAS contracting offices	Cutoff Final Board decision Disposition Destroy 7 years after cutoff Authority:
14	Contractor's Statement of Contingent or Other Fees	Contractor's Statement of Contingent or other fees or statement in lieu of the forms, filed separately from the contract case file and maintained for enforcement or report purposes	DFAS contracting offices	Cutoff Not applicable Disposition Destroy when superseded, obsolete, or no longer needed, whichever is sooner Authority GRS 3, Item 16
15	Small and Disadvantaged Business Utilization Files	Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P L 95-507	DFAS contracting offices	Cutoff End of fiscal year Disposition Destroy 3 years after cutoff Authority GRS 3, Item 17
16	Contract Numbering Assignment Files	Logs, lists, and similar means of controlling contract numbering, change notifications, master serial number register, and similar forms or records	DFAS contracting office	Cutoff Completion of all contracts listed Disposition Destroy 6 years after cutoff Authority <i>GRS 3</i>
17	Contractor Performance Files	Historical records of contractor performance data prepared by contract officer on completed or terminated contracts of \$100,000 or more	DFAS contracting office	Cutoff Termination of contract Disposition Destroy when no longer needed Authority AFN1-AFU-90-3

SCHEDULE 4105. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
18	Procurement Fraud Case Files	Reports of irregularities in procurements prepared by FBI, OSI, correspondence, and related records	DFAS contracting offices	Cutoff: When case is closed Disposition Destroy 5 years after case is closed, or when no longer needed, whichever is sooner Authority AF N1-AFU-90-3
19	Designation and Termination of Contracting Officers and Representatives	Request for designation or termination, statement of qualifications, and the designation or termination and acknowledgement of receipt thereof	DFAS contracting offices	Cutoff Termination of appointment Disposition Destroy 3 years after cutoff Authority AF N1-AFU-90-3
20	Contractors Insurance Program Files	Insurance policy and/or plans and amendments to, including correspondence and related documents	DFAS contracting offices	Cutoff When premium accounting has been finalized. Disposition Destroy 6 years after contract Authority AF N1-AFU-90-3
21	Outstanding Insurance Claims	Contractors insurance program records related to outstanding exceptions, unsettled claims by or against the Government, incomplete investigations, litigations, or requests made by the Comptroller General of the US	DFAS contracting offices	Cutoff Settlement of claim Disposition Destroy when clearances are obtained Authority AF N1-AFU-90-3
22	Retiree Affidavits Files	Affidavits and related records filed by persons seeking to do business with the Government within 3 years after separation or retirement	DFAS contracting offices	Cutoff: Upon final action or decision Disposition. Destroy 6 years after cutoff <i>AFM</i> Authority: <i>T 70-5, R30</i>
23	Contract Termination and Settlement Files	All records accumulated during termination and settlement phase of a contract	DFAS contracting offices	Cutoff: When all termination settlement activities are complete Disposition Destroy 6 years after cutoff <i>Army</i> Authority: <i>1402-16</i>

SCHEDULE 4105. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
24	Acquisition Quality Assurance Files	Copies of contracts, specifications, contract changes and amendments, records, forms, and other media used in planning, conducting and recording the results of product inspection, auditing of quality assurance systems and procedures, and effecting clearances of deficiencies	DFAS contracting offices	Cutoff Upon completion of contract Disposition Destroy 1 year after cutoff Authority
25	Contractor Financial Data Case Files	Records reflecting current financial capabilities of present and potential contractors such as credit records, cash flow sheets, backlog reports, requests for financial clearance, with supporting attached information, commercial credit agency reports, credit letters from financial institutions, manufacturers and other commercial agencies, financial agreements between commercial manufacturers, including subordinate agreements, guarantees, etc , from banks and commercial companies, articles of incorporation and financial analyses, newspaper reports and related papers and correspondence	DFAS contracting offices	Cutoff Upon completion of contract Disposition Destroy 6 1 year and 2 months after cutoff Authority
★ 26	Contract Progress	Contract status, expediting and production surveillance records	DFAS contracting offices	Cutoff Upon final payment Disposition Destroy 6 months after cutoff Authority
★ 27	Engineering Changes	Rejected engineering change proposals	DFAS contracting offices	Cutoff Upon final payment Disposition Destroy 6 months after cutoff AFM Authority T 70-1, R16
★ 28	Labor Records	Labor compliance records including equal employment opportunity records	DFAS contracting offices	Cutoff Upon final payment. Disposition Destroy 3 years after cutoff AFM Authority T 70-5, R31

SCHEDULE 4105. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
29	General Contractor Information	A general contractor file containing documents relating to no specific contract, more than one contract, or the contractor in a general way	DFAS contracting offices	Cutoff Not applicable Disposition Destroy when superseded or obsolete Authority



NOTES.

1 For contracting records pertaining to Foreign Military Sales (FMS) transactions, segregate these records at the time of filing Hold until further notice from the Center Records Manager Based on claims brought against the United States at The Hague, Netherlands, the National Archives and Records Administration (NARA) approved the postponement of destruction for FMS records These records may be required to defend the Government in litigation.

2 Any records created prior to October 1, 1979 which pertain to contracts which are still under appeal will be destroyed 6 years and 3 months after final action on decision per GRS 3, Item 15a

SCHEDULE 4105-1, Supply Records

Description of Covered Records: This schedule governs disposition of records pertaining to acquisition and use of supply items to include identification, classification, cataloging, and coding

SCHEDULE 4105-1				
SUPPLY RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Control Files	Complete inventory list of all supply items	DFAS supply offices	Cutoff Not applicable, perpetual file Disposition Destroy when superseded or obsolete Authority <i>GRS 3, Item 9</i>
2	Supply Requisitions	Requisitions submitted for ordering supplies and supporting records such as shipping orders, purchase requests, shipping records, status records, and similar documents	DFAS supply offices	Cutoff End of fiscal year in which requisition is completed or cancelled. Disposition Destroy 2 years after cutoff Authority GRS 3, Item 8
3	Supply Catalog	Complete catalog of supplies including identification and coding of items	DFAS supply offices	Cutoff Not applicable Disposition Destroy when superseded or obsolete Authority <i>NON RECORD</i>
4	Supply Status Records	Cards, listings, change notices, reports on supply levels or critically short items, and related data used for reference or planning purposes in controlling supply levels	DFAS supply offices	Cutoff Not applicable, perpetual file Disposition Destroy individual documents when superseded or obsolete. Authority <i>GRS 3, Item 9</i>
5	Supply Management Files	Files containing information on supply requirements and procurement matters used for supply management purposes	DFAS supply offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 3, Item 4a

SCHEDULE 4140, Equipment Management and Maintenance Files

Description of Covered Records This schedule governs disposition of records pertaining to the management of equipment

SCHEDULE 4140				
EQUIPMENT MANAGEMENT AND MAINTENANCE FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Equipment Control Files	Complete inventory of all equipment items to include supporting records	DFAS equipment management offices	Cutoff Not applicable, perpetual file Disposition. Destroy when superseded or obsolete Authority <i>Army 1416-24</i>
2	Vehicle Files	Maintenance records, warranties, and similar records pertaining to a vehicle accumulated during the useful life of the vehicle	DFAS equipment management offices	Cutoff. When vehicle is disposed of Disposition. Destroy at cutoff or when no longer needed for reference Authority: <i>GRS 10, Item 2</i>
3	Equipment Custodian File	Daily transaction register, custodian request log; weapons serial number listing, information file on office machines, temporary issue receipts, requests for purchase, warranty, guarantee records, adjustment records, records pertaining to inventory actions such as government property lost or damaged or reports of survey, issue/turn-in slips and related correspondence, approved copies of requests for office furniture which require Director level approval	DFAS equipment management offices	Cutoff Not applicable, perpetual file Disposition Destroy individual documents within the file when all outstanding actions are complete and records are no longer needed. Authority AF N1-AFU-90-30
4	Unit Property Records	Registers and files, component records, requisitions, custody receipt, requests for issue or turn-in and related records, shipping and receiving documents, reports of survey, statements of charges, schedule of collections, and similar records accumulated in managing the unit's equipment needs	Any DFAS office	Cutoff End of fiscal year Disposition Destroy 1 year after cutoff Authority. AF N1-AFU-90-3

SCHEDULE 4140. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
5	Inventory Requisition Files	Requisitions for equipment items for current inventory	DFAS equipment management offices	Cutoff Upon completion or cancellation of requisition Disposition Destroy 2 years after cutoff Authority GRS 3, Item 8
6	Equipment Deficiency Records	Notices of unsatisfactory conditions experienced, including those instances in which the equipment does not fully or effectively serve the purpose intended, instances where the equipment or a part or accessory cannot be properly maintained or operated, or similar records, also includes records of actions taken to remedy deficiencies and any required reports	DFAS equipment management offices	Cutoff When corrective action is complete Disposition Destroy one year after cutoff Authority:
7	Equipment Movement Files	Files pertaining to actions involving internal movement of equipment	DFAS equipment management offices	Cutoff When move is complete Disposition Destroy 2 years after cutoff or when no longer needed for reference Authority
8	Reprographics Equipment	Forms and related records that document history of reprographics equipment (the requirements evaluations requests, approval, acquisition, maintenance, production volume, transfers, and disposal)	DFAS reprographics equipment management offices	Cutoff End of fiscal year when equipment is disposed of. Disposition Destroy 1 year after cutoff Authority AF N1-AFU-90-3
9	Copier Operating Notices	Notices posted at or near copiers which list local operating rules, identify key operators, or provide other similar information	Any DFAS office	Cutoff Not applicable Disposition Destroy when superseded or obsolete Authority

SCHEDULE 4160, Property Disposal

Description of Covered Records This schedule governs disposition of records pertaining to release, transfer, redistribution, or sale of excess Government property excluding real property

SCHEDULE 4160				
PROPERTY DISPOSAL				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Turn-in of Excess Property	Correspondence files pertaining to disposal of surplus property through Government redistribution channels, includes various forms used for turn-in or acceptance purposes	DFAS property management offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 4, Item 1
2	Sale of Surplus Property — LESS THAN \$25,000	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence	DFAS property management offices	Cutoff When final payment is received Disposition Destroy 3 years after final payment Authority GRS 4, Item 3b
3	Sale of Surplus Property—OVER \$25,000	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence	DFAS property management offices	Cutoff When final payment is received Disposition Destroy 6 years after cutoff Authority GRS 4, Item 3a
4	Excess Personal Property Reports	Reports initiated or received showing progress on property utilization and disposal programs	DFAS property management offices	Cutoff End of calendar year Disposition Destroy 3 years after cutoff Authority GRS 4, Item 2
5	Donation Agreements	Formal donation agreements with Service Educational activities and organizations eligible for donations pursuant to 10 U S C 2572, and documents relating to each agreement	DFAS property management offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority
6	Precious Metals Recovery	Forms, reports, logs, accountability records and correspondence pertaining to reclamation and use of previous metals	DFAS offices involved in recovery programs	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3

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SCHEDULE 4160. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7	Recyclable Materials Program	Documents concerning the DoD Recyclable Materials Program including scrap recycling program and resource recovery	DFAS recycling offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority

SCHEDULE 4165, Real Property Operations and Maintenance

Description of Covered Records: This schedule governs disposition of records pertaining to the acquisition, operation, maintenance and repair, utilization, management, and disposal of real property or interests therein. Included are records on design and construction of real property, installation and maintenance, operation of utility plants, performance of services in connection with real property, and accounting for real estate and property.

SCHEDULE 4165				
REAL PROPERTY OPERATIONS AND MAINTENANCE				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Real Property Case Files	Correspondence, reports, studies, maps, charts, drawings, copies of legal instruments, delegations of authority, excess real property declarations, disposal authorizations, real estate planning reports and related data, records pertaining to annual summaries of real property transactions	DFAS property management offices	Cutoff Not applicable, perpetual file Disposition Retire as permanent upon inactivation of the installation (See notes 1, 2, and 3) Authority AFN1-AFU-90-3 <i>See new schedule</i>
2	Facilities Planning	Documents reflecting current and future facilities planning, including plans for expansion, changes in use, renovation, and similar overall planning matters accumulated in the preparation, development, review, approval, and revision of master plans	DFAS property management offices	Cutoff Not applicable, perpetual file Disposition Destroy individual documents within the file when superseded or obsolete Authority GRS 11, Item 2a
3	Facilities Operations	Documents relating to facilities operations activities of a routine nature (i.e., routine maintenance and similar activities)	DFAS property management offices	Cutoff Not applicable, perpetual file Disposition Destroy individual documents within the file when superseded or obsolete. Authority GRS 11, Item 2a
4	Maintenance Requests	Requests for building and equipment maintenance services	DFAS property management offices	Cutoff Upon completion or cancellation of request Disposition Destroy 90 days after cutoff Authority GRS 11, Item 5
5	Facilities Maintenance—Major Projects	Documents relating to major repair or replacement projects to buildings and structures, grounds, fences, roads, hard surfaced areas, and similar types of facilities	DFAS property management offices	Cutoff Not applicable, perpetual file Disposition Do not destroy (See note 3) Authority <i>See new schedule</i>

SCHEDULE 4165. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
6	Facilities Services	Documents relating to rodent and insect control programs, janitorial and refuse collection services, and operations of internal repair and utilities shops	DFAS property management offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 11, Item 1
7	Proposed Acquisitions	Documents relating to the proposed acquiring of real property for DFAS use, consideration of possible sites, and related proposals, EXCLUDES documents directly incident to an acquisition of real property	DFAS property management offices	Cutoff End of calendar year Disposition Destroy 6 years after cutoff Authority
8	Leasing of Real Property	Documents relating to acquisitions of real property by lease, lease terminations, and related documents such as lease agreements, notices of renewal releases, supplemental agreements, notices of cancellation, appraisals, and related documents	DFAS property management offices	Cutoff Termination of lease Disposition Destroy 2 years after cutoff (See note 4) Authority AF NC1-AFU-83-82
9	Damage Assessment	Documents relating to determination of the degree of damage to facilities under any of various causes	DFAS property management offices	Cutoff When assessment is complete Disposition Destroy 2 years after cutoff Authority GRS 18, Item 11
10	Real Property Utilization Reports	Reports and other documents relating to the effective or noneffective utilization of real property, and proposals as to possible or recommended uses	DFAS property management offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 11, Item 2
11	Real Property Outgrants	Documents relating to the temporary use of DFAS-controlled real property for outgrant by permit, lease, license, easement, and similar purposes	DFAS property management offices	Cutoff Upon termination of outgrant. Disposition Destroy 2 years after cutoff Authority GRS 11, Item 2a

SCHEDULE 4165. CONTINUED

R U L E	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
12	Space Assignments	Documents relating to requirements for, assignment, and utilization of real property space, including requests to GSA for the assignment of general purpose space	DFAS property management offices	Cutoff Termination of assignment Disposition Destroy 2 years after cutoff Authority GRS 11, Item 2a
13	Real Property Inventories	Documents relating to the inventory of real property, including reports, ledgers, correspondence, machine listings, and similar records	DFAS property management offices	Cutoff End of calendar year Disposition Destroy when superseded, obsolete, or 2 years after cutoff Authority Army 1504-11
14	Real Property Record Cards	Individual record cards and supporting documents maintained for each item or category of real property to provide a continuing record of the real property, i.e., land and interests therein, leaseholds, buildings and improvements or appurtenances, copies of transfers of new construction forms, completion reports, and similar records	DFAS property management offices	Cutoff Not applicable, perpetual file Disposition Do not destroy. (See note 2) Destroy Authority 1 year after consummation of the real property disposal action. Army 1508-09
15	Real Property Drawings	Drawings related to the design and construction of a project such as maps and layouts, architectural, mechanical and structural building plans, water distribution system, gasoline storage and fuel systems, roads, aprons and parking areas, storm drainage systems, and similar records	DFAS property management offices	Cutoff Not applicable, perpetual file Disposition Do not destroy (See note 3) Authority 1 year after consummation of the real property disposal action. Army 1508-10
16	Construction Programming	Program documents relating to planned construction projects and their priorities, including programs on which actions have been taken, proposed programs, and executed programs	DFAS property management offices	Cutoff End of fiscal year in which program is completed or cancelled. Disposition Destroy 6 years after cutoff Authority

SCHEDULE 4165. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
17	Construction Projects	Documents accumulated in connection with the planning and construction of specific projects such as the authorization, justification, tests and investigations, specifications and addenda, tracings, copies of "as is" drawings, progress photographs, inspections and completion reports, and related documents for the design and construction of facilities, completion of repairs, maintenance and modifications, and installation, repair or operation of utilities systems and equipment	DFAS property management offices	Cutoff Upon completion of project Disposition Destroy 6 years after cutoff Authority
18	Construction Progress Reports	Reports and related documents pertaining to progress of design and construction projects	DFAS property management offices	Cutoff End of fiscal year. Disposition Destroy one year after cutoff (See note 5) Authority
19	Utilities Operations	Documents relating to the operation of utility systems such as water, sewer, gas, electric, heating, boiler, etc , to include service economy reports, reports of fuel consumption, and laboratory test reports	DFAS property management offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority: <i>AFM T91-3, R2</i>
20	Utilities Operating Logs	Records maintained to provide a continuing record of utilities systems and equipment operations	DFAS property management offices	Cutoff End of life of the system to which the records pertain Disposition Destroy at cutoff Authority <i>AFM T91-4, R1</i>
21	Utilities Conservation	Correspondence, reports, surveys, poster designs, informational media, and related data	Any DFAS office	Cutoff Not applicable Disposition Destroy when superseded or obsolete Authority AFN1-AFU-90-3

SCHEDULE 4165. CONTINUED					
R U L E	A	B	C	D	
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY	
★	22	Parking Records	Records pertaining to assigned parking space programs to include handicapped, executive, mission essential, key personnel, etc	DFAS traffic control offices	Cutoff Not applicable, perpetual file Disposition Destroy individual documents within the file when superseded or obsolete Authority
★	23	Vehicle Registration	Vehicle decal and supporting records used to register employee's vehicles for entrance to the installation	DFAS traffic control offices	Cutoff Not applicable, perpetual file Disposition Destroy individual documents within the file when superseded or obsolete Authority
★	24	Parking Tickets	Record copy of a citation issued to the owner of an illegally parked vehicle	DFAS traffic control offices	Cutoff End of calendar year in which citation issued. Disposition Destroy 2 years after cutoff Authority N1-AFU-90-3
★	25	Driving/Carpool Suspensions	Records pertaining to suspension of installation driving privileges or revocation of assigned carpool parking space due to violation of motor vehicle laws or car pool policy	DFAS traffic control offices	Cutoff. End of calendar year in which suspension is terminated Disposition Destroy 2 years after cutoff Authority

NOTES

- 1 When real property is returned to a local government due to inactivation of a DFAS component, the records are forwarded to the next higher headquarters where they will be held until it is determined that no claim will be filed.
- 2 Offer to the National Archives 30 years after the unconditional sale or release by the government of all conditions, restrictions, mortgages or other liens
- 3 Maintain records as current records until inactivation of installation, at which time they will be retired as permanent
- 4 Do not destroy files which relate to an unsettled claim, incomplete investigation, or pending litigation until settlement of the claim, completion of the claim, or completion of the investigation or litigation
- 5 September and final reports will not be destroyed until 6 years after cutoff

SCHEDULE 4500, Travel and Transportation Records

Description of Covered Records: This schedule governs disposition of records pertaining to transportation planning, programming and staff supervision of transportation components, movement of passengers, cargo, mail, household goods, privately owned vehicles, and personal baggage via various modes of transportation, customs service clearance, travel of personnel and dependents, and traffic management

SCHEDULE 4500				
TRAVEL AND TRANSPORTATION RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Freight Accounts	Documents relating to carrier charges for transportation services. Included are claims against carriers for losses, damages, and shortages, investigations, recommended settlements and related information	DFAS transportation offices	Cutoff End of fiscal year claim or investigation is settled Disposition Destroy 3 years after cutoff Unsettled claims or investigation files will not be destroyed Authority A-II NNA-1469
2	International Household Shipment Bills of Lading	Documents relating to the receipt, packing, crating, shipping and storing international household goods and effects Included are bills of lading, travel orders, requests for shipment inventories, service orders, delivery orders, receipts and related documents	DFAS transportation offices	Cutoff End of fiscal year in which account is closed Disposition Destroy 6 years after cutoff Authority GRS 2, Item 1d
3	Payment Documents Less Than \$100	Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation requests is less than \$100, EXCLUDING those covered in rule 7 below	DFAS transportation offices	Cutoff End of fiscal year in which account is closed Disposition Destroy when 3 years old Authority GRS 9, Item 1a
4	Interstate and International Freight Transportation Files	Records governing payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods, the charges for which are published in tariffs lawfully on	DFAS transportation offices	Cutoff End of fiscal year in which account is closed Disposition Destroy 6 years after cutoff Authority GRS 9, Item 1a and GAO 14, Item 1

SCHEDULE 4500. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
		file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs EXCLUDING those covered by rule 7		
5	Freight and Passenger Transportation Payment Files	Records covering payment for all other freight and passenger transportation charges not covered by rules 3 and 4 above	DFAS transportation offices	Cutoff: End of fiscal year in which account is closed Disposition Destroy 6 years after cutoff Authority GRS 9, Item 1a
6	Transportation Overcharge/Over-payment Files	Records covering payment for freight and passenger transportation charges for services for which notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, deduction or collection action has been taken, voucher contains inbound transit shipment(s), parent voucher has print of paid supplemental bill associated, voucher has become involved in litigation, or any other condition that requires the voucher to be retained beyond the 3 or 6 year disposal period, such as detection of an undercharge	DFAS transportation offices	Cutoff End of fiscal year in which account is closed Disposition Destroy 10 years after cutoff Authority GRS 9, Item 1a
7	Bills of Lading	Issuing office copies of Government bills of lading, commercial passenger transportation vouchers and transportation requests, travel authorizations, and supporting documents	DFAS transportation offices	Cutoff. End of fiscal year in which account is closed Disposition. Destroy 6 years after cutoff Authority GRS 9, Item 1c

SCHEDULE 4500. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
8	Unused Ticket Redemption Forms	Forms used to redeem unused tickets	DFAS transportation offices	Cutoff: When no longer needed Disposition: Destroy at cutoff Authority: GRS 9, Item 1e
9	Loss and Damage Shipment Files	Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act	DFAS transportation offices	Cutoff: End of fiscal year in which account is closed Disposition: Destroy 3 years after cutoff Authority: GRS 9, Item 1a
10	General Travel and Transportation Files	Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule	DFAS transportation offices	Cutoff: End of calendar year Disposition: Destroy 2 years after cutoff Authority: GRS 9, Item 1a

SCHEDULE 5000, Library Records

Description of Covered Records This schedule governs disposition of records pertaining to management of DFAS libraries.

SCHEDULE 5000				
LIBRARY RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Library Acquisitions	Requisitions, purchase orders, packing lists, requests for issue or turn-in, and similar records used for control purposes	DFAS libraries	Cutoff End of calendar year Disposition Destroy 3 years after cutoff Authority AF N1-AFU-90-3
2	Library Disposition Files	Inventory adjustment vouchers and related records which document each item withdrawn from permanent holdings	DFAS libraries	Cutoff End of calendar year Disposition Destroy 3 years after cutoff. Authority AF N1-AFU-90-3
3	Library Shelf Lists	Manual or automated listing of material in the permanent collection of DFAS libraries, set up per rules of professional librarianship	DFAS libraries	Cutoff. Not applicable, perpetual file Disposition Do not destroy (See note) Authority AF N1-AFU-90-3
4	Card Catalog	Manual or automated author, title, and subject index to permanent holdings of library collection maintained per rules of professional librarianship	DFAS libraries	Cutoff Not applicable, perpetual file Disposition Do not destroy (See note) Authority AF N1-AFU-90-3
5	Library Loans	Automated or hard copy records such as book cards, reserve cards, and similar records of the charge-out system	DFAS libraries	Cutoff Not applicable, perpetual file Disposition Destroy individual items within the file when obsolete or no longer needed Authority AFM T215-3, 28
6	Library Balance on Hand	Records containing total number of items in permanent library collections to include records of all additions and withdrawals	DFAS libraries	Cutoff Not applicable, perpetual file Disposition Destroy 1 year after transfer of the complete collection or dissolution of the library Authority AF N1-AFU-90-3

SCHEDULE 5000. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7	Library Reports of Audit	Reports of library control records	DFAS libraries	Cutoff End of calendar year in which all corrective action is complete Disposition Destroy 1 year after cutoff Authority AF N1-AFU-90-3

NOTE

If collection is transferred, transfer with collection If collection is dissolved, destroy one year after dissolution of library

SCHEDULE 5000-1, Administrative Orders

Description of Covered Records This schedule governs disposition of permanent and temporary orders

SCHEDULE 5000-1				
ADMINISTRATIVE ORDERS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Permanent Orders	Orders pertaining to appointment of directors, assumption of command, awards and decorations, memorialization program and dedication ceremonies, and organizational and installation actions such as activation, redesignation, inactivation, and similar actions	DFAS orders publications office	Cutoff: End of calendar year Disposition Do not destroy, retire as permanent (See note) Authority AF N1-AFU-90-3
2	Temporary Orders— Long Term	Orders pertaining to civilian permanent change of station and dependent travel, assignment of contract personnel, and formal boards and committees	DFAS orders publications office	Cutoff End of calendar year Disposition Destroy 56 years after cutoff Authority AF N1-AFU-90-3
3	Temporary Orders— Short Term	Orders pertaining to all types of temporary duty (TDY) travel, appointment of investigating officers and boards, appointment of attendants and escorts, orders pertaining to emergency or special leave, and miscellaneous actions not covered elsewhere	DFAS orders publications office	Cutoff End of calendar year Disposition Destroy 1 year after cutoff Authority AF N1-AFU-90-3

NOTE

Offer to National Archives in 10-year blocks when latest records in block are 25 years old

SCHEDULE 5010, Office Administrative Files

Description of Covered Records This schedule governs disposition of records accumulated by individual offices while carrying out the internal administration or "housekeeping" activities of the office The records listed in this schedule are common to most DFAS offices

SCHEDULE 5010				
OFFICE ADMINISTRATIVE FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Staffing Records	Records used to fill vacancies such as requests for personnel action, interview questions, notification letters, etc	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 23, Item 1
2	Communications	Extra copies of messages sent or received, or other type of written correspondence which are filed by date released or sent, organization sent to or received from, or some other similar filing feature and used for quick-reference or cross-reference purposes	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 23, Item 1
3	Expenditure of Funds	Records used to develop and control the office budget such as the call for estimates, budget reports, worksheets, accountability ledger, and similar documents	Any DFAS office	Cutoff End of fiscal year Disposition Destroy 2 years after cutoff Authority GRS 23, Item 1
4	Administration of Office Personnel	Records used in the day-to-day management of office personnel to include training, travel, letters of appreciation, nominations for special recognition, such as Civilian of the Year or Soldier of the Quarter, and similar records	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 23, Item 1
5	Office Supplies and Equipment	Records used to acquire, monitor, and dispose of supplies and equipment such as the office equipment custodian file, requisitions, purchase requests, shipping records, requests for issue or turn-in of equipment, and similar records	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 23, Item 1

SCHEDULE 5010. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
6	Office Services, Space and Utilities	Records used to request, monitor, suspend, or manage office services, space, and utilities such as requests for telephone service or repair, requests for rearrangement of systems furniture, long distance phone logs, changes to space requirements, and similar records	Any DFAS office	Cutoff End of calendar year. Disposition Destroy 2 years after cutoff Authority GRS 23, Item 1
7	Workload Reports	Includes individual production reports, work in progress reports, activity reports, etc	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 23, Item 1
8	Safety Records	Records relating to the safety program within the office such as safety visit reports or accident reports	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 23, Item 1
9	Transitory Material	Records that have no enduring value but may be needed for reference purposes for a short time Examples are retirement announcements, advertisements for training sessions, and other items of a similar nature	Any DFAS office	Cutoff End of month Disposition Destroy 90 days after cutoff Authority GRS 23, Item 7
10	Staff Meetings and Conferences	Minutes of staff meetings	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 23, Item 7
11	Recurring Official Visits	Requests for permission to visit and reports of visits including findings, recommendations and follow-up which are part of a formal recurring visit schedule	Any DFAS office	Cutoff Do not cut off, perpetual file Disposition Destroy when superseded by next visit Authority GRS 23, Item 5b

SCHEDULE 5010. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
12	One-time Official Visits	Requests for permission to visit and reports of visits including findings, recommendations, and follow-up which are not part of a formal recurring visit schedule	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 23, Item 1
13	Delegations of Authority/Additional Duty Assignments	Records such as forms, correspondence, etc , which task office personnel with a specific assignment beyond the scope of their normal work	Any DFAS office	Cutoff Do not cut off, perpetual file Disposition Destroy individual documents within the file when superseded or obsolete Authority GRS 23, Item 5b
14	Office Organization Records	Office copy of manpower standards, manpower guides, unit manning documents, organizational chart, personnel charts and similar records which document the organization of the office	Any DFAS office	Cutoff Do not cut off; perpetual file Disposition Destroy individual documents within the file when superseded or obsolete Authority GRS 23, Item 5b
15	Policy/Precedent/Procedures	Records used to document internal policies, precedents or procedures such as operating instructions, checklists, worksheets, correspondence, typical cases, etc	Any DFAS office	Cutoff Do not cut off, perpetual file. Disposition Destroy individual documents within the file when superseded or obsolete Authority GRS 23, Item 5b
16	Inspections	Records such as inspection reports at inspected activities and self-inspection checklists	Any DFAS office	Cutoff Do not cut off, perpetual file Disposition Destroy individual documents within the file when superseded or obsolete. Authority GRS 23, Item 5b

SCHEDULE 5010. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
17	Memoranda of Understanding (MOU)	Agreements made between two offices, organizations, agencies, etc . for support or cooperation, may also be called support agreements, host-tenant support agreements, or other similar names	Any DFAS office	Cutoff Do not cut off; perpetual file. Disposition Destroy individual agreements within the file when superseded or obsolete (See note) Authority AF N1-AFU-90-3
18	Publications/Forms Requirements	Records used to requisition publications or forms; includes publication bulletins at the customer office	Any DFAS office	Cutoff Do not cut off, perpetual file Disposition Destroy individual documents within the file when superseded or obsolete Authority GRS 23, Item 5b
19	Suspense Control Records	Any of a variety of forms, computerized listings, extra copies, etc . used to monitor and control suspenses	Any DFAS office	Cutoff Do not cut off, perpetual file Disposition Destroy individual documents within the file when suspense is complete Authority. GRS 23, Item 6
20	Work Scheduling and Planning Records	Records created while planning, organizing, directing and controlling the work of the office such as schedules, work plans for specific projects, annual goals and objectives, etc	Any DFAS office	Cutoff Do not cut off, perpetual file Disposition Destroy individual documents within the file when superseded or obsolete Authority
21	Office Information Security Administration	Records pertaining to security clearances, management of classified documents within the office and similar records	Any DFAS office	Cutoff Do not cut off, perpetual file Disposition Destroy individual documents within the file when superseded or obsolete Authority GRS 23, Item 7

SCHEDULE 5010. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
22	Word Processing/Spreadsheet Working Files	Documents such as letters, messages, memoranda, reports, handbooks, directives, manuals and electronic spreadsheets recorded on electronic media such as hard disks or floppy diskettes and used to produce or update a hard copy maintained in the office file	Any DFAS office	Cutoff When purpose has been served Disposition Delete when no longer needed to produce or update a hard copy Authority GRS 23, Items 2a and 4a
23	Word Processing/Spreadsheet Record Copies	Records produced by word processing or spreadsheet application software which are maintained only in electronic form and take the place of hard copy records	Any DFAS office	Cutoff Use cutoff prescribed for hard copy records they replace Disposition Delete records after expiration of the retention period for the hard copy records they replace Authority GRS 23, Items 2b and 4b
24	Administrative Data Bases	Data bases that support administrative or housekeeping functions which are maintained for convenience only and contain information duplicated in hard copy files	Any DFAS office	Cutoff When purpose has been served. Disposition Delete when information is no longer needed Authority GRS 23, Item 3
25	Applications for Leave	Leave applications for other than home leave used by supervisor to approve/disapprove or verify leave information to be posted to time and attendance forms	Any DFAS office	Cutoff End of pay period in which leave is taken Disposition Destroy at cutoff <i>after GAO audit</i> Authority GRS 2, Item 7 <i>7</i> <i>on when 6 yrs old, whichever is sooner</i>
26	Flextime Records	Subsidiary records, such as sign-in/sign-out sheets, that support the official time and attendance records	Any DFAS office	Cutoff End of payroll year Disposition Destroy at cutoff <i>after GAO audit</i> Authority GRS 2, Item 7 <i>7</i> <i>on when 6 yrs old, whichever is sooner.</i>

SCHEDULE 5010-1, Studies

Description of Covered Records This schedule governs disposition of records created in connection with studies Generally, the studies are done to analyze, measure or improve methods, procedures, management practices or organization

SCHEDULE 5010-1				
STUDIES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Management Analyses, Studies, and Summaries	Final written report and related documentation of a major, formal study The final recommendation will have agency-wide impact or great historical significance Studies done to design an entire new pay system or to restructure the entire organization are examples of this type of study Include the proposal and approval for the study, coordination, and similar records which have bearing on the implementation of the program or system	DFAS-HQ DFAS Centers at Center, Directorate, or Deputate level	Cutoff When study is complete Disposition Retire as permanent Offer to National Archives when 25 years old Authority <i>AFM T178-1, R1</i>
2	Office Projects and Studies—Publication	Case files to include the final written report and related records of a project or study done by an office to improve methods of operation within the office or functional area which results in the issuance of a publication	Any DFAS office	Cutoff When study is complete Disposition Include the final report and pertinent records with the record set of the publication and dispose of per Schedule 5025 Authority
3	Office Projects and Studies—No Publication	Case files to include the final written report and related records of a project or study done by an office to improve methods of operation within the office or functional area which does <u>not</u> result in the issuance of a publication	Any DFAS office	Cutoff When study is complete Disposition. Destroy 5 years after cutoff Authority GRS 16, Item 9
4	Administrative Systems Studies	Final written report and related records of studies done to assess the need for and recommend administrative system improvements	Administrative functional area at DFAS Centers	Cutoff When study is complete Disposition: Destroy 5 years after cutoff Authority GRS 16, Item 9

SCHEDULE 5010-1. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
5	Source Data for Studies	Working papers, notes, feeder reports, results of research and similar background or source data gathered and analyzed during conduct of study	Any DFAS office	Cutoff When study is complete Disposition Destroy when information contained has either been incorporated into the final report or discarded as not pertinent to the study Authority AF N1-AFU-90-3
6	Safety Studies	Individual studies which identify weaknesses with accident potential caused by human factors, design, training, operations, maintenance of equipment, etc Includes supporting records and plans for improvement	Safety functional area at DFAS Centers	Cutoff When potential weakness is eliminated Disposition Destroy 3 years after cutoff Authority GRS 18, Item 9 (See note 1)
7	Productivity Enhancement Studies— Recommendation Approved	Feasibility studies, study proposals, study plans, requests and related records	Any DFAS office	Cutoff End of calendar year in which implementation is complete Disposition Destroy 3 years after cutoff Authority AF N1-AFU-90-3
8	Productivity Enhancement Studies— Recommendation Disapproved	Feasibility studies, study proposals, study plans, requests and related records	Any DFAS office	Cutoff When recommendation is disapproved Disposition Destroy 1 year after cutoff Authority AF N1-AFU-90-3
9	Manpower Standards Studies	Studies, memoranda, measurement plans and reports, and other source data such as standard data input computation, measured manhour records, workload factor records, work unit production records, concurrences and comments, final reports, and related records used to develop manpower standards	Manpower functional area at DFAS Centers	Cutoff End of calendar year in which a manpower standard is superseded or becomes obsolete (See note 2) Disposition Destroy 1 year after cutoff Authority AF N1-AFU-90-3

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SCHEDULE 5010-1. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
10	Organizational Studies	Organizational charts and reorganization studies, graphic illustrations which provide a detailed description of the administrative structure of the agency to include final recommendations, proposals and staff evaluations	DFAS-HQ and manpower functional areas at DFAS Centers	Cutoff. End of calendar year Disposition Do not destroy, permanent file (See note 3) Authority AF N1-AFU-90-3

NOTES.

- 1 If an accident attributable to the identified weakness occurs during the three year retention period, the file will be reopened and cut off again when the weakness causing the accident is eliminated
- 2 The file should remain open as long as the standard remains in effect, regardless of when it was established
- 3 Offer to NARA in 5 year blocks when the latest record in the block is 25 years old

SCHEDULE 5010-2, Mail Acceptance, Movement, and Delivery

Description of Covered Records. This schedule governs disposition of records pertaining to postal operations, mail management, and accountability.

SCHEDULE 5010-2				
MAIL ACCEPTANCE, MOVEMENT, AND DELIVERY				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Accountability Records	PS 3800, Receipt for Certified Mail, PS 3806 Receipt for Registered Mail, PS 3849A, Delivery Notice or Receipt, PS 3849B, Delivery Reminder or Receipt; PS 3850, Record of Delivery; Registered, Numbered Insured, Certified and COD Mail; PS 3854, Manifold Registry Dispatch Book; PS 3877, Firm Mailing Book for Registered, Insured, COD, Certified, and Express Mail; PS 3883, Firm Delivery Book - Registered, Certified and Numbered Insured Mail, DD 1384, Transportation Control and Movement Document	DFAS mail centers	Cutoff. End of fiscal year Disposition: Destroy 1 year after cutoff Authority GRS 12, Item 5a
2	Mail Management Administrative Records	Copies of mail contracts, invoices, working papers, program management records, and all other records governing the administration of mail management	DFAS mail centers	Cutoff Contracts are cut off upon expiration of contract All others are cut off at end of fiscal year Disposition Destroy 1 year after cutoff Authority GRS 12, Item 6g
3	Official Mail Financial Records - Support Documents	Standard Forms 1034, Receipts, and other documentation to support monetary transactions between DFAS and the U.S Postal Service	DFAS official mail offices	Cutoff End of fiscal year Disposition: Destroy 1 year after cutoff Authority GRS 6, Item 1

★

★

SCHEDULE 5010-2. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
★	4 Official Mail Financial Records - Accounts Reconciliations	Monthly postal accounts reconciliations required by DoD Financial Management Regulation, Volume 10, Chapter 16	DFAS official mail offices	Cutoff End of fiscal year Disposition Destroy 1 year after cutoff Authority
★	5 Official Postage Meter Licenses	PS Form 3601-A, License to Use Postage Meters	Any DFAS office using official postage meters	Cutoff Upon relocation or termination of postage meter operation Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
★	6 Postage Meter Report	PS 3602-PO, Report of Meter Setting, and supporting records	DFAS official mail offices and offices using official postage meters	Cutoff End of fiscal year in which report is completed Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
★	7 Postage Meter Supporting Records	PS 3602-A, Daily Record of Meter Register Readings, PS 3603, Receipt for Postage Meter Settings, PS 3604, Nonuse of Mailing Permit/Meter License, PS 3610, Record of Postage Meter Settings, PS 3533, <i>Copies of</i> Application and Voucher for Refund of Postage and Fees, PS 3633-G, Daily Activity Recap for Official Mail, PS 3635-G, Postage and Fee Adjustment for Official Mail	DFAS official mail offices and offices using official postage meters	Cutoff End of fiscal year in which final entry is made Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
★	8 Permit Imprint Mailing Statements	PS 3602, Statement of Mailing with Permit Imprints, PS 3602-PC, Statement of Mailing Bulk Rates, PS 3605, Statement of Mailing Bulk Zone Rate	DFAS official mail offices	Cutoff End of fiscal year when mailing is completed Disposition Destroy 1 year after cutoff Authority AF N1-AFU-90-3
★	9 Postage Expenditure Reports	RCS DD-P&L(Q)1833 Quarterly Prepaid Postage Report	Official mail activities	Cutoff End of fiscal year in which report is created Disposition Destroy 1 year after cutoff Authority AF N1-AFU-90-3

SCHEDULE 5010-2. CONTINUED					
R U L E	A	B	C	D	
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY	
★	10	Mail Calls or Hours of Collection Notices	DD 1115, Mailroom. USPS Label 55, Mail Collection Times	Official mail activities	Cutoff Not applicable Disposition Destroy when new forms are posted Authority AF N1-AFU-90-3
★	11	Accountable Container Receipts	Receipts for accountable containers which are dispatched or received via registered mail, dispatched or received via other than registered mail, or via interoffice distribution, and in pouches or other consolidated mailings	Postal activities and official mail activities	Cutoff: End of fiscal year Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
★	12	Accountable Container Receipts - Suspense Copy	Unsigned duplicate copies used for tracer and control purposes	Postal activities and official mail activities	Cutoff End of month Disposition Destroy after 90 days or when no longer needed, whichever is later Authority AF N1-AFU-90-3
★	13	Application for Registration or Certification of Official Mail	PS Form 3877 used to obtain a receipt for sealed accountable containers being dispatched via registered mail	Official mail activities	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
★	14	Postal Analyses and Summaries	Analysis/summary records from Transit Time Information System for Military Mail, Postal Activity Reporting System, and Postal Net Alerts, and Container Receipt Summaries	Postal activities	Cutoff End of month Disposition Destroy 6 months after cutoff Authority AF N1-AFU-90-3
★	15	Small Parcel Shipment Billing or Shipping Records	Records generated by small-parcel shipping companies	Postal activities	Cutoff End of fiscal year Disposition Destroy 1 year after cutoff (See note) Authority AF N1-AFU-90-3
★	16	FMS Small Parcel Shipment Billing or Shipping Records	Records for material sent as part of the Foreign Military Sales/Security Assistance Program which may be needed to answer a Report of Item Discrepancy	Postal activities	Cutoff End of fiscal year in which shipping or billing took place Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3

SCHEDULE 5010-2. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
★	17	Claims Paid by USPS and UPS	Claims Forms PS 542, Inquiry About Registered Article or an Insured Parcel or an Ordinary Parcel, PS 565, Registered Mail Application for Indemnity/ Inquiry, PS 673, Report of Rifled Parcel, PS 1510, Mail Nondelivery Report, PS 2855, Claim for Indemnity - International Registered and Insured Mail, PS 3760, Wrapper Found Without Contents, PS 3812, Request for Payment of Domestic Postal Insurance/ Claim Identification, PS 3831, Post Office Record of Claim; PS 3841, Post Office Record of Claim	Postal activities Cutoff: End of fiscal year Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
★	18	Tracers	Processing Records: PS 3830-A, Registry Dispatch Record, PS 3854, Registered Mail Dispatch Bill	Postal activities Cutoff: End of fiscal year. Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3
★	19	Registry Balance and Inventory	DD 2261, Registered Mail - Balance and Inventory	Postal activities Cutoff: End of fiscal year Disposition Destroy 2 years after cutoff. Authority: AF N1-AFU-90-3
★	20	Postal Bulletins	Self-explanatory	Postal activities Cutoff: Upon inclusion in a USPS publication Disposition. Destroy at cutoff Authority AF N1-AFU-90-3
★	21	Distribution and Location Listings	Mail distribution scheme, MPO location lists, and related records	Postal activities Cutoff: Upon revision or inactivation of using activity Disposition Destroy at cutoff Authority AF N1-AFU-90-3
★	22	Inventories of Postal Supplies and USPS Equipment	PS 1586, Supply Record, PS 1590, Supplies and Equipment Receipt	Postal activities Cutoff Upon supersession Disposition Destroy at cutoff Authority: AF N1-AFU-90-3
★	23	Requisitions for USPS Equipment, Supplies, Publications, Coded Tags and Labels	PS 1567, Requisition for Rubber and Steel Stamps Only, PS 1578-B, Requisition for Non-Standard Facing Slips and Labels, PS 1957-C, Request for Military Tags and Labels; PS 4686-A, Shipping Order, PS 4984, Repair Parts Requisition; PS 7380, Supply Center Requisition, PS 7381, Requisition for Supplies, Services, or Equipment	Postal activities Cutoff: When requisition is filled Disposition: Destroy at cutoff. Authority AF N1-AFU-90-3

NOTE. If a longer retention period is specified in the contract, comply with the terms of the contract.

SCHEDULE 5015, Records Management

Description of Covered Records This schedule governs disposition of records created by the Records Management Program pertaining to the creation, maintenance, disposition, preservation, storage, and retrieval of records.

SCHEDULE 5015				
RECORDS MANAGEMENT				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Records Management Planning	Records pertaining to the development and establishment of the records management program to include correspondence, reports, authorizations and other records that relate to the management of the agency's records	DFAS records management offices	Cutoff End of calendar year Disposition Destroy 6 years after cutoff Authority GRS 16, Item 7
2	Staff Assistance Visits	All records and files pertaining to staff assistance visits or records management surveys	DFAS records management offices	Cutoff Upon completion of visit or survey Disposition Destroy when superseded Authority <i>Army 201-06</i>
3	Records Disposition Files	Reports, work papers, correspondence, forms, and related records used to establish new record categories, document new records, and provide for scheduling and disposition of newly created records	DFAS records management offices	Cutoff When scheduling is complete Disposition Destroy when no longer needed for administrative or reference purposes Authority GRS 16, Item 2a
4	System Notices	Reports, work papers, correspondence, and forms used to document new DFAS system notices or to make changes to existing DFAS system notices	DFAS records management offices	Cutoff End of calendar year in which notice is published in the Federal Register Disposition Destroy one year after cutoff Authority GRS 16, Item 13a
5	Retirement, transfer, or shipment of records (SFs 135)	Forms and related correspondence used to retire, transfer, or ship records	Any DFAS office	Cutoff Not applicable, perpetual file Disposition Destroy individual SFs 135 when all records listed have been destroyed or transferred to the National Archives, or when no longer needed, whichever is later Authority AF N1-AFU-90-3 <i>GRS 16, Item 2</i>

SCHEDULE 5015. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
6	File Plans	Files maintenance and disposition plans and related records	Any DFAS office	Cutoff Not applicable Disposition Destroy when superseded, obsolete, or no longer needed Authority AFN1-AFU-90-3
7	Reports Control Files	Case files maintained for each agency report created or proposed, including public use reports Included are clearance forms, including SF 83, copies of pertinent forms or descriptions of format, copies of authorizing directives, preparation instructions, and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements	DFAS reports control offices	Cutoff When report is discontinued Disposition Destroy 2 years after cutoff. Authority GRS 16, Item 6
8	Information Collection Budget Files	Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations	DFAS reports control offices	Cutoff End of fiscal year Disposition Destroy 7 years after cutoff Authority GRS 16, Item 12

SCHEDULE 5015-1, Privacy Act and Freedom of Information Act Records

Description of Covered Records This schedule governs disposition of records accumulated by the Privacy Act (PA) and Freedom of Information Act (FOIA) programs

SCHEDULE 5015-1				
PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	FOIA Requests	Records created in response to requests for information under the Freedom of Information Act which <u>grant access</u> to all requested records or respond to requests for nonexistent records, to requesters who provide inadequate descriptions, or to those who fail to pay agency reproduction fees (See note 1)	DFAS FOIA offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 14, Item 11a
2	PA Requests	Records created in response to requests from individuals to gain access to their records or to any information in the records which pertain to them which <u>grant access</u> to all requested records or respond to requests for nonexistent records, to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees (See note 1)	DFAS PA offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 14, Item 21a
3	FOIA Denials	Correspondence and supporting documents which deny access to all or part of records requested or processed under the Freedom of Information Act (See note 1)	DFAS FOIA offices	Cutoff End of calendar year Disposition Destroy 6 years after cutoff Authority GRS 14, Item 11(3)
4	PA Denials	Correspondence and supporting documents which deny access to all or part of records requested or processed under the Privacy Act (See note 1)	DFAS PA offices	Cutoff End of calendar year Disposition Destroy 5 years after cutoff Authority GRS 14, Item 21a

SCHEDULE 5015-1. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
5	Appeals to Denials	Records created in responding to administrative appeals for release of information denied by the agency (See note 1)	DFAS PA and/or FOIA offices	Cutoff Resolution of appeal Disposition Destroy 6 years after final determination by agency or 6 years after the time at which a requester could file suit, or 3 years after final adjudication by courts, whichever is later Authority GRS 14, Item 12
6	Records Under Appeal	Official file copy of records under appeal	Any DFAS office	Cutoff Not applicable Disposition Destroy in accordance with approved agency disposition instructions for the related record or with the related appeal, whichever is later Authority GRS 14, Item 12b
7	FOIA Report to Congress	Annual report to Congress	DFAS HQ FOIA office	Cutoff End of calendar year Disposition Do not destroy, retain as permanent (See note 2) Authority AFM T12-1, R28
8	FOIA Routine Reports	Recurring reports and one-time information requirements relating to agency implementation of the FOIA	DFAS FOIA offices	Cutoff End of calendar year. Disposition Destroy 2 years after cutoff or sooner if no longer needed for administrative use Authority GRS 14, Item 14
9	PA Routine Reports	Recurring reports and one-time information requirements relating to agency implementation, including biennial reports to the Office of Management and Budget, and the Report of New Systems at all levels	DFAS PA offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 14, Item 25

SCHEDULE 5015-1. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
10	PA Amendment Case Files—Granted	Records relating to an individual's request to amend his or her records under the Privacy Act and the request is granted	DFAS PA offices	Cutoff When request is granted Disposition Destroy in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later Authority GRS 14, Item 22a
11	PA Amendment Case Files—Refused	Records relating to an individual's request to amend his or her records under the Privacy Act and the request is refused	DFAS PA offices	Cutoff When request is refused Disposition Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final DFAS determination, or 3 years after final adjudication by courts, whichever is later Authority GRS 14, Item 22
12	PA Amendment Case Files—Appealed	Records relating to appeals filed in response to a DFAS refusal to amend, an individual's record under the Privacy Act	DFAS PA offices	Cutoff Upon final adjudication Disposition Destroy in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later Authority GRS 14, Item 22
13	FOIA Control Files	Registers or listings maintained for control purposes which show date, nature of request, and name and address of requester	DFAS FOIA offices	Cutoff End of calendar year Disposition Destroy 6 years after cutoff Authority GRS 14, Item 13
14	PA Control Files	Registers or listings maintained for control purposes which show date, nature of request, and name and address of requester	DFAS PA offices	Cutoff End of calendar year Disposition Destroy 5 years after cutoff Authority GRS 14, Item 24

NOTES:

1. Case files for the Privacy Act or Freedom of Information Act program consist of the original correspondence (request, appeal, etc.), a copy of the reply thereto, and all related supporting documents. The original file copy of the requested record will remain in the Office of Record, but a copy may be attached to the PA or FOIA request file.
2. Offer to National Archives in 5-year blocks when most recent records are 15 years old.

SCHEDULE 5015-2, Central Files

Description of Covered Records This schedule governs disposition of the Central File copy of records which have Center-wide or DFAS-wide impact Correspondence, policies, procedures, and other related documents signed at Center Director or higher level, or documents containing information worthy of Center Director or higher level attention, are included Documents in Central File are additional copies, the record or coordination copy is filed under the appropriate schedule found elsewhere in this publication

SCHEDULE 5015-2				
CENTRAL FILES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Routine Nonpolicy Correspondence	Documents pertaining to routine nonpolicy matters and to the overall or general internal administration of the organization as opposed to the primary mission of the organization These include routine approval actions, local office operations, equipment or system request and procurement actions, routine budget and manpower actions, internal office management, travel, attendance at conferences and similar information	DFAS Center Central Files	Cutoff End of fiscal year Disposition. Destroy 10 years after cutoff Authority A-NCI-AU-80-40
2	Mission Policies and Procedures Files	Documents pertaining to policy matters and to actions documenting the primary mission of the organization	DFAS Center Central Files	Cutoff End of fiscal year Disposition Do not destroy; permanent (See note 1) Authority A-NCI-AU-80-40
3	Index Files	Index of central files	DFAS Center Central Files	Cutoff End of calendar year Disposition. Do not destroy, permanent (See note 2) Authority

NOTES

- 1 Offer to National Archives in 5-year blocks when latest record in block is 25 years old
- 2 Offer to National Archives along with the records to which they pertain

SCHEDULE 5025, Publications and Forms

Description of Covered Records This schedule governs disposition of records pertaining to the creation, production, and distribution of forms and publications

SCHEDULE 5025				
PUBLICATIONS AND FORMS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Publications Requirements and Distribution	Files pertaining to requisition, stocking, and distribution of publications	Publications Distribution Office	Cutoff None – perpetual file Disposition Destroy individual documents when superseded, obsolete, or no longer needed Authority <i>GRS 13, Item 3</i>
2	Forms Requirements and Distribution	Files pertaining to requisition, stocking, and distribution of forms	Publications Distribution Office	Cutoff None – perpetual file Disposition Destroy individual documents within the file when superseded, obsolete, or no longer needed Authority. <i>GRS 16, Item 3b</i>
3	Record Set—Forms	Record copy of each form to include request for a new or redesigned form, all justifications and approvals, all supporting documents and correspondence copies of old forms, when applicable, and drawings, sketches, or designs	Forms management offices	Cutoff When design of form is complete Disposition: Destroy 5 years after related form is discontinued, superseded, or canceled Authority GRS 16, Item 3a
4	Forms Requests and Approvals	Background material accumulated during design of form and maintained by functional area responsible for the form	Any DFAS functional area	Cutoff When design of form is complete Disposition Destroy when related form is discontinued, superseded, or canceled Authority GRS 16, Item 3b
5	Forms and Publications Printing Files	Documents relating to printing of forms and publications to include requisition, invoice, specifications, and related papers	Forms and publications management offices	Cutoff End of fiscal year Disposition Destroy 3 years after completion or cancellation of requisition Authority GRS 3, Item 6a

SCHEDULE 5025. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
6	Record Set— Publications	The record set of each publication, regulation, manual, pamphlet, visual aid, etc., to include backup documenting the approval process, such as coordination, pertinent federal laws, studies, and similar records	Publications management office	Cutoff See note Disposition Retire as permanent (See note) Authority AFN1-AFU-90-3
7	General Reference Publications	Any publication which is not the record copy and is maintained for reference purposes	Any DFAS office	Cutoff NA Disposition Destroy when superseded, obsolete, or no longer needed, whichever is sooner Authority AFN1-AFU-90-3
8	Forms Management Reports—HQ Level	Documents relating to reports on progress in forms management Included are reports, work sheets, and correspondence directly related to the reports	DFAS HQ forms management offices	Cutoff End of fiscal year Disposition Destroy 5 years after cutoff Authority A-NN-166-204
9	Forms Management Reports—Center Level	Records described in rule 8 accumulated at Center level	DFAS Center forms management offices	Cutoff End of fiscal year Disposition Destroy 2 years after cutoff Authority A-NN-166-204
10	Forms Number Registers	Documents used to record and control the assignment of form numbers, consisting of an entry in the register	DFAS forms management offices	Cutoff Not applicable, perpetual file Disposition Destroy when all forms entered in the register are discontinued or obsolete Authority A-NN-166-204 and GRS 16, Item 4b
11	Accountable Forms Receipts and Issues	Documents reflecting the receipt or issue of accountable blank forms Included are receipt forms, listings, and registers	DFAS forms management offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority A-II-NNA-1969
12	Accountable Forms Authorizations	Signature cards identifying individuals authorized to receive accountable forms	DFAS forms management offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority A-II-NNA-1176

NOTE: Record sets of publications are maintained as current records until the publication is rescinded, superseded, or obsolete. Then they are placed in an inactive file which is cut off on December 31 each year. They are retired to the Washington National Records Center two years after cutoff for permanent retention.

SCHEDULE 5040, Audiovisual Information and Graphics

Description of Covered Records This schedule governs disposition of all forms of records created by DFAS Audiovisual Information and Graphics programs to include exhibits, visual information productions, graphic presentations, photography, and similar records

SCHEDULE 5040

AUDIOVISUAL INFORMATION AND GRAPHICS

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Production Files	Project files that document origin, development, acquisition, use and ownership of audiovisual production projects, includes scripts, cue sheets, production reports, production contracts, and similar records documenting production of a project	DFAS audiovisual offices	Cutoff Completion of the production Disposition Destroy after useful life of the production, if <i>if</i> Authority AFNI-AFU-88 Production is not perm. <i>If production is perm, production files as permanent too.</i>
2	Finding Aids	Aids such as data sheets, shot lists, catalogs, indexes, review sheets, lists of captions, and other textual documentation necessary for the proper identification, retrieval, or use of audiovisual information records	DFAS audiovisual offices	Cutoff When superseded or obsolete Disposition Destroy according to instructions covering the related records Authority GRS 21, Item 29
3	Requests for Audiovisual Services	Requisitions or other requests for audiovisual products or service	DFAS audiovisual offices	Cutoff End of calendar year Disposition Destroy one year after cutoff Authority <i>DLAM 5015.1, Item 515.1b</i>
4	Still Photography—Non-Mission	Still photography that does not reflect the mission of DFAS, such as photographs of routine award ceremonies, social events, or similar activities	DFAS audiovisual offices	Cutoff End of calendar year Disposition Destroy one year after cutoff or when no longer needed Authority GRS 21, Item 1
5	Still Photography—Mission	Still photography that pertains to DFAS mission, includes official portraits of senior agency officials, agency publications, exhibitions or other media productions, documentary photographs shot for fact-finding purposes, photographs, slides, or filmstrips that depict the mission of DFAS (See note 1)	DFAS audiovisual offices	Cutoff End of calendar year Disposition Do not destroy, retain as permanent (See note 2) Authority <i>DLAM 5015.1, Item 515.22</i>

GRS 21, Item 28 perm. retrie

SCHEDULE 5040. CONTINUED

R U L E	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
6	Briefing Aids	Overhead transparencies, or other briefing aids, used in training, briefings, public affairs presentations, etc	DFAS audiovisual offices	Cutoff End of calendar year Disposition Destroy one year after cutoff or when no longer needed, whichever is sooner Authority GRS 21, Item 5
7	Artwork	Artwork used for handbills, flyers, posters, letterhead, and other graphics	DFAS audiovisual offices	Cutoff Upon final publication of product Disposition Destroy one year after cutoff or when no longer needed, whichever is sooner Authority GRS 21, Item 6
8	Photo-Mechanical Reproduction	Lines and half-tone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction	DFAS audiovisual offices	Cutoff When no longer needed for publication or reprint Disposition Destroy at cutoff Authority GRS 21, Item 7
9	Line Copies	Line copies of graphs and charts	DFAS audiovisual offices	Cutoff Upon final production Disposition Destroy one year after cutoff or when no longer needed Authority GRS 21, Item 8
10	Posters	Posters distributed locally, agency-wide, or to the public	DFAS audiovisual offices	Cutoff When no longer needed Disposition Destroy at cutoff Authority
11	Training Programs	Productions and programs to include any type of film, slides, video or audio media used for training personnel	DFAS audiovisual or training offices	Cutoff When no longer being used for training purposes Disposition Destroy one year after cutoff Authority GRS 21, Items 14 and 17
12	Audiovisual Productions—Mission	Motion picture photography, videotapes, and related audio recordings which reflect the mission of DFAS, includes mission briefings and similar products	DFAS audiovisual offices	Cutoff When superseded or obsolete Disposition Do not destroy, retain as permanent (See note 2) Authority <i>DLAM Item 5015, 515.5</i>

SCHEDULE 5040. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
13	Duplicate Dubbings	Duplicate dubbings	DFAS audiovisual offices	Cutoff When no longer needed Disposition Destroy at cutoff Authority GRS 21, Item 21
14	Recordings of Meetings	Recordings of meetings made exclusively for notetaking or transcription	DFAS audiovisual offices	Cutoff When transcription is complete Disposition: Destroy immediately after cutoff Authority. GRS 21, Item 22
15	Pre-Mix Sound Elements	Created during the course of a motion picture, television, or radio production	DFAS audiovisual offices	Cutoff When purpose has been served Disposition Destroy at cutoff Authority GRS 21, Item 24

NOTES.

- 1 Record Sets
 - Black and white photographs — original negative and a captioned print
 - Color photographs — original color transparency or color negative, and a captioned print.
 - Slide sets — original and a reference set and the related audio recording and script if one exists
 - Filmstrips — original and a reference print.
- 2 Offer to National Archives in five year blocks when newest record in block is 20 years old

SCHEDULE 5210, Security and Protective Services Records

Description of Covered Records This schedule governs disposition of records pertaining to all forms of security to include information, communications, physical, and personnel security.

SCHEDULE 5210				
SECURITY AND PROTECTIVE SERVICES RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Document Receipt Files	Records documenting the receipt and issuance of classified documents	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 18, Item 2
2	Destruction Certificates File	Certificates relating to the destruction of classified documents	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 18, Item 3
3	Classified Document Inventory Files	Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents EXCLUDING Top Secret documents	Any DFAS office	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 18, Item 4
4	Top Secret Control Registers	Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents	Any DFAS office	Cutoff When controlled documents are downgraded, transferred, or destroyed Disposition Destroy 5 years after cutoff Authority GRS 18, Item 5a
5	Top Secret Routing Documents	Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data	Any DFAS office	Cutoff When controlled documents are downgraded, transferred, or destroyed. Disposition Destroy at cutoff. Authority GRS 18, Item 5b
6	Access Request Files	Requests and authorizations for individuals to have access to classified files	DFAS security offices	Cutoff End of calendar year authorization expires Disposition Destroy 2 years after cutoff Authority GRS 18, Item 6
7	Classified Document Container Files	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers	DFAS security offices	Cutoff Not applicable, perpetual file Disposition Destroy individual documents within the file when superseded or obsolete Authority GRS 18, Item 7

SCHEDULE 5210. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
8	Inspection and Survey Files	Reports of inspections or surveys of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry	DFAS security offices	Cutoff End of calendar year Disposition Destroy 3 years after cutoff Authority GRS 18, Item 9
9	Investigative Files	Investigative files accumulating from investigations of fires, explosions, and accidents	DFAS security offices	Cutoff End of calendar year Disposition Destroy 3 years after cutoff Authority GRS 18, Item 11
10	Property Pass Files	Property pass files, authorizing removal of property or materials	Any DFAS office	Cutoff Not applicable, perpetual file Disposition Destroy individual documents within the file 3 months after expiration or revocation Authority GRS 18, Item 12
11	Guard Assignment Ledger Records	Ledgers relating to guard assignments and strength	DFAS security offices	Cutoff End of calendar year Disposition Destroy 3 years after cutoff Authority GRS 18, Item 13a
12	Guard Post Assignment Files	Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements	DFAS security offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 18, Item 13b
13	Key Control—Maximum Security	Files relating to accountability for keys for areas under maximum security	DFAS security offices	Cutoff Upon turn-in of key Disposition Destroy 3 years after cutoff Authority GRS 18, Item 16a
14	Key Control—Other	Files relating to accountability for keys for areas under less than maximum security	DFAS security offices	Cutoff Upon turn-in of key Disposition Destroy 6 months after cutoff Authority GRS 18, Item 16b

SCHEDULE 5210. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
15	Visitor Control Files	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers	DFAS security offices	Cutoff End of calendar year. Disposition Destroy 2 years after cutoff Authority GRS 18, Item 17b
16	Facility Check Files	Reports of routine after-hours security checks which do not reflect security violations	DFAS security offices	Cutoff End of month Disposition Destroy one month after cutoff Authority GRS 18, Item 18b
17	Security Violations— Higher Echelon Investigations	Case files of investigations of alleged security violations which are referred to the Department of Justice or Defense for investigation and/or prosecution	DFAS security offices	Cutoff When case is closed Disposition Destroy 5 years after cutoff Authority GRS 18, Item 24a
18	Security Violations— Local Investigations	Case files of investigations of alleged security violations which remain within DFAS channels for investigation and/or prosecution	DFAS security offices	Cutoff When case is closed Disposition Destroy 2 years after cutoff Authority GRS 18, Item 24b
19	Security Clearance Case Files	Case files documenting the processing of security clearance investigations on Federal employees, potential Federal employees, and contractors to include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and status of the clearance	DFAS security offices	Cutoff Upon transfer or separation of employee or upon contract expiration. (See note 1) Disposition Destroy 5 years after cutoff Authority GRS 18, Item 22a
20	Investigative Reports	Investigative reports and related documents furnished by investigative organizations for use in making security/suitability determinations	DFAS security offices	Cutoff Not applicable Disposition Destroy per the investigating agency instructions Authority GRS 18, Item 22b

SCHEDULE 5210. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
21	Nondisclosure Agreement Files	Copies of nondisclosure agreements signed by employees with access to information which is classified or classifiable (See note 2)	DFAS security offices	Cutoff: End of calendar year Disposition: Destroy 50 years after cutoff Authority: GRS 18, Item 25
22	Original Classification Authority	Master listing by title and organization of officials designated to exercise this authority	DFAS security offices	Cutoff: Not applicable, perpetual file Disposition: Destroy individual documents within the file when superseded or no longer needed. Authority: AF N1-AFU-88-37
23	Deletions from Original Classification Authority	Requests to delete officials from the master listing	DFAS security offices	Cutoff: When action is complete Disposition: Destroy one year after cutoff Authority: AF N1-AFU-88-37
24	Classification Evaluation	Challenges to classification and requests for mandatory review	DFAS security offices	Cutoff: End of calendar year when review is complete Disposition: Destroy one year after cutoff Authority: AF N1-AFU-88-37
25	Access Control Records	Forms used to certify access to classified information or restricted areas such as access lists, authority to open or close alarmed areas, and similar types of records	DFAS security offices	Cutoff: Not applicable, perpetual file Disposition: Destroy individual documents within the file when superseded or obsolete Authority: AF N1-AFU-88-37

NOTES

1 Destroy immediately upon notification of death of employee.

2 These documents may be maintained in the OPF. If so, apply the disposition for the OPF or destroy when 50 years old, whichever is later.

SCHEDULE 5400, Public Affairs

Description of Covered Records This schedule governs disposition of records pertaining to public information and community relations programs designed to inform and motivate DFAS personnel, maintain liaison with public news media, promote public understanding of DFAS activities, and develop and maintain cooperation between DFAS and the community

SCHEDULE 5400				
PUBLIC AFFAIRS				
R	A	B	C	D
U				
L				
E	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Public Affairs Releases—Temporary	Releases to news media including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, and similar records which are determined by the Public Affairs Officer to be routine or to have no lasting significance to the Center's mission	DFAS Center Public Affairs offices	Cutoff End of calendar year Disposition Destroy one year after cutoff Authority AF N1-AFU-90-3
2	Public Affairs Releases—Permanent	Releases to news media including statistical reports, data sheets, news releases, speeches, scripts, briefings, answers to queries, and similar records which are determined by the Center Public Affairs Officer to be of lasting significance in relation to mission, policies, or status	DFAS Center Public Affairs offices	Cutoff End of calendar year Disposition Retire as permanent (See note) Authority AF N1-AFU-90-3
3	Public Affairs Releases—DFAS HQ	All original releases to news media made by DFAS HQ Public Affairs offices	DFAS HQ Public Affairs offices	Cutoff End of calendar year Disposition Retire as permanent (See note) Authority AFM T190-1, R2
4	Public Relations Files	Speeches, addresses, or remarks made by DFAS agency heads or other high-ranking DFAS officials at formal ceremonies or community functions	DFAS Center Public Affairs offices	Cutoff NA, perpetual file Disposition Destroy Retire individual documents within the file when superseded or no longer needed for current Authority bus. reqs.

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SCHEDULE 5400. CONTINUED

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
5	Exhibit Case Files	Information on the development, acquisition, and use of DFAS exhibits for public display	DFAS Center Public Affairs offices	Cutoff Upon retirement of exhibit Disposition Destroy when exhibit is refurbished or retired, or when no longer needed, whichever is later Authority AF N1-AFU-90-3
6	Biographical Files	Biographical sketches, photographs, news clippings, and related correspondence reflecting on the careers of DFAS employees who have performed outstanding service to DFAS	DFAS Center Public Affairs offices	Cutoff Upon separation or transfer of employee Disposition Destroy when employee separates or transfers Authority AF N1-AFU-90-3

NOTE

Offer to National Archives in 5 year blocks when latest record is 20 years old

SCHEDULE 5500, Legal Administration Records

Description of Covered Records This schedule governs disposition of records accumulated in carrying out the legal administration program

SCHEDULE 5500

LEGAL ADMINISTRATION RECORDS

R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Precedent-setting legal opinions	The record copy of a legal opinion which establishes policy or precedent	DFAS legal offices	Cutoff End of calendar year Disposition Do not destroy - permanent records (See note) Authority AF N1-AFU-90-3
2	Nonprecedent-setting legal opinions	A legal opinion based on a previously set precedent, interprets but does not establish policy or precedent	DFAS legal offices	Cutoff End of calendar year Disposition Destroy when superseded or obsolete Authority AF N1-AFU-90-3
3	Legislative and Congressional Liaison records	Records pertaining to legislation, executive orders, proclamations, and to liaison with Congress, excluding budgetary and appropriation matters Includes supporting memoranda and comments reflecting DFAS position on legislative matters	DFAS legal offices	Cutoff End of calendar year Disposition Destroy when superseded or obsolete Authority
4	Litigation records	Records accumulated incident to litigation arising out of tax disputes or other actions, legal actions involving DFAS, its personnel or contractors, administrative proceedings, investigative reports, and legal processing affecting accomplishment of the DFAS mission	DFAS legal offices	Cutoff End of calendar year in which case closed Disposition Destroy 2 years after cutoff Authority: AF N1 AFU-90-3
5	Financial Disclosure Reports	Records pertaining to financial disclosure reports such as SF 278, DD Form 1555, SF 450, etc	DFAS legal offices	Cutoff Date of filing. Disposition Destroy 6 years after date of filing Authority: GRS1, Item 24b



NOTE:

Offer to National Archives in five year blocks when latest document is 25 years old

SCHEDULE 5545, Congressional Inquiries

Description of Covered Records This schedule governs disposition of records accumulated during correspondence with members of Congress

SCHEDULE 5545				
CONGRESSIONAL INQUIRIES				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Nonroutine Congressional Inquiries	Nonroutine inquiries and replies relating to or involving DFAS policies, procedures, plans, classified information, and other matters of importance, such as changes in status or location of DFAS organizations, activities or installations, production facilities, major procurement or allied matters	DFAS Congressional Liaison offices	Cutoff End of calendar year Disposition Do not destroy, retire as permanent (See note) Authority AF N1-AFU-90-3
2	Routine Congressional Inquiries	Routine and noncontroversial communications from and to members of Congress relating to unclassified information such as requests from DFAS employees for Congressional assistance in resolving problems relating to active duty, reserve, ANG, civilian, retired, annuitant pay and policies, DFAS civilian employment, and dependent support issues	DFAS Congressional Liaison offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority AF N1-AFU-90-3



NOTE

Offer to National Archives in 5-year blocks when latest record is 25 years old.

SCHEDULE 6055, Safety Program Administration

Description of Covered Records This schedule governs disposition of records created or used by the Center Safety Program to include safety and accident prevention

SCHEDULE 6055

SAFETY PROGRAM ADMINISTRATION

R U L E	A RECORD SERIES	B DESCRIPTION	C LOCATION	D CUTOFF/DISPOSITION/ AUTHORITY
1	Safety Program Planning	Records pertaining to planning the Center Safety Program, including planning for specific safety efforts	Safety offices	Cutoff End of calendar year Disposition Destroy when planning for next year's safety program is complete Authority <i>AFM T 127-1, R9</i>
2	Safety Visit Reports	Final reports and supporting correspondence relating to findings and recommendations during safety visits	Safety offices	Cutoff End of calendar year Disposition Destroy 3 years after cutoff Authority GRS 18, Item 9
3	Mishap Reports	Mishap reports and analysis with pertinent attachments, records, and related papers	Safety offices	Cutoff End of calendar year Disposition Destroy 2 years after cutoff Authority GRS 18, Item 11
4	Fire Inspections and Tests	Checklists and similar forms used in conducting real property inspections, including inspections and tests of installed systems of fire extinguishing, alarm and detection equipment, portable fire extinguishers, etc	Safety offices	Cutoff End of calendar year Disposition Destroy one year after cutoff Authority AFN1-AFU-90-3
5	Hazard Reports	Reports of hazards, including fire hazards	Safety offices	Cutoff When hazard is corrected Disposition Destroy 2 years after cutoff Authority AFN1-AFU-90-3
6	Hazard Abatement Plans	Records used to plan and/or monitor efforts to reduce or eliminate hazards	Safety offices	Cutoff When hazard is eliminated Disposition Destroy 2 years after cutoff. Authority

Disp.
pending

Disp.
pending

SCHEDULE 6055. CONTINUED					
R U L E	A	B	C	D	
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY	
★	7	Hazardous Material or Communications Management	Records that describe action taken on hazardous material issues and the effect of the actions on operations and similar records pertaining to management of hazardous materials, waste, or communications	Safety offices	Cutoff End of calendar year Disposition Destroy 50 years after cutoff Authority
★	8	Hazardous Waste/Material Reporting	Reports concerning hazardous waste disposal, hazardous material management, and related information	Safety offices	Cutoff End of calendar year Disposition Destroy 50 years after cutoff Authority
★	9	Hazard Communication Training Records	Records showing training history of employees exposed to hazardous communications	Safety offices	Cutoff Upon retirement or separation of employee Disposition Destroy 2 years after cutoff Authority
★	10	Civilian Employee Medical File System (EMFS)	Records of medical treatment provided to civilian federal employees for occupational injuries, illnesses, exposures, and other medical or health maintenance matters	DFAS medical treatment facilities	Cutoff Upon separation, transfer, or retirement of employee Disposition Destroy at cutoff (See note) Authority
★	11	Hazardous Substance Exposure	Records documenting employee's exposure to toxic or hazardous substances as defined in 29 CFR 1910	DFAS medical treatment facilities	Cutoff Upon separation, transfer, or retirement of employee. Disposition Destroy 30 years after cutoff or 40 years after date of exposure, whichever is greater. Authority DODI 6055 5
★	12	Industrial Hygiene Records	Baseline records, tests, evaluations, etc , which ascertain the presence or absence, nature and degree of occupational health hazards	DFAS safety offices	Cutoff End of calendar year Disposition Destroy 40 years after cutoff Authority DODI 6055 5

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SCHEDULE 6055. CONTINUED

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R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
13	Environmental Protection Records	Plans and supporting data for spill prevention control and counter-measures plan, oil and hazardous substance pollution contingency plan, hazardous waste plan, hazardous waste treatment, storage, and disposal facility operation plan, traffic abatement plan, and similar plans	DFAS safety offices	Cutoff Not applicable, perpetual file Disposition Destroy individual documents within the file when superseded, obsolete, or no longer needed Authority NI-AFU-87-18
14	System Safety Records	Records documenting the basis for integrating system safety, health hazard and environmental considerations into the systems engineering process to include plans, reviews, summaries, etc	DFAS safety offices	Cutoff If system is implemented, cut off when system is terminated, if system is not implemented, cut off when system engineering is discontinued. Disposition Destroy 5 years after cutoff Authority

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NOTE

Purge file prior to destruction If file contains record of injury or exposure that has resulted or could result in a lawsuit against the Government, retain pertinent documents until lawsuit is settled or statute of limitations has expired

SCHEDULE 7040, Comptroller, Cost Analysis, and Budget Records

Description of Covered Records This schedule governs disposition of records pertaining to cost analysis including cost information systems, planning factors, cost analysis methods, cost estimating, cost tracking and life cycle cost. It also governs disposition of Budget Office records which pertain to preparation, analysis, justification and control of the budget

SCHEDULE 7040				
COMPTROLLER, COST ANALYSIS, AND BUDGET RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Financial Management Records	Reports, correspondence, and related data that serve for control purposes in developing or improving comptroller systems programs	Comptroller functional areas	Cutoff End of fiscal year Disposition Destroy 3 years after cutoff. Authority GRS 8, Item 1
2	Cost Tracking Records	Reports, analyses, correspondence, and related data which provide a chronology of costs by organization and program element	Comptroller functional areas	Cutoff End of fiscal year Disposition Destroy 3 years after cutoff Authority GRS 8, Item 6
3	Formal Budget Records	Records containing budget exhibits and final annual budget packages submitted from DFAS Centers to DFAS Headquarters	Budget offices	Cutoff End of fiscal year Disposition Destroy 5 years after cutoff Authority GRS 5, Item 3
4	Budget Execution Records	Internal reports and records used to execute budget exhibits and final annual budget packages	Budget offices	Cutoff End of fiscal year Disposition Destroy 1 year after cutoff Authority GRS 5, Item 2
5	Budget Records Worksheets	Records generated to assist in the completion of the formal budget	Budget offices	Cutoff End of fiscal year Disposition Destroy 1 year after cutoff Authority GRS 5, Item 2
6	Budget Correspondence Records	Correspondence pertaining to routine internal budget program execution	Budget offices	Cutoff End of fiscal year Disposition Destroy 1 year after cutoff Authority GRS 5, Item 1
7	Cost and Economic Analysis Correspondence Records	Correspondence pertaining to cost/economic analysis studies and estimating factors and methods	Cost offices	Cutoff End of fiscal year Disposition Destroy 3 years after cutoff Authority

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SCHEDULE 7600, Internal Audit and Inspection Records

Description of Covered Records This schedule governs disposition of records pertaining to audits and inspections done to evaluate effectiveness and economy of DFAS operations, methods, and procedures

SCHEDULE 7600				
INTERNAL AUDIT AND INSPECTION RECORDS				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	Audit/Inspection Programming	Records pertaining to planning, organizing, directing and controlling the audit or inspection program. Includes schedules, resources planned or expended for the program, plans for the conduct of a specific audit, inspection itineraries, team personnel rosters, and similar records	DFAS offices responsible for performing audits or inspections	Cutoff Not applicable, perpetual file Disposition Destroy individual documents when superseded, obsolete, or no longer needed Authority:
2	Reports of Audit	Report created upon completion of an audit to show findings, recommendations, and similar information and to track follow-up actions taken to correct identified deficiencies	DFAS offices responsible for performing audits and inspections	Cutoff When all deficiencies have been corrected. Disposition Destroy 2 years after cutoff Authority
3	Commander's Audit Program	Commander's audit program reports of audit	Held by installation commanders or their staff	Cutoff When purpose has been served Disposition. Destroy at cutoff Authority N1-AFU-90-3
4	Risk Assessments	Documented worksheets, minutes of meetings, and reports addressing the risk of assessable units	DFAS offices responsible for performing audits or inspections	Cutoff Completion of vulnerability assessment Disposition Destroy 5 years after cutoff Authority N1-AFU-86-63
5	Statements of Assurance	Letters stating compliance or noncompliance with internal control objectives	DFAS offices responsible for performing audits or inspections	Cutoff Completion of next comparable statement. Disposition Destroy 5 years after cutoff Authority. N1-AFU-86-63
6	Annual Statement of Assurance sent to SECDEF (RCS DD-COMP(AR)1618)	Annual reports including description of evaluation report of material weakness, status of corrective action and other similar records	DFAS HQ	Cutoff <i>use same as Rule 5 above.</i>

NOTE Offer to National Archives in 5-year blocks when latest record is 25 years old.

SCHEDULE 7900, Electronic Recordkeeping

Description of Records This schedule governs records related to computer operations such as system software, input/output records, information stored electronically without paper backup and hard-copy records pertaining to computer system management Records produced by or used in office automation applications are excluded

SCHEDULE 7900

ELECTRONIC RECORDKEEPING				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
1	System Test Records	Electronic files or hard-copy printouts and related documents created solely to test system performance	Central ADP Facilities	Cutoff When no longer needed Disposition Destroy at cutoff Authority GRS 20, Item 1a
2	Master File Update	Electronic files used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output files	Central ADP Facilities	Cutoff When information has been transferred to the master file and verified Disposition Destroy at cutoff Authority GRS 20, Item 1b
3	System Usage Files	Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, and audit trail files	Central ADP Facilities	Cutoff When purpose has been served Disposition Destroy when no longer needed Authority. GRS 20, Item 1c
4	Hard-Copy Source Records	Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures)	Central ADP Facilities	Cutoff When information has been converted to electronic medium and verified Disposition Destroy at cutoff Authority GRS 20, Item 2a
5	Electronic Input Records	Electronic records entered into the system during an update process which are not required for audit and legal purposes	Central ADP Facilities	Cutoff When data has been entered into the master file and verified Disposition Destroy at cutoff Authority GRS 20, Item 2b
6	Digital Master File Input	Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or database	Central ADP Facilities	Cutoff When necessary data has been incorporated into a master file Disposition Destroy at cutoff Authority GRS 20, Item 2d

SCHEDULE 7900. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
7	Master Files Related to Administrative Functions	Files that replace in whole or in part hard-copy records governed by other schedules in this regulation (see note 1 for EXCLUSIONS)	Central ADP Facilities	Cutoff In accordance with the cutoff instructions for the records they replace Disposition Destroy after the expiration of the retention period authorized for the disposable hard-copy file or when no longer needed, whichever is later Authority GRS 20, Item 3
8	Data Files Consisting of Summarized Information	Files that contain summarized information created by combining data elements from a single master file or database that is authorized for deletion in other schedules in this regulation (see note 5 for EXCLUSIONS)	Central ADP Facilities	Cutoff When no longer needed for current business Disposition Destroy at cutoff Authority GRS 20, Item 5
9	Print File	Electronic data extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports	Central ADP Facilities	Cutoff When purpose has been served Disposition Destroy at cutoff Authority GRS 20, Item 6
10	Technical Reformat File	Electronic file consisting of data copied from a master file or database for the specific purpose of information interchange and written with varying technical specifications EXCLUDING files created for transfer to the National Archives	Central ADP Facilities	Cutoff. When purpose has been served Disposition Destroy at cutoff Authority GRS 20, Item 7
11	Security Backup Files	Electronic file consisting of data identical in physical format to a master file or database and retained in case the master file is damaged or inadvertently deleted	Central ADP Facilities	Cutoff Upon deletion or update of master file (see note 3) Disposition Delete when the identical records have been deleted, or when replaced by a subsequent security backup file Authority GRS 20, Item 8b

SCHEDULE 7900. CONTINUED				
R U L E	A	B	C	D
	RECORD SERIES	DESCRIPTION	LOCATION	CUTOFF/DISPOSITION/ AUTHORITY
12	Finding Aids	Electronic indexes, lists, registers or similar files used only to provide access to computer files EXCLUDING indexes which can be used as an information source apart from the related records	Central ADP Facilities	Cutoff When purpose has been served Disposition. Delete with related records or when no longer needed, whichever is later Authority GRS 20, Item 9
13	Special Purpose Programs	Application software necessary solely to use or maintain a master file or database authorized for disposal elsewhere in this regulation	Central ADP Facilities	Cutoff When purpose has been served Disposition Delete when related master file or database has been deleted Authority GRS 20, Item 10
14	Documentation	Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database	Central ADP Facilities	Cutoff When purpose has been served Disposition Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or database Authority GRS 20, Item 11

NOTES:

- 1 Excluded are official personnel folders, employee medical folders, statistical summaries, and related records pertaining to employee health at the reporting unit equal employment opportunity statistics files, administrative payroll report files, telecommunications operational files, and top secret accounting and control files
- 2 Excluded are data files created as disclosure-free files to allow public access to the data, or created from a master file or database that is unscheduled for disposition, that was scheduled as permanent records but no longer exists, or are no longer accessible, all such records must be retained until their disposition is approved.
- 3 If the backup copy is for electronic records scheduled for transfer to the National Archives for permanent retention, delete the backup copy after transfer to the National Archives has been successfully completed
4. The terms "destroy" and "delete" used in this schedule means to "scratch", "erase", or "blank" the media so the media can be reused The media itself will be destroyed when it is unserviceable or not reusable due to security requirements
- 5 Excluded are data files created as disclosure-free files to allow public access to the data, or created from a master file or database that is unscheduled for disposition, that was scheduled as permanent records but no longer exists, or are no longer accessible All such records will be retained until their disposition is approved

