FOIA(b)(3) - 10 USC 424, DIA NIMA

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

*(See Instructions on reverse)*

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
NATIONAL IMAGERY AND MAPPING AGENCY (NIMA)

2 MAJOR SUBDIVISION
Information Services

3 MINOR SUBDIVISION
Chief Information Office

4 NAME OF PERSON WITH WHOM TO CONFER | 5 TELEPHONE

LEAVE BLANK (NARA use only)

JOB NUMBER N1-537-01-1

DATE RECEIVED 9/28/00

NOTIFICATION TO 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

DATE 12-22-00 | ARCHIVIST OF THE UNITED STATES

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 _____ 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,

[X] is not required; [ ] is attached; or [ ] has been requested.

DATE 26 Sep 2000 | SENTATIVE

| 7 ITEM NO. | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9. GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
|---|---|---|---|
| | The National Imagery and Mapping Agency (NIMA) is developing its Records Schedule and submits Series 1200, Logistics, Supply Maintenance, and Transportation Files, for approval by the Archivist of the United States.<br><br>Disposition instructions in the General Records Schedule (GRS) have been applied to NIMA records where possible<br><br>The attached 1200 Series (Enclosure 1) has been coordinated with NIMA General Counsel, Security, and Mission Support program offices of the Agency. Enclosure 2 is a conversion table of Defense Mapping Agency (DMA) approved file numbers.<br><br>NIMA records (formerly Defense Mapping Agency and others) will continue to be transferred to the Washington National Records Center (WNRC), Suitland, MD, and the National Personnel Records Center (NPRC), St. Louis, MO, for storage as appropriate. | | |

115-109 NSN 7540-00-634-4064 PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91) Prescribed by NARA 36 CFR 1228

Copy to: agency, NWMW 1/4/01 clb

## 1200 Series - LOGISTICS, SUPPLY MAINTENANCE, AND TRANSPORTATION FILES

Logistics, supply maintenance, and transportation files relate to the procurement, storage, issue, disposition, maintenance, and accountability of all types of supplies and equipment. These files also relate to the motor vehicles, such as the direction, control, and supervision of transportation functions; expediting supply shipments; and the use of bills of lading, and the protective maintenance of all elements of the National Imagery and Mapping Agency.

These files accumulate in offices responsible for

1201 - PROCUREMENT FILES
1202 - INDIVIDUAL PROCUREMENT TRANSACTION FILES
1203 - SOLID WASTE MANAGEMENT FILES
1204 - STOCK CONTROL AND REQUISITION FILES
1205 - GENERAL SUPPLY ACCOUNTING FILES
1206 - SELF SERVICE SUPPLY FILES
1207 - CONCESSIONAIRE FILES
1208 - MAINTENANCE FILES
1209 - STORAGE FILES
1210 - LIBRARY SUPPLY FILES
1211 - PERSONNEL TRAVEL AND TRANSPORTATION FILES
1212 - PROPERTY DISPOSAL FILES
1213 - MOTOR VEHICLE MANAGEMENT FILES
1214 - SMALL BUSINESS PROGRAM FILES
1215 - TRAFFIC MANAGEMENT AND FREIGHT MOVEMENT FILES

## 1201 - PROCUREMENT FILES

These files relate to the supervision and administration of procurement of supplies, equipment, and services.

| Series | Type of Files | Disposition |
|---|---|---|
| 1201-01 | **CONTRACT STATUTORY RESTRICTION**<br>Records used in developing standard contract forms and clauses and in authorizing deviations from them. Included are copies of statutory requirements; coordination records; studies; requests, approvals, and disapproval of deviations; and similar records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete concurrently with contract to which the deviation, clause, or restriction applies. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1201-02 | **DETERMINATIONS AND FINDINGS**<br>Records related to determinations and findings required prior to negotiation of contracts. Included are determinations and findings and directly related correspondence. NOTE: Offices administering contract which result from the determination and findings will file the records with the resulting contract. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 5 years old. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |

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| **1201-03** | **CONTRACT FINANCING**<br>Records relating to actions designed to provide financial aid to contractors. Included are applications for contract financing, investigation records, coordination records, approvals, disapproval, and similar records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 4 years old. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1201-04** | **BIDS AND PROPOSALS**<br>Records relating to actions taken with respect to correcting mistakes in bids and in settling protests of award. Included are copies of bids, contracts, and notices of award; decisions; copies of statutes; similar documents, and related papers. | **TEMORARY** |
| | a. **Successful bids, proposals and awards:** Recordkeeping copies (paper, electronic, or both) | a. (GRS 3/5a) |
| | b. **Solicited and unsolicited unsuccessful bids and proposals related to small purchases in 48 CFR Part 13.** Recordkeeping copies (paper, electronic, or both) | b. (GRS 3/5b(1)) |
| | c. **Solicited and unsolicited bids and proposals relating to transactions above the small purchases limitations in 48 CFR Part 13.** Recordkeeping copies (paper, electronic, or both) | c. (GRS 3/5b(2)(a)&(b)) |
| | d. **Canceled solicitation files.** | d. |

1. **Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, requests for Proposals, Requests for Quotations) which were canceled prior to award of a contract. The files include pre-solicitation documentation on the requirement, any offers that were opened prior to the cancellation, documentation on any Government action up to the time of cancellation, and evidence of the cancellation.** Recordkeeping copies (paper, electronic, or both) — 1. (GRS 3/5(c)(1))

2. **Unopened bids**: Recordkeeping copies (paper, electronic, or both) — 2. (GRS 3/5/(C)(2))

e. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. — e. (GRS 3/18a)

**1201-05 CONTRACT APPEAL** — **TEMPORARY**

Records compiled by contracting officers and transmitted through channels to the Armed Services Board of Contract Appeals. These files relate to appeals by contractors from decisions on disputed questions by contracting officers or their authorized representative pursuant to Appendix A, Defense Federal Acquisition Regulation (DFAR). Included are (BUT not limited to) all records pertinent to the appeal: Such as findings of facts, specifications, amendments, and change orders; correspondence between the parties; transcripts, ANY records as the contracting officer may consider essential or as may be designated by the Board.

a. **Records created prior to October 1, 1979:** Recordkeeping copies (paper, electronic, or both) — a. (GRS 3/15a)

b. **Records created after September 30, 1979:** Recordkeeping copies (paper, electronic, or both) — b. (GRS 3/15b)

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| | c. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | d. ~~Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~ | d. ~~(GRS3/18a)~~ |
| **1201-06** | **CONTRACTOR RESPONSIBILITY**<br>Records maintained for the purpose of determining contractor's responsibility as defined in Part 4, Subpart 4.7 and 4.8, of the FAR. Included are brochures; replies to questionnaires; financial data, such as balance sheets, profit and loss statements, cash forecasts, financial history of contractor and affiliated concerns; current and past production records; personnel data; lists of tools, equipment, and facilities; analyses of operational control procedures; and similar records. Affirmative determinations of responsibility signed by the appropriate contracting officer are to be filed in the pre-award portion of the applicable contract file. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Records pertaining to specific contracts destroy/delete 6 years, 3 months after final payment. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1201-07** | **PROCUREMENT MISCONDUCT**<br>Records accumulated as case files which deal with specific incidents relating to fraud, misconduct, criminal conduct, or suspected fraud or misconduct in connection with procurement matters. Included are investigations, statements, reports, | **TEMPORARY** |

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| | decisions, similar records, and related papers. These files also provide information for publication of the debarred, ineligible, or suspended bidders list. | |
| | a. **OPI who make final determination:** Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 10 years after final determination. |
| | b. **Other offices:** Recordkeeping copies (paper, electronic, or both) | b. Destroy/delete 1 year after close of case. |
| | c. Paper records maintained separately from the recordkeeping system. | c. Destroy when 180 days old. |
| | d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | d. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1201-08 | **DEBARRED BIDDER LIST FILES** Records relating to the suspension of bidders that prohibit contractual relationship with DoD. Included are lists of debarred, ineligible, or suspended bidders; status reports and recommendations relating to bidders appearing on the lists; modifications, deletions, and additions to the lists; and similar or related records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 6 years, 3 months after list is superseded. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1201-09 | **BIDDER LIST** List or cards used to determine which contractors are eligible to receive invitations for bid for | **TEMPORARY** |

specific items.

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| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 3/5 d.) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS3/18a) |
| **1201-10** | **TECHNICAL DATA PACKAGE**<br>Records assembled for the purpose of providing prospective bidders complete information relative to materiel required. The performance-type technical data package includes records that establish performance requirements supplemented by quality assurance provisions and form and fit limits. These Records express in narrative form, the output, function, or operation and leave the detailed design, fabrication, and internal working to the manufacturer's option. The design-type technical data package includes data necessary to manufacture a product conforming to establish design. These packages contain data essential to ensure proper performance and to permit manufacture of the item by a competent manufacturer. Included are lists of contents, drawing numbers, parts, Government-furnished equipment, package data sheets, supplementary quality assurance provisions; specifications standards, engineering drawings; gauge numbers; lists and drawings; purchase descriptions, and similar data. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy when superseded, obsolete, or no longer required for current operations. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

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| **1201-11** | **ADVANCE PLANNING PROCUREMENT**<br>Records relating to the release of advance planning information to industrial firms for their use in future planning and to aid in submitting bids for required material. Included are synopses of advance procurement planning information, lists of bidders, inquiries from industrial firms and answers thereto, reports, similar records, and related papers. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, ~~electronic, or~~ both) | a. ~~(GRS 3/3 (1)(2)(3))~~ |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. ~~Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~ | c. (GRS3/18a) |
| **1201-12** | **INDIVIDUAL ITEM PRICING**<br>Records used in determining standard prices for use in obtaining improved pricing on purchase and accounting for sale and issue of items, for comparative pricing purposes, and for analyzing price trends. Included are ledger sheets, and related papers. | **TEMPORARY** |
| | a. **Records used for establishing revised standard prices:** Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 4 years old. |
| | b. **Records used for comparative pricing and evaluating price trends:** Recordkeeping copies (paper, electronic, or both) | b. Destroy/delete when obsolete or when no longer needed for current operations. |
| | c. Paper records maintained separately from the recordkeeping system. | c. Destroy when 180 days old. |
| | d. Electronic copies of records created using | d. Destroy/delete within 180 days after |

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| | word processing systems and electronic mail and used solely to generate recordkeeping copies. | recordkeeping copy has been produced. |
| **1201-13** | **ACQUISITION PROJECTS**<br>Information accumulated for acquisition projects to support planning, equipment analysis, system support equipment, turn-in and/or equipment revitalization, and related information. | |
| | a. Purchased or acquired equipment/services: Recordkeeping copies (paper, electronic, or both) | a. Transfer records to 1208-02 Historical Record and retains for the life of the equipment. |
| | b. Project in which equipment or services were not purchased or acquired. Recordkeeping copies (paper, electronic, or both) | b. Destroy /delete one year after study or project completion. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1202 - INDIVIDUAL PROCUREMENT TRANSACTION FILES

These files relate to the administration of individual procurement transaction that include data concerning the negotiation, commitment, and placement of contracts, purchase orders, and comparable instruments.

| Series | Type of Files | Disposition |
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| 1202-01 | **TRANSACTIONS FOR $100,000 OR LESS**<br>Contracts, purchase orders, or comparable instruments for amounts of $100,000 or less. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 3/3a(1)(b)) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 3/18a) |
| 1202-02 | **TRANSACTIONS FOR MORE THAN $100,000**<br>Contracts, purchase orders, or comparable instruments for amounts of more than $100,000. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 3/3a(1)(a)) |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. (GRS 3/18a) |
| 1202-03 | **INDEFINITE DELIVERY INFORMATION**<br>Circulars and related records reflecting information as to existing indefinite delivery for use of contracting officers in procurement of supplies and equipment. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 6 years, 3 months after expiration date. |

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| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced |
| **1202-04** | **INDEFINITE DELIVERY CONTRACT**<br>Records relating to indefinite delivery, Federal Supply Schedule, call-type, and similar contracts. Included are contracts, service authorizations, delivery orders, comparable instruments, and related papers. Offices not administering, but procuring under these contracts, will handle individual service authorizations and delivery orders as separate individual procurement transactions. | **TEMPORARY** |
| | a. **OPI Administering Contract:** Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 6 years, 3 months after expiration and final payment. |
| | b. **Board of Contract Appeals Decisions:** Recordkeeping copies (paper, electronic, or both) | b. Destroy/delete 7 years after date of decision of the Board. |
| | c. Paper records maintained separately from the recordkeeping system. | c. Destroy when 180 days old. |
| | d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | d. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1202-05** | **CONTRACT STANDARD DRAWING AND SPECIFICATION**<br>Standardized drawings and specifications used in a sufficient number of individual contracts to warrant reproduction and distribution for such use. Reference sets of standard drawings and specifications are maintained by contracting elements. Contract files may consist of | **TEMPORARY** |

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| | reference to the pertinent standard drawing or specification in lieu of actual copies thereof. | |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 3 years after completion or cancellation. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1202-06** | **PROCUREMENT REGISTER**<br>Registers or sheets used to record and control the assignment of numbers to contracts, purchase orders, leases, or similar instruments. These files are maintained on a fiscal year basis. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 6 years, 3 months old. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1202-07** | **PROCUREMENT DIRECTIVE AND ACTION REPORTING**<br>Records used in initiating procurement or production action designed to provide statistics concerning placement, status, delivery, and settlement of procurement actions. Included are procurement directives, production orders, purchase authorizations, requisitions (when used as a direct basis for purchase), written bids, summaries of proposals, abstracts of bids, cost analyses reports, procurement activity, status, monthly, contract settlement, reports and similar records, and all directly related papers. | **TEMPOARY** |

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| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1202-08 | **URGENCY PLANNING LIST**<br>Records relating to urgency planning list of items published by the DoD. Included are copies of the lists and records connected with nomination to items for the list. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. Copies of lists will be destroyed when superseded or no longer required for reference. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1202-09 | **PROCUREMENT ASSIGNMENT**<br>Records relating to the assignment of specific supply items to purchasing agencies for coordination or procurement of overall Defense requirements. Included are DoD directives and related data. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 2 years after publication of assignment of responsibility. ~~(GRS 3/4a~~) |
| | b. Electronic copies of ~~records created~~ using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 3/18a) |
| 1202-10 | ~~**COORDINATED PROCUREMENT PROGRAM REPORTING**~~<br>Records ~~containing~~ data relative to the DoD coordination procurement ~~program~~, such as reports and related data. | **TEMPORARY** |

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| | a. **Consolidated or summary reports:** Recordkeeping copies (paper, electronic, or both) | a. (GRS 3/4a) |
| | b. **All other reports and data:** Recordkeeping copies (paper, electronic, or both) | b. (GRS 3/4b) |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. (GRS 3/18a) |
| **1202-11** | **PROCUREMENT INSPECTION**<br>Records relating to the inspection and audit of procurement matters and contracts. Included are copies or extracts of reports made by the inspector general, audit personnel, supervisory offices, and the General Accounting Office; records indicating corrective action taken; and related correspondence. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 6 years old. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1202-12** | **CONTRACTING OFFICER DESIGNATION**<br>*(Privacy Act Applies)*<br>Records reflecting the designation and rescission of contracting officer's representative that includes the specific procurement authorities delegated. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete upon termination. |

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| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1202-13 | **EXPEDITING FILES**<br>Records related to controlling and facilitating the delivery of materials and machine tools under specific procurement transactions. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete upon termination or completion. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1202-14 | **PROCURING OFFICE CUSTOMS ENTRY**<br>Records relating to the entry and admission, free of duty, of material procured abroad or returned from abroad by NIMA personnel. Included are customs permits, forms, summary of value, similar records, and related correspondence. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 5 years old. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1202-15 | **LABORATORY TEST REPORTING**<br>Records maintained by laboratories that relate to tests conducted on material. Included are chemical analysis, steel analysis, physical test, macro-striation and macro-tech test, treatment and test to material, and similar | **TEMPORARY** |

reports and directly related data.

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| a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 6 years, 3 months after final payment. |
| b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1203 - SOLID WASTE MANAGEMENT FILES

These files relate to the collection, control and disposal of solid waste production residue as defined in NIMA Instruction 4165.00.

| Series | Type of Files | Disposition |
|---|---|---|
| 1203-01 | **REPORTS**<br>Reports covering statistics for disposition of paper, film, aluminum plates scrap metal and classified materials. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 3 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1203-02 | **CONTRACTS AND AGREEMENTS**<br>Contracts and agreements which are used to manage the recycling or destruction of the production residue. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when superseded or obsolete. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1203-03 | **RECYCLABLE PAPER, ALUMINUM PLATES, SCRAP METAL AND FILM**<br>Records include delivery orders, receipts, weight tickets, and associated documentation. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 3 years old. |

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| b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1204 - STOCK CONTROL AND REQUISITION FILES

These files relate to stock control and requisitioning of supplies for depots and bulk storage supply.

| Series | Type of Files | Disposition |
|---|---|---|
| 1204-01 | **DUE-IN DOCUMENT/REGISTER**<br>Records reflecting quantities and type of material due-in which are used as a record of due-in shipments, as a notification of shipment or for purposes of warehouse space utilization planning. Included are copies of requisitions, purchase orders, shipping and delivery orders, and similar records. Excluded are such records, when filed with vouchers to the stock record account. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 3 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1204-02 | **REQUISITION SUSPENSE AND STATUS**<br>Records maintained by the requisitioned which reflect the supply status of requisitions. Included are copies of requisitions, supply status, follow-up data, and reconciliation of open requisitions. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 3/8a) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 3/18a) |
| 1204-03 | **ISSUE FILES** | **TEMPORARY** |

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| | Reflect the record of each material request release order and all supply actions taken on the request. | |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1204-04** | **PRIORITY REQUISITION**<br>Requisition records containing priority designators in the 1 through 8 categories that are maintained in a separate file. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 1 year old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1204-05** | **REQUISITION REGISTER**<br>Registers maintained to record requisitions submitted to other Government agencies for supplies to furnish to NIMA. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 1 year old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1204-06** | **PACKAGING AND HANDLING DEFICIENCY REPORTS**<br>Reports submitted by receiving activities concerning deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports | **TEMPORARY** |

of packaging and handling deficiencies, reports of corrective action, and related data.

a. Recordkeeping copies (paper, electronic, or both) — a. Destroy/delete when 1 year old.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. — b. Destroy/delete within 180 days after recordkeeping copy has been produced.

**1204-07** **STOCK INVENTORY AND RECONCILIATION** — **TEMPORARY**

Stock balance sheets or comparable work papers used for purposes of inventory, reconciliation, or adjustment of stock balances.

a. Recordkeeping copies (paper, electronic, or both) — a. (GRS 3/9a)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. — b. (GRS 18a)

**1204-08** **SUPPLY OPERATIONS REPORTS** — **TEMORARY**

Reports and directly related records pertaining to supply operations.

a. Recordkeeping copies (paper, electronic, or both) — a. Destroy/delete after 5 years.

b. Paper records maintained separately from the recordkeeping system. — b. Destroy when 180 days old.

c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. — c. Destroy/delete within 180 days after recordkeeping copy has been produced.

**1204-09** **MATERIALS HANDLING EQUIPMENT USE** — **TEMPORARY**

Records containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of

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| | materials handling equipment operations, copies of materials handling equipment utilization reports, and similar records. | |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1204-10** | **FOREIGN GOVERNMENT RECEIPT**<br>Records bearing the signature of a representative of a foreign government or other duly authorized representative, such as freight forwarder carrier or in-country representative. Normally, files consist of, but are not limited to, signed supply manifests including supporting manifest copies of shipping records, U.S. Postal Service receipt forms, and other types of documentation evidencing receipt of material from NIMA by a foreign country. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 10 years old. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1205 - GENERAL SUPPLY ACCOUNTING FILES

These files accumulate as a result of accounting for supplies and equipment, by accountable supply officers.

| Series | Type of Files | Disposition |
|---|---|---|
| 1205-01 | **STOCK RECORD ACCOUNT SERIAL NUMBER REGISTER AND LIST**<br>Registers or lists recording stock record account serial numbers indicating each organization to which assigned. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy when 2 years old or when superseded. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1205-02 | **STOCK RECORD ACCOUNT AUTHORIZATION CONTROL**<br>Background material consisting of requests for, authorization and assignment of, or cancellation of stock record account serial numbers; and information concerning audit status, accountability, and transfer of accountability. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 2 years after termination of account. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1205-03 | **AUTHORIZATION SUPPLY ACCOUNTS**<br>Records relating to the assignment of authorized organization supply accounts to each organizational element authorized to maintain property. | **TEMPORARY** |

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| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 1 year after cancellation of all supply accounts. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1205-04** | **PROPERTY OFFICER DESIGNATION**<br>*(Privacy Act Applies)*<br>Records reflecting the designation of property officers. Included are letters of appointment and revocation. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 2 years after termination of appointment. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1205-05** | **PROPERTY LOSS, THEFT, AND RECOVERY REPORTS**<br>Reports relating to the loss, theft, and recovery of firearms, ammunition, and related items. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 1 year after recovery of item or when 5 years old, whichever is first. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1205-06** | **SUPPLY OR EQUIPMENT AUTHORIZATION**<br>Records relating to requests for authorizations for allowances or authority to exceed or change existing authorization. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when incorporated in a numbered publication or on rescission, whichever is first. |

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| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1205-07** | **SUPPLY MANAGEMENT FILES**<br>Files of reports on supply requirements and procurement matters submitted for supply management purposes (excluding those incorporated in case files or other files of a general nature). Exclusive of DoD reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949(40 USC 481). | **TEMPORARY** |
| | a. **Copies received from other units for internal purposes or for transmission to staff agencies**: Recordkeeping copies (paper, electronic, or both) | a. (GRS 3/4a) |
| | b. **Copies in other reporting units and related working documents:** Recordkeeping copies (paper, electronic, or both) | b. (GRS 3/4b) |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. (GRS 3/18a) |
| **1205-08** | **MEMORANDUM RECEIPT JACKETS**<br>Records that may be accumulated by responsible officers which reflect property held on memo receipts consisting of property issue slips, property turn-in slips, individual and consolidated memo receipts, and related papers filed with memo receipts. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete upon reconciliation of account. |

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| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1205-09** | **CONTRACT PROPERTY ACCOUNT**<br>Stock record cards or their equivalent, vouchers, and related papers maintained to account for Government materials furnished to contractors. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Disposition instruction applicable to the related contract file will also apply to these contract property account files. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1205-10** | **ACCOUNTABLE RECORDS AND SUPPORTING DOCUMENTS**<br>Records reflecting the description, receipt, and turn-in of accountable property. Included are property books, receipts, turn-in slips, survey reports, inventory adjustment reports, and other comparable records. | **TEMPORARY** |
| | a. **Accountable Records**: Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old or after page is filled and initial accounting entry is carried forward to a new page. |
| | b. **Other Records**: Recordkeeping copies (paper, electronic, or both) | b. Destroy/delete when 2 years old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1205-11** | **HAND RECEIPT**<br>Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings. | **TEMPORARY** |

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| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1205-12** | **OFFICE NONACCOUNTABLE PROPERTY**<br>Records relating to the receipt and issue of Government property which is not recorded on an accountable stock account, such as stock cards, property issue and turn-in slips, copies of purchase orders, and shipping records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old or on turn-in of equipment. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1205-13** | **PROPERTY ACCOUNTABILITY TRANSFER**<br>Records attesting to the transfer of property accountability from one accountable officer to another. Included are certificates of transfer, inventory lists, and related records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1205-14** | **RETURNABLE CONTAINER**<br>Records reflecting the receipt, transfer, and return to vendor of accountable containers. Included may be copies of inspection and | **TEMPORARY** |

receiving reports, reports of survey, shipping records, stock cards, memorandum receipts, reports, and similar papers.

a. Recordkeeping copies (paper, electronic, or both) — a. Destroy/delete 3 years after return of container.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. — b. Destroy/delete within 180 days after recordkeeping copy has been produced.

**1205-15 EQUIPMENT RECORD CARD/LOAN** — **TEMPORARY**

Records maintained to provide an inventory of selected major or end items of equipment, tools and material for the purpose of retaining timely data for required equipment reports. Included are equipment inventory cards, record support cards of repair parts, reports and agreements and related records. Excluding documents required to be filed in property accounts.

a. Recordkeeping copies (paper, electronic, or both) — a. Destroy/delete when 2 years old.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. — b. Destroy/delete within 180 days after recordkeeping copy has been produced.

**1205-16 PROPERTY INSPECTION AND INVESTIGATION REPORTS** — **TEMPORARY**

*(Privacy Act Applies)*

Reports of inspection of property records and related papers reflecting results of semiannual inspection. Reports that describe the circumstances and recommend action, concerning the loss, damage, or destruction of Government property. Included are financial liability investigations of property loss.

a. Recordkeeping copies (paper, electronic, or both) — a. Destroy/delete 3 years after date of survey action or date of posting medium.

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| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1205-17 | **INVENTORY ADJUSTMENT REPORTING**<br>Approving authority copies of reports used to adjust inventory discrepancies disclosed as a result of physical inventory. Included are inventory adjustment reports, inventory count cards, copies of reports of survey, and related records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 2 years after date of survey action or date of posting medium. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1206 - SELF SERVICE SUPPLY FILES

These files accumulate in connection with self-service supply operations and relate to receipt, storage, distribution, issue, and responsibility for supplies under this system.

| Series | Type of Files | Disposition |
|---|---|---|
| 1206-01 | **ACCOUNT AUTHORIZATION**<br>Records relating to the establishment of monetary credit authorizations for parent accounts and sub-accounts drawing supplies from a self-service supply center. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 1 year after posting authorization to customers ledger and ledger card. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1206-02 | **AUTHORIZED SUPPLY REPRESENTATIVE** *(Privacy Act Applies)*<br>Authorization identifying individuals as supply representatives, requests for issuance of correspondence concerning lost and found authorization, and related records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1206-03 | **AUTHORIZED SUPPLY REPRESENTATIVE REGISTER**<br>Registers reflecting receipt, issue, and disposition of authorized supply representative cards. | **TEMPORARY** |

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| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete after list of current cards has been forwarded to a new sheet. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1206-04** | **PRINCIPAL ACCOUNTING**<br>Records constituting principal accounting data for self-service supply centers. Included are inventory receipts, general ledger; voucher register; customer's ledger card, sales, and sales return journals, and comparable records. | **TEMPORARY** |
| | a. **Customers' ledger card**: Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 2 years after filed and balances are brought forward to new card. |
| | b. **Other records**: Recordkeeping copies (paper, electronic, or both) | b. Destroy/delete when 2 years old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1206-05** | **MISCELLANEOUS STOCK CONTROL**<br>Records used to control stock in self-service supply centers. Included are want slips, merchandise control books, restricted item slips, and related records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1206-06** | **REPORTS**<br>Reports relating to self-service supply center | **TEMPORARY** |

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| operations. Included are statements of operations, statements of customer accounts, and similar reports. | |
| a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1207 - CONCESSIONAIRE FILES

These files relate to concessionaire activities servicing of the NIMA.

| Series | Type of Files | Disposition |
|---|---|---|
| 1207-01 | **CONCESSIONAIRE OPERATION**<br>Copies of agreements with concessionaires, and records reflecting the performance of concessionaires. Included are current agreement and associated records; records concerning compliance or noncompliance with standards of service, sanitation, and safety; patron complaints and commendations; and related records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 3 years after termination of agreement. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1207-02 | **CONCESSIONAIRE OPEN APPLICATION**<br>Applications submitted by persons desiring to operate a concession. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 2 years after concession is no longer considered for operation. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1208 - MAINTENANCE FILES

These files relate to the program designed to keep equipment in working condition. They accumulate incident to the receipt, operation, maintenance, management modification, reporting, transfer, and disposal of equipment. They relate only to items of supply, not real or installed property.

| Series | Type of Files | Disposition |
|---|---|---|
| 1208-01 | **CALIBRATION DATA**<br>Cards used to record each standard, or item of test and measuring equipment requiring a calibration service, and to record calibration accomplishment. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 10 years after no longer needed. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1208-02 | **HISTORICAL RECORD OR LOGBOOK**<br>Equipment logbooks and maintenance historical records begin at the time of delivery of the equipment by the manufacturer. These records are identified, maintained, and accompany the item of equipment until it is dropped from the NIMA inventory. Historical maintenance records provide maintenance personnel up-to-date information concerning the readiness and condition of equipment, and maintenance accomplished and required. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Retain for life of the equipment or dispose of when it is no longer a part of the NIMA inventory. |

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| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1208-03** | **MAINTENANCE SUMMARY AND MANAGEMENT**<br>Records relating to the summarization of data to the general management of maintenance operations and functions, such as various operational forms containing detailed data of value in managing aspects of maintenance, forecasting workloads, work-time standards, parts supply, cost, quality control, and operational improvement. Included are reports, summaries, listings, tabulations, and machine runs. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 5 years old. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1208-04** | **MAINTENANCE MANAGEMENT INSPECTION**<br>Records relating to inspections of maintenance management of equipment. Included are forms used as worksheets for recording shortcomings, deficiencies, or faults; recommendations; various reports, and related data. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 1 year after completion of next comparable inspection. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

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| **1208-05** | **MAINTENANCE TECHNICAL ASSISTANCE**<br>Reports and related data accumulating from the conduct of technical assistance programs designed to furnish technical assistance and advice to improve the performance of organizational maintenance. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 5 years old. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1208-06** | **EQUIPMENT OPERATORS' PERMITS AND REGISTERS**<br>*(Privacy Act Applies)*<br>Permits and registers authorizing individuals to operate Government equipment. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 3 years from date of issue or when revoked by proper authority, whichever is first. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1208-07** | **MAINTENANCE REQUEST AND EXCHANGE TAG**<br>Records used to request maintenance services, report accomplishment of modification work orders, record maintenance performed, report receipt of defective material, and submit equipment improvement recommendations. Also, records or register used to record and control maintenance work. Related records include transfer and rejection memoranda, property issue and turn-in slips, labor time tickets, tags used | **TEMPORARY** |

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| | as receipts for replacement of parts or equipment and similar data. | |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 6 months old or o the return or issue of related equipment. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1208-08 | **SHOP PROPERTY ACCOUNT**<br>Records accumulating in tool and parts rooms, and exchange points in making maintenance items more accessible to maintenance personnel. Included are stock record cards, vouchers, registers, direct exchange cards, property issue and turn-in slips, and similar records reflecting the issue, turn-in and usage of items, such as repair parts, kits, tools, and assemblies. These records may also constitute a section of the accountable officer stock record account. | **TEMPORARY** |
| | a. **Stock records cards and direct exchange cards**: Recordkeeping copies (paper, electronic, or both) | a. Continue to use until filled or final entry is made thereon. Destroy/delete after 1 year. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1208-09 | **SHOP LOCATOR RECORD**<br>Location sheets, cards, tags, and other records constituting a part of a location inventory, or identification system for equipment sent to shops, or utilized as a check or inventory for such equipment. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/destroy on return or reissue of related equipment. |

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| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1208-10** | **PREVENTIVE MAINTENANCE SCHEDULE**<br>Records used for scheduling periodic preventive maintenance services, load tests, and calibration of assigned equipment. This schedule will accompany related equipment when it is transferred. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete after transferring the required information to other records or on disposition of the related equipment, whichever is first. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1208-11** | **EQUIPMENT INSPECTION AND MAINTENANCE WORKSHEET**<br>Records reflecting the performance of preventive maintenance inspection, services, diagnostic checkouts, and spot-check inspection of equipment. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete on posting to related equipment logbook on entering deficiencies on a new form, or on completion of next serviceability test or check, as applicable. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1209 - STORAGE FILES

These files relate to storage of supplies and equipment and to the stockpile of strategic and critical materials.

| Series | Type of Files | Disposition |
|---|---|---|
| 1209-01 | **WAREHOUSE PLANNING AND LAYOUT**<br>Warehouse, shed, or open-storage space planning and layout diagrams, or comparable papers relating to space planning and layout. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 2 years after termination of assignment or when base is cancelled, or when plans are superseded or obsolete. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1209-02 | **STORAGE REGISTER**<br>Voucher assignment registers, shipping control registers, tally numbers registers, and comparable devices maintained for storage control purposes. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1209-03 | **STORAGE IDENTIFICATION AND INSPECTION REPORTS**<br>Records relating to the identification, classification, and inspection of items in storage or received for storage from sources other than contractors. Records reflect the physical condition of the items, packing | **TEMPORARY** |

procedures used, and the examination and testing of items, for the general purpose of determining the suitability of storage methods and conditions, and to assure that the supplies and equipment will be in usable condition at all times. Included are surveillance inspection reports, quality history records, test data sheets, stock discrepancy reports, classification reports, and comparable data.

a. Recordkeeping copies (paper, electronic, or both) — a. Destroy/delete when 3 years old.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. — b. Destroy/delete within 180 days after recordkeeping copy has been produced.

**1209-04 WAREHOUSE SHIPPING AND RECEIVING** — **TEMPORARY**

Arrival reports, shipping records, tallies, stock or packing tags, or comparable records retained for the purpose of car spotting, the assignment of labor and equipment, the unloading of supplies, packing and loading stock for shipment and other purposes connected with the receipt of supplies at warehouses.

a. Recordkeeping copies (paper, electronic, or both) — a. Destroy/delete 3 months after shipment.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. — b. Destroy/delete within 180 days after recordkeeping copy has been produced.

**1209-05 ~~GASOLINE AND LUBRICANT TICKETS/ISSUE~~** — **TEMPORARY**

Records ~~relating~~ to the issue of gasoline and lubricants. Included ~~are~~ sales tickets and abstracts of gasoline and ~~lubricants~~ issued.

a. Recordkeeping copies (paper, electronic, or both) — a. ~~(GRS 6/7)~~

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| | ~~b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies.~~ | b. (GRS 6/12) |
| **1209-08** | **SOLID FUEL CONTROL**<br>Records relating to the receipt, storage, and use of solid fuels. Included are copies of annual and supplemental requisitions, copies of contracts, shipping notices, receiving reports, analysis reports, reports of burning tests, rejection reports, similar records, and related data. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1210 - LIBRARY SUPPLY FILES

These files relate to the operation of officially designated libraries.

| Series | Type of Files | Disposition |
|---|---|---|
| **1210-01** | **LIBRARY CATALOG**<br>List enumerating authors, titles, cross-references, and subjects arranged in alphabetical order and indicating descriptive details including location of books, maps, charts, and photos on the shelves. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when related books, maps, charts, and photos have been permanently removed from the library collection. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1211 - PERSONNEL TRAVEL AND TRANSPORTATION FILES

These files relate to the control, administration, and operations involved in the travel and transportation of NIMA personnel.

| Series | Type of Files | Disposition |
|---|---|---|
| 1211-01 | **TEMPORARY DUTY TRAVEL** *(Privacy Act Applies)* Records maintained for the purpose of planning, reviewing, and furnishing information in connection with travel of authorized personnel to attend meetings of technical, scientific, professional, and similar organizations. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 9/1a) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 9/8a) |
| 1211-02 | **PASSPORT FILES** *(Privacy Act Applies)* | **TEMPORARY** |
| | a. **Application:** Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations. | a. (GRS 9/5(a)) |
| | b. **Annual reports concerning official passports:** Reports to the Department of State concerning the number of official passports issued and related matters: Recordkeeping copies (paper, electronic, or both) | b. (GRS 9/5(b)) |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. **Note: Official passports should be returned to the Department of State upon expiration or upon the separation of the employee** | b. (GRS 9/8(c)) |

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| **1211-03** | **PASSENGER WARRANT** *(Privacy Act Applies)* Copies of used and cancelled passenger warrants, transportation certificates, travel orders, similar records serving the same purpose issued for travel of personnel in overseas areas, registers, and related correspondence. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 3 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1211-04** | **CUSTOMS DECLARATION** Copies of certificates or other forms prepared for the purpose of enabling NIMA personnel and freight to pass customs inspections and to prevent import into the United States of unauthorized items. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 6 months old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1211-05** | **GOVERNMENT TRANSPORTATION REQUEST** *(Privacy Act Applies)* Copies of issued and cancelled transportation requests, transportation certificates, and AMC transportation authorizations, travel orders, and other pertinent correspondence and related records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 9/1c) |
| | b. Electronic copies of records created using word processing systems and electronic mail and | b. (GRS 9/8a) |

~~used solely to generate recordkeeping copies.~~

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| 1211-06 | **LOCAL TRANSPORTATION AUTHORIZATION**<br>Records pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge or tunnel tickets for official travel of Government personnel. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 9/1c) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 9/8a) |
| 1211-07 | **INDIVIDUAL TRAVEL** *(Privacy Act Applies)*<br>Records pertaining to the processing of individual dependents prior to travel to and from authorized destinations. Included are requests for travel for dependents; letters notifying dependents of eligibility to travel to authorized destination and authorization to obtain passports; questionnaires and information sheets used for issuance of travel authorizations; port calls; and related correspondence. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 9/3a.) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 9/8a) |

## 1212 - PROPERTY DISPOSAL FILES

These files relate to the program for disposition of surplus, salvage, scrap, and excess property.

| Series | Type of Files | Disposition |
|---|---|---|
| 1212-01 | **PROPERTY DISPOSAL ACCOUNT**<br>Records maintained to account for the receipt and disposition of property for which the property disposal officer is accountable. Included are voucher registers, vouchers and supporting records, inventory adjustment reports, stock record cards or equivalent forms used for the same purpose, and other records supporting the account. Unfilled stock record cards will be retained in the active file until filled or final entry is made thereon. Excluded are accounts that involve the receipt of surplus, salvage, or scrap property from contractors; or property related to contract property accounts. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1212-02 | **EXCESS PROPERTY REPORTS**<br>Reports used to disseminate information concerning availability of excess personal property, listings, card forms, and similar records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 4/2) |
| | b. Electronic copies of records created using word processing systems and electronic mail and | b. (GRS 4/5) |

used solely to generate recordkeeping copies.

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| 1212-03 | **SURPLUS PROPERTY CASE FILES**<br>Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. | **TEMPORARY** |
| | a. **Transactions of more than 25,000:**<br>Recordkeeping copies (paper, electronic, or both) | a. (GRS 4/3a) |
| | b. **Transactions of 25,000 or less:**<br>Recordkeeping copies (paper, electronic, or both) | b. (GRS 4/3b) |
| | c. Paper records maintained separately from the recordkeeping system. | c. Destroy when 180 days old. |
| | d. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | d. (GRS 4/5) |
| 1212-04 | **EXCESS PROPERTY DONATION**<br>Records reflecting the donation of obsolete maps, charts, photos, books, manuscripts, works of art, drawing plans, and models not needed by NIMA or veterans organizations, state museums, educational museums operating under charters forbidding the accumulation of profit, and municipal corporations. Included are shipping orders and records, schedule of collections, and related papers. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 3 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

**1213 - MOTOR VEHICLE MANAGEMENT FILES**

These files relate to the control and management of administrative vehicles, motor pool operations and the supply and control of motor vehicles.

| Series | Type of Files | Disposition |
|---|---|---|
| 1213-01 | **MOTOR VEHICLE CORRESPONDENCE FILES**<br>Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 10/1) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 10/8) |
| 1213-02 | **MOTOR VEHICLE OPERATING AND MAINTENANCES**<br>a. **Operating records including those relating to gas and oil consumption, dispatching, and scheduling:** Recordkeeping copies (paper, electronic, or both) | **TEMPORARY**<br>a. (GRS 10/2a) |
| | b. **Maintenance records, including those relating to service and repair:** Recordkeeping copies (paper, electronic, or both) | b. (GRS 10/2b) |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies | c. (GRS 10/8) |
| 1213-03 | **MOTOR VEHICLE SERVICE REPORTS**<br>Reports reflecting cost and performance data relative to the operation of administrative vehicles. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 3 years after date of report. |

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| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1213-04** | **MOTOR VEHICLE RELEASE FILES**<br>Records accumulated in connection with a transfer, sale, donation, or exchange of vehicles, including SF-97, The United States Government Certificate to Obtain Title to a Motor Vehicle. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 10/6) |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | d. (GRS 10/8) |
| **1213-05** | **MOTOR VEHICLE OPERATOR REPORT**<br>Records relating to individual employee operation of Government-owned vehicles, including driver test, authorization to use, safe driving awards, and related correspondence. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 10/7) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 10/8) |
| **1213-06** | **MOTOR VEHICLE ACCIDENT FILES**<br>Reports relating to motor vehicle accidents, maintained by transportation offices, including SF-91, Operator's Report of Motor Vehicle Accident, SF91A, Investigation Report of Motor | **TEMPORARY** |

Vehicle Accident, and SF 94, Statement of Witness.

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| a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 10/5) |
| b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. (GRS 10/8) |

**1213-07 VEHICLE TITLE FILES** — **TEMPORARY**

Records relating to the registration of vehicles, Included are titles, manufacturers and dealers' statements of origin, and related papers.

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| a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 10/6) |
| b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. (GRS) 10/8) |

## 1214 - SMALL BUSINESS PROGRAM FILES

These files result from the NIMA program to assure maximum participation of small business concerns in the procurement of supplies and services. The files accumulate in offices of small business advisors or specialists, contracting officers, and in other offices engaged in these activities.

| Series | Type of Files | Disposition |
|---|---|---|
| 1214-01 | **SMALL BUSINESS INFORMATION**<br>Records relating to communications or discussions which provide small business concerns with competency certificates and information about requirements for suppliers on bidder lists, adapting their production facilities. Compete for prime contracts or subcontracts, changes in specifications that make it possible for them to meet future procurement, and other matters concerning the participation of small business concerns in the procurement program. Included are inquiries from small business concerns, issuance or withdrawal of certificates of competency as to their capacity and credit standing, memorandums recording discussion with representatives of small business concerns, and similar records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 6 years 3 months old. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | c. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1214-02 | **SMALL BUSINESS REPORTING**<br>Records accumulated by small business advisors for review and analysis of small business activity. Primarily these are reports received | **TEMPORARY** |

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| | from procurement offices on such subjects as proposed procurement actions, procurement action summaries, and individual procurement actions. | |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 6 years old. |
| | b. Paper records maintained separately from the recordkeeping system. | b. Destroy when 180 days old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | c. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1214-03** | **SMALL BUSINESS DATABASE**<br>Lists of businesses determined to be qualified to participate in the small business program. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when superseded, obsolete, or no longer needed. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1214-04** | **APPOINTMENT NOTICES**<br>Letters of appointment of Small And Disadvantaged Business Specialists (SADBS). | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when superseded, obsolete, or no longer needed. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

## 1215 - TRAFFIC MANAGEMENT AND FREIGHT MOVEMENT FILES

These files relate to the direction, control, and supervision of functions incident to the effective and economical use of transportation services and to control and administer the operations involved in moving freight primarily by rail and highway transport.

| Series | Type of Files | Disposition |
|---|---|---|
| 1215-01 | **TRAFFIC ENGINEERING SURVEY AND STUDY**<br>Records relating to transportation engineering studies and traffic surveys that normally cover all aspects of transportation and traffic. The surveys and studies are performed by traffic engineering teams. Included are requests for surveys and survey reports, and related papers. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 3 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1215-02 | **MATERIEL TRANSPORTABILITY**<br>Records relating to transportability of oversize or cumbrous materiel having characteristics which make transportation difficult or hazardous. These records reflect liaison with other technical agencies during the planning, developing, and initial production stages. Included are proposals, concurrence, photographs, charts, reports, publications, specifications, sketches, and similar or related records. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 2 years old. |
| | b. Electronic copies of records created using | b. Destroy/delete within 180 days after |

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| | word processing systems and electronic mail and used solely to generate recordkeeping copies. | recordkeeping copy has been produced. |
| 1215-03 | **TRANSPORTATION REPORTS AND CONTROL NUMBER INDEX FILES**<br>Reports reflecting tonnage shipped, shipments made, personnel moved inquiries that cite the transportation control number on the Transportation Control Movement Records. Included are reports, consolidated reports, and related papers. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 3 years old |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1215-04 | **TARIFF AND TENDER**<br>Records relating to the establishment, modification, and acceptance of tariffs and tenders for the carriage, storage, or handling of NIMA materiel. Included are proposals, study data, tariff and tender records, and related papers. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete on cancellation or termination. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| 1215-05 | ~~**ROUTING ORDERS**~~<br>~~Records that relate to the authorization and routing of freight shipments destined for any point in the United States or overseas. Included are requests for routing, route orders, and confirmation of route orders, reports of~~ | **TEMPORARY** |

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| | routing, permit authorizations, and correspondence about routing. | |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 9/1a) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 9/8) |
| **1215-06** | **FREIGHT ACCOUNTS**<br>Records relating to inquiries concerning carrier charges for transportation services performed; claims against carriers for losses, damages, and shortages relative to shipments; investigations, reviews, and recommendations pertaining to the settlement of disputed carriers' bills for freight services; and similar matters. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. GRS 9/1a) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. GRS 9/8 |
| **1215-07** | **CAR RECORD FILES**<br>Books or registers reflecting each car handled and containing information necessary to check demurrage bills and agreement abstracts submitted by carriers in support of bills. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 3 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1215-08** | **MOTOR CARRIER FILES** | **TEMPORARY** |

Records maintained for use in selecting proper carriers. Included are questionnaires completed by commercial motor carriers indicating their facilities for handling freight, operating authority, photographs showing types of equipment available for utilization, related correspondence, and similar records.

a. Recordkeeping copies (paper, electronic, or both) — a. Destroy/delete when 3 years old.

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. — b. Destroy/delete within 180 days after recordkeeping copy has been produced.

**1215-09 BILLS OF LADING** — **TEMPORARY**

Records relating to inbound and outbound shipments. Included are property received and property-shipped bills of lading, freight bills, shipping records, shipment planning work sheets, express receipts, tally sheets, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit privilege bills of lading cross-reference sheets, and similar and related records.

a. Recordkeeping copies (paper, electronic, or both) — a. (GRS 9/1c)

b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. — b. (GRS 9/8)

**1215-10 SHIPMENT DISCREPANCY REPORTS** — **TEMPORARY**

Records used to report discrepancies in shipments such as over, short, astray, loss of, or damage to NIMA freight; improper handling by carrier; misdirected shipments; documentation errors; nonobservance of carrier tariff requirements; and other discrepancies.

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| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 9/1b) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 9/8) |
| **1215-11** | **PARCEL POST AND PRIVATE DELIVERY SHIPMENTS**<br>Shipping instructions or other records identifying items shipped via parcel post or private delivery companies. Included are item release-receipt records and other records containing similar data. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. (GRS 12/6.a.) |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. (GRS 12/9) |
| **1215-12** | **TERMINAL FACILITIES**<br>Records maintained to aid in making routing determinations. They reflect facilities for cargo handling at terminals, including types most suitable, storage available, rail facilities available, photographs showing loading and unloading processes, and similar data. | **TEMPORARY** |
| | a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete when 3 years old. |
| | b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |
| **1215-13** | **PORT OF ENTRY CUSTOMS**<br>Records accumulated at ports of entries that | **TEMPORARY** |

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| relate to free-of-duty entry and admission of material procured abroad or returned from abroad by NIMA. Included are: Consumption Entry Permit, Summary of Entered Value, Custom Entry, or similar Custom Forms; related correspondence; and other records pertaining to the entry of materiel through customs. | |
| a. Recordkeeping copies (paper, electronic, or both) | a. Destroy/delete 6 years after the period of the account. |
| b. Electronic copies of records created using word processing systems and electronic mail and used solely to generate recordkeeping copies. | b. Destroy/delete within 180 days after recordkeeping copy has been produced. |

Redactions have been made to this record control schedule pursuant to 5 U.S.C. 552(b)(3) with the corresponding statute 10 U.S.C. 424, which protects from disclosure the "organization or any function of, and certain information pertaining to, employees of the National Geospatial- Intelligence Agency (formerly National Imagery and Mapping Service)." You will need to submit a Freedom of Information Act (FOIA) request to the Office of the General Counsel for the withheld information.

http://www.archives.gov/foia/