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CHAPTER 44. BUILDINGS MANAGER PROGRAM RECORDS

1. General. This chapter gives instructions for records related to the offices of buildings manager including subordinate elements. These instructions are contained in:

- a. Appendix 44-A. Buildings Manager General Records
- b. Appendix 44-B. Building Services Records
- c. Appendix 44-C. Building Operation and Maintenance Records
- d. Appendix 44-D. Contractual Services and Supply Operation Records
- e. Appendix 44-E. Concession Records
- f. Appendix 44-F. Safety and Environmental Records
- g. Appendix 44-G. Repair and Alteration Records
- h. Appendix 44-H. Reserved

2. Microfilming records. The records described in this chapter may be converted to microfilm and the original paper records destroyed if destruction meets the requirements of the HB, GSA Micrographics Management Program (OAD P 1882.1), chs. 3-1 and 3 and 4-3 and 4.

3. Electronic records.

a. The temporary records described in this chapter are eligible for disposal in both hard copy and electronic form. Electronic records designated for permanent retention must meet the requirements outlined in chapter 4 for transfer to the National Archives.

b. The terms "document" and "information," used throughout this chapter, refer to electronic as well as textual or paper records.

c. If temporary paper, microfilm, or electronic records described in this chapter are produced by a data base management system, the data base must be scheduled in chapter 27 of this handbook.

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This appendix describes and provides maintenance and disposition instructions for records that accumulate in all elements of offices of buildings managers or that apply to general building management (BM) matters.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44A1.	<u>Building records (NC1-121-82-1)</u> . Case files that relate to individual buildings managed by a buildings manager or that are not described elsewhere in this chapter.	Cut off at the end of the fiscal year; destroy 3 years later.
44A2-44A4.	<u>Reserved.</u>	
44A5.	<u>Data books (NC1-121-82-1)</u> . Data books containing documents prescribed by the HB, Operation and Maintenance of Real Property (PBS P 5800.18B). They are copies of records that are: (1) filed in the official file for the function, project, or case concerned, or (2) filed in higher offices.	Withdraw and destroy documents as they are superseded or become obsolete. Transfer or destroy the entire book on disposing of, or after demolishing, the building.
44A6-44A9 .	<u>Reserved.</u>	
44A10.	<u>Building startup schedules and reports (NC1-121-82-1)</u> . Documents created in establishing target dates for actions leading to, and in reporting problems and accomplishments in preparing to occupy a new building. Included are schedules, reports, and related records.	Cut off at the end of the fiscal year after occupying the building; destroy 3 years later.
44A11-44A14.	<u>Reserved.</u>	
44A15.	<u>Building name and dedication records NC1-121-82-1</u>). Documents related to dedicating, the naming or renaming, and installing seals, plaques, and memorials in, a building, except records described elsewhere in this chapter or in ch. 9.	Destroy when no longer needed for reference.
44A16-44A19.	<u>Reserved.</u>	
44A20.	<u>New building evaluation records (NC1-121-82-1)</u> . Documents created in conducting and reporting on the evaluation of new buildings to ensure good features in future designs. Included are checklists, reports, and related records.	Cut off after completing report for the third year of occupancy; destroy 2 years later.

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44A21-44A24.	<u>Reserved.</u>	
44A25.	<u>Building drawings (NC1-121-82-1).</u> Copies of drawings used in building operation and maintenance, including shop drawings. They show the design, construction, remodeling, alteration, repair, and improvement of the building, including equipment and grounds, the assignment of parking spaces, space for personnel, and equipment, including equipment maintenance manuals and related records.	Turn over drawings to new owner when building is transferred or sold. Destroy old drawings when they are revised or superseded, or when building is demolished. NOTE: Original building drawings are filed under ch. 42C30.
44A26-44A29.	<u>Reserved.</u>	
44A30.	<u>Employee assignment designations NC1-121-82-1).</u> Copies of documents appointing GSA employees for special duties in the area of buildings management and protection.	Destroy when superseded or obsolete.
44A31-44A34.	<u>Reserved.</u>	
44A35.	<u>Occupant documents (NC1-121-82-1).</u> Documents from occupants, indicating requirements for, and information about, continuing or nonstandard services.	Destroy when superseded or obsolete.
44A36-44A39.	<u>Reserved.</u>	
44A40.	<u>Inspection records (NC1-121-82-1).</u> Descriptions of and disposal instructions for the records are as follows: a. <u>BM inspection scheduling records.</u> Documents related to preparing and issuing inspection schedules except schedules published in directives. b. <u>BM inspections.</u> Documents created in surveying, inspecting, or evaluating the operation and management of a building or field office. The inspections are done to promote coordination, detect problems, and ensure compliance with policies, procedures, schedules, and orders. Included are buildings manager inspection reports, higher-echelon	Destroy on next comparable survey, inspection, or when an evaluation is conducted. Cut off at the end of the fiscal year; destroy 3 years later.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	inspection reports, and related records, but not inspection reports required for filing in the contract, project, or case files, or described elsewhere in this chapter or in ch. 9.	
44A41-44A44.	<u>Reserved.</u>	
44A45.	<u>Nonfederal inspections (NC1-121-82-1).</u> Documents created in cooperating with local governments or other organizations in inspecting Government-owned or -occupied facilities. This record category is limited to documents that cannot be identified with a specific record category described elsewhere in this chapter.	Cut off at the end of the fiscal year; destroy 3 years later.
44A46.	Withdrawn by CHGE (See app. 43F11.)	
44A47-44A49.	<u>Reserved.</u>	
44A50.	<u>Space use surveys (NC1-121-82-1).</u> Reports of, and other records related to, inspecting or surveying space use.	Cut off at the end of the fiscal year; destroy 1 year later.
44A51-44A59.	<u>Reserved.</u>	
44A60.	<u>Credential control records (NC1-121-82-1).</u> Documents created in recording and controlling the issuance of credentials. Included are requests, receipts, accountability records, reports of lost credentials and related records.	Cut off at the end of the fiscal year, after the returning or accounting for the related credential; destroy 1 year later.
44A61-44A64.	<u>Reserved.</u>	
44A65.	<u>Credentials (GRS 11/4a).</u> Identification cards, passes, letters of authorization, and similar credentials issued and controlled by offices of buildings managers.	Destroy 3 months after return to issuing office.

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44A66- 44A69.	<u>Reserved.</u>	
44A70.	<u>Permit, license, and easement records (NC1-121-82-1).</u> Documents related to, and used in controlling the issuing of, licenses, permits, easements, and similar documents. This category is limited to documents that do not relate to case files described elsewhere in this chapter.	
	a. Records related to permits, licenses, or easements issued by the buildings manager.	Cut off at the end of the fiscal year; after denying or revoking permit; or when document expires. Destroy 3 years later.
	b. Records related to documents issued by higher officials.	Cut off at the end of the fiscal year; destroy 2 years later.
44A71- 44A74.	<u>Reserved.</u>	
44A75.	<u>Health unit records (NC1-121-82-1).</u> Documents related to establishing and operating health units. Included are occupant requests to establish units, interagency agreements, justifications, communications regarding operation, and related records.	
	a. Agreements.	Destroy when superseded or obsolete.
	b. Other records.	Cut off at the end of the fiscal year; destroy 2 years later.
44A76- 44A79.	<u>Reserved.</u>	
44A80.	<u>Community activities (NC1-121-82-1).</u> Documents created in approving, controlling, and ensuring removal of Living Building Program activities, community exhibits, review stands, and advertisements in Government-owned and -occupied buildings, but not documents related to federally recognized charitable campaigns covered in ch. 9.	Cut off at the end of the fiscal year; destroy 1 year later.
44A81- 44A84.	<u>Reserved.</u>	

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44A85.	<u>Posting records (NC1-121-82-1)</u> . Documents created in the displaying of printed, graphic, or other material on building premises, and bulletin boards.	Cut off at the end of the fiscal year; destroy 1 year later.
44A86-44A89.	<u>Reserved.</u>	
44A90.	<u>BM contest records (NC1-121-82-1)</u> . Records related to incentive contests to evaluate field offices and motivate field office personnel, except protection contests described elsewhere in this chapter.	Cut off at the end of the fiscal year; destroy 2 years later.
44A91-44A94.	<u>Reserved.</u>	
44A95.	<u>Staff-hour distribution records (NC1-121-82-1)</u> . Documents showing staff-hours expended by employee(s) by project, activity, or item. Included are GSA Form 1079, Daily Summary Time Reports, and FBF Time Summaries and comparable documents, but not employee time and attendance records described in ch. 9.	Cut off at the end of the fiscal year; destroy 2 years later.
44A96-44A99.	<u>Reserved.</u>	
44A100.	<u>Financial and management information reports (NC1-121-82-1)</u> . Documents related to financial and management information reports containing data received by buildings managers' offices and used to determine current financial status, program performance, and historical trends.	Cut off at the end of the fiscal year; destroy 2 years later.
44A101-44A104.	<u>Reserved.</u>	
44A105.	<u>Monthly change reports (NC1-121-82-1)</u> . Documents created in preparing and submitting reports of changes in personnel, official addresses, telephone numbers, and workload. Included are monthly change reports and related records.	Cut off at the end of the fiscal year; destroy 1 year later.
44A106-44A109.	<u>Reserved.</u>	

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44A110	<p><u>Business services records (NC1-121-82-1).</u> Documents accumulated in advising and assisting individuals and commercial concerns interested in doing business with the Government, displaying and distributing bidding documents, and in reporting information on contacts with such individuals and concerns. Included are copies of bidding materials, reports of contacts, correspondence, and related records.</p>	<p>Cut off at the end of the fiscal year; destroy when 1 year old, except that bid invitations may be destroyed when the deadline for receiving bids expires.</p>
	<p>Bid invitations.</p>	<p>Destroy when the deadline for receiving bids expires.</p>
	<p>Other documents.</p>	<p>Cut off at the end of the fiscal year; destroy 1 year after cutoff.</p>

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This appendix provides descriptions of, and maintenance and disposition instructions for, records documenting building service functions supervised by offices of, and units under, buildings managers. The functions include elevator operation, sanitation, cleaning, grounds maintenance, snow removal, parking, and similar work when these services are performed by government employees. When these services are performed by the contractors, which are similar or identical to those generated when Federal employees perform the services, the records must be kept as a part of the contract file.

RECORD SYMBOL	DESCRIPTION OF RECORD	AUTHORIZED DISPOSITION
44B1.	<p><u>Vertical transportation records (NC1-121-82-1)</u>. Documents related to the operation of elevators, escalators, and dumbwaiters. Descriptions of, and maintenance and disposition instructions for, the records are as follows:</p>	
	<p>a. <u>Elevator operation authorizations</u>. Supervisor's copy of authorizations to operate elevators, but not field office copies, which are filed under subpar. 9B25c (1), supervisor's personnel records.</p>	Destroy when superseded or obsolete.
	<p>b. <u>Vertical transportation operation schedules</u>. Documents created in developing, maintaining, and revising schedules for operating elevators and escalators. Included are traffic survey data, schedules, and related records.</p>	
	(1) Schedules.	Destroy when superseded or obsolete.
	(2) Other records.	Cut off annually; destroy 2 years later.
	<p>c. <u>Vertical transportation inspection and maintenance records</u>. Documents created in scheduling and reporting maintenance and inspection of elevators, escalators, and dumbwaiters. Included are schedules, acknowledgments of inspection, certificates of inspection, routine and special reports of inspection, and related records.</p>	
	(1) Certificates.	Destroy when the spaces provided are filled or when a new form is required due to wear.
	(2) Acknowledgments.	Destroy on receiving next inspection acknowledgment.
	(3) Other records.	Cut off at end of the calendar year; destroy 2 years later.
	d. <u>Elevator data cards</u> . Card records	Destroy on replacing or removing the elevator,

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
	containing identification, location, operation, repair, and alteration data for each elevator.	or on donating, selling, or demolishing the building.
44B2-44B4.	<u>Reserved.</u>	
44B5.	<u>Parking records (NC1-121-82-1).</u> Descriptions of and maintenance and disposition instructions for the records are as follows: <ol style="list-style-type: none"> a. <u>Parking general.</u> Documents related to parking matters not described elsewhere in this chapter. Included are communications about parking, communications with tenant agencies, and similar records. Use this paragraph instead of subpar. 9C1a for general parking matters. b. <u>Parking area allotments.</u> Documents accumulated in allotting and controlling parking provided to tenant agencies. c. <u>Parking space controls.</u> Documents accumulated by offices of buildings managers responsible for assigning and controlling parking spaces. Included are cards or other documents showing names of persons assigned parking spaces. 	<p>Cut off at the end of the fiscal year; destroy 2 years later.</p> <p>Destroy when superseded or obsolete.</p> <p>Cut off at the end of the fiscal year; destroy 3 year later.</p>
44B6-44B9.	<u>Reserved.</u>	
44B10.	<u>Grounds improvement coordination records (NC1-121-82-1).</u> Documents accumulated in coordinating the operation, maintenance, and improvement of grounds, sidewalks, on-street parking areas, approaches, and roads with local officials and community organizations. The records are limited to documents not identified with a repair and improvement project or other case file described elsewhere in this chapter.	Cut off at the end of the fiscal year; destroy 2 years later.
44B11-44B14.	<u>Reserved.</u>	

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44B15.	<p><u>Cleaning and sanitation records (NC1-121-82-1).</u> Descriptions of and maintenance and disposition instructions for the records are as follows:</p> <p>a. <u>Cleaning and sanitation general records.</u> Documents related to cleaning and sanitation, except files described elsewhere in this chapter. Use this paragraph instead of subpar. 9C1a for general cleaning and sanitation matters.</p> <p>b. <u>Cleaning surveys.</u> Documents accumulated in surveying building space to identify cleaning needs for use in determining the manpower and funds required. Included are copies of coded floor plans, cleaning survey summary sheets, building cleaning survey forms, and related records.</p> <p>c. <u>Cleaning staff organization.</u> Charts and related records showing the organization, functions, and responsibilities of the cleaning force.</p> <p>d. <u>Cleaning schedules.</u> Schedules, layouts, and related records showing areas and items to be cleaned and the dates for cleaning.</p> <p>e. <u>Cleaning assignments, reports, and inspection records.</u> Documents used to assign cleaners, report work done, and evaluate work done. Included are work assignment and accomplishment forms, inspection reports, complaints, notices of cleaning required, and related records.</p> <p>(1) Permanent work assignments.</p> <p>(2) Periodic work assignments and inspections.</p> <p>(3) Other records.</p> <p>f. <u>Safety belt records.</u> Documents used to record identification, repair, and other data about window-washers' safety belts.</p>	<p>Cut off at the end of the fiscal year; destroy 2 years later.</p> <p>Destroy when superseded or obsolete.</p> <p>Cut off at the end of the fiscal year; destroy 1 year later.</p> <p>Cut off at the end of the fiscal year; destroy 2 months after cutoff.</p> <p>Destroy after disposing of the belt.</p>

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44B16-44B19.	<u>Reserved.</u>	
44B20.	<p><u>Snow removal records (NC1-121-82-1).</u> Documents accumulated in preparing snow removal plans, assigning employees to snow removal teams, and controlling and reporting on snow removal operations. Included are letters to local road officials, snow removal plans, assignment letters, operation reports, weather reports, and related records.</p> <p>a. Plan and related records.</p> <p>b. Other records.</p>	<p>Destroy when superseded or obsolete.</p> <p>Cut off at the end of the fiscal year; destroy 1 year later.</p>

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This appendix describes and gives maintenance and disposition instructions for, records documenting building and utility operation and maintenance functions performed by offices and lesser units under buildings managers. When the services are performed by a contractor, the records submitted by the contractor, which are similar to or identical to those generated when Federal employees perform the services, must be kept as a part of the contract file.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44C1.	<u>Building operation and maintenance general records (NC1-121-82-1)</u> . Documents related to operating and maintaining buildings and utilities, except records described elsewhere in this chapter or in ch. 9.	Cut off at the end of the fiscal year; destroy 2 years later.
44C2-44C4.	<u>Reserved.</u>	
44C5.	<u>Craft requirement books (NC1-121-82-1)</u> . Documents accumulated in developing and submitting force account staff-hour requirements for tour assignment, maintenance and operation, repair and improvement, and service calls. The documents are kept in looseleaf notebooks.	Destroy when superseded or obsolete.
44C6-44C9.	<u>Reserved.</u>	
44C10.	<u>Tour assignments (NC1-121-82-1)</u> . Documents showing tours of duty for craft personnel, descriptions of the work required, and when it is to be done.	Destroy when superseded or obsolete.
44C11-44C14.	<u>Reserved.</u>	
44C15.	<u>Craft productive staff-hour summaries (NC1-121-82-1)</u> . Daily, monthly, or other summaries of productive staff-hours programmed and expended.	Cut off at the end of the fiscal year; destroy 2 years later.
44C16-44C19.	<u>Reserved.</u>	
44C20.	<u>Maintenance control cards (NC1-121-82-1)</u> . Cards used to notify supervisors when preventive maintenance is due on an item and to record the date of, and staff-hours devoted to, the maintenance.	Destroy when card is filled and information is brought forward to new card or on disposing of the item or building.
44C21-44C24.	<u>Reserved.</u>	
44C25.	<u>Preventive maintenance guide development (NC1-121-82-1)</u> . Documents accumulated in requesting development of preventive maintenance guides for items not covered by published standards.	Cut off at the end of the fiscal year after approving guide; destroy 1 year later.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
44C26-44C29.	<u>Reserved.</u>	
44C30.	<u>Service call work authorizations.</u> Documents used to record calls for nonreimbursable services and to authorize and report work done.	
	a. <u>Suspense copies (NC1-121-82-1).</u>	Destroy after return of original when work is completed.
	b. <u>Originals (---).</u>	Cut off monthly; destroy 3 years later.
44C31-44C34.	<u>Reserved.</u>	
44C35.	<u>Work authorization records (NC1-121-82-1).</u> Descriptions of and maintenance and disposal instructions for the records are as follows:	
	a. <u>Work authorization orders.</u> Documents used to authorize and account for work required in managing buildings. Included are requests, justifications, approvals, job orders, work orders, and related records.	Cut off at the end of the fiscal year; destroy 2 years after cutoff.
	b. <u>Work authorization registers.</u> Registers used to record information on the receipt of, work called for by, number assigned to, and other data on job and work orders.	Destroy 2 years after register sheet or book is filled.
	c. <u>Work authorization controls.</u> Forms kept by shop supervisors, showing job order estimates by shop and labor and material expended to date.	Destroy when job is completed.
44C36-44C39.	<u>Reserved.</u>	
44C40.	<u>Guaranty and warranty records (NC1-121-82-1).</u> Guarantees and warranties obtained with, that apply to materials and equipment, including related records.	Destroy when guaranty or warranty expires.
44C41-44C44.	<u>Reserved.</u>	
44C45.	<u>Equipment history cards (NC1-121-82-1).</u> Cards used to record the maintenance and repair history of selected items of equipment.	Transfer with equipment or destroy after disposing of equipment.
44C46-44C49.	<u>Reserved.</u>	

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
44C50	<u>Mechanical equipment data forms (NC1-121-82-1).</u> Documents that identify building mechanical equipment used as an aid in inspection and related records.	Destroy when superseded or obsolete.
44C51-44C54.	<u>Reserved.</u>	
44C55.	<u>Operating equipment inspection records (NC1-121-82-1).</u> Documents created in reporting and certifying inspection of mechanical equipment other than elevators, escalators, and dumbwaiters. Included are boiler and unfired pressure vessel inspection reports, chemical inspection reports on boilers, inspection certificates, reports of shutdowns, lubrication schedules and inspection records, sprinkler test reports, fire extinguisher test reports, and related records, except inspection and maintenance records described elsewhere in this chapter.	Cut off at the end of the fiscal year; destroy 5 years later.
44C56-44C59.	<u>Reserved.</u>	
44C60.	<u>Battery inspection records (NC1-121-82-1).</u> Documents recording maintenance inspections of storage batteries.	Cut off at the end of the fiscal year; destroy 5 years later.
44C61-44C64.	<u>Reserved.</u>	
44C65.	<u>Equipment repair cards (NC1-121-82-1).</u> Documents used by shop employees to identify and control equipment received for repair.	Destroy when equipment is picked up or returned.
44C66-44C69.	<u>Reserved.</u>	
44C70.	<u>Repair notice tags (NC1-121-82-1).</u> Documents indicating maintenance and repair work done, such as danger tags, open-valve tags, followup forms, and similar records.	Destroy after completing work.
44C71-44C74.	<u>Reserved.</u>	
44C75.	<u>Plant operation logs (NC1-121-82-1).</u> Logs (often attached to or kept in or near heating or other plants) to record equipment operation and condition, action taken, and occurrences during the shift, but not equipment records described elsewhere in this chapter.	Destroy 5 years after log book or sheet is filled, or on disposing of the equipment.

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
44C76-44C79.	<u>Reserved.</u>	
44C80.	<u>Heating and air conditioning schedules (NC1-121-82-1).</u> Schedules for operating heating and air conditioning plants, including related records.	Destroy when superseded or obsolete.
44C81-44C84.	<u>Reserved.</u>	
44C85.	<u>Heating and refrigeration operating records (NC1-121-82-1).</u> Documents used to record daily operating data for air conditioning and refrigeration systems.	Cut off at end of the calendar year; destroy when 1 year old, except that one copy showing typical daily readings for each year may be kept for as long as needed to provide a record of operating conditions.
44C86-44C89.	<u>Reserved.</u>	
44C90.	<u>Ashes and cinder delivery records (NC1-121-82-1).</u> Documents used to record ashes and cinders delivered by contractors.	Cut off at the end of the fiscal year; destroy 1 year later.
44C91-44C94.	<u>Reserved.</u>	
44C95.	<u>Lighting records (NC1-121-82-1).</u> Reports of lighting surveys that did not result in the preparing of an order for, or the installing of, new or altered lighting; logs recording burnouts and replacements; and related records.	Cut off at the end of the fiscal year; destroy 1 year later.
44C96-44C99	<u>Reserved.</u>	
44C100.	<u>Utility consumption records (NC1-121-82-1).</u> Documents accumulated in recording, analyzing, certifying bills for, and otherwise taking action on utility services consumed. Included are copies of bills and certifications; submeter readings; demand and cost figures; but not payment copies of bills sent to regional offices or imprest fund cashiers.	Cut off at the end of the fiscal year; hold until 1 year after energy goal dates have passed. Destroy 3 years later.

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
44C101- 44C109.	<u>Reserved.</u>	
44C110.	<u>Painting program records (NC1-121-82-1).</u> Documents created to schedule interior and exterior painting, identify painting requirements, and report progress. Included are painting program documents, coded drawings, card files identifying paintable units, work schedules, approvals, progress reports, and related records.	
	a. Progress reports.	Cut off at the end of the fiscal year; destroy 2 years later.
	b. Other records.	Destroy when superseded or obsolete.
44C111- 44C114.	<u>Reserved.</u>	
44C115.	<u>Water treatment records (NC1-121-82-1).</u> Documents accumulated in arranging for or conducting tests of and treating water used for boilers and other mechanical equipment, except contract records created in obtaining commercial treatment services. Included are questionnaire test instruction forms, testing instructions, test results and related records.	
	a. Testing instructions.	Destroy when superseded or obsolete.
	b. Other records.	Cut off at the end of the fiscal year; destroy 5 years later.

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This appendix describes, and gives maintenance and disposal instructions for, records documenting contractual services; stockroom, yard, and cupboard supply operations; and the control of uniform allowances. This appendix does not apply to records showing accountability for issued items of administrative and operating property. (See ch. 19.)

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44D1.	Withdrawn by CHGE (See app. 13C25 and 13C50)	
44D2.	Withdrawn by CHGE (See app. 13C6.)	
44D3- 44D9.	<u>Reserved.</u>	
44D10.	Withdrawn by CHGE (See app. 13C26.)	
44D11- 44D14.	<u>Reserved.</u>	
44D15.	<u>General storeroom records (NC1-121-82-1).</u> Documents related to the general administration of storerooms, cupboards, fuel yards, warehouses, lumberyards, and similar supply sources, except records described elsewhere in this chapter or in ch. 9.	Cut off at the end of the fiscal year; destroy 3 years later.
44D16- 44D19.	<u>Reserved.</u>	
44D20.	Withdrawn by CHGE (See app. 13B26.)	
44D21- 44D24.	<u>Reserved.</u>	
44D25.	<u>Stock allowance records (NC1-121-82-1).</u> Documents showing the type and quantity of items authorized for stocking. Included are allowance lists, justifications, approvals, modification, and related records.	Destroy when superseded or obsolete.
44D26- 44D29.	<u>Reserved.</u>	

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
44D30.	Stock control records (NC1-121-82-1). Stock control records established for stockrooms, lumberyards, fuel yards, warehouses, and similar storage points to control stocks held for issuance. Included are stock record cards, stock replenishment data cards, and stock number index inserts.	
	a. Stock record cards.	Destroy 3 years after card is filled and balances are brought forward to a new card, or 3 years after final entry on card for discontinued stock.
	b. Stock replenishment cards.	Destroy after 10 years or after discontinuing the item.
	c. Stock number index inserts.	Destroy on discontinuing the item or on preparing a new index insert.
44D31-44D34.	<u>Reserved.</u>	
44D35.	<u>Stockroom voucher records (NC1-121-82-1).</u> Documents supporting increases, changes, and decreases in stock record accounts. Included are requisitions; packing lists; stockroom invoices or issuance slips; inventory reports and property transfer documents; property writeoff documents, including copies of reports of property for survey and property releases; and related records.	Cut off at the end of the fiscal year; destroy 3 years later.
44D36-44D39.	<u>Reserved.</u>	
44D40.	<u>Memorandum receipt records (NC1-121-82-1).</u> Folders containing property receipts and credit documents for each accountable item issued.	
	a. Documents.	Destroy documents as related property is returned or accounted for.
	b. Logs (when used instead of document receipts).	Destroy when log book or sheet is filled and all property is returned or accounted for.
44D41-44D44.	<u>Reserved.</u>	

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
44D45.	<u>Returnable container records (NC1-121-82-1).</u> Inventories to ensure the return of, and other records about, empty drums, reels, and other containers on which the Government makes security deposits.	
	a. Return controls.	Destroy when container returned.
	b. Other records.	Cut off at the end of the fiscal; destroy 3 years later.
44D46- 44D54.	<u>Reserved.</u>	
44D55.	<u>Surplus sales (NC1-121-82-1).</u> Documents accumulated by offices of buildings managers at remote locations in conducting small lot sales of waste, scrap, or other materials. Included are authorizations to conduct sales; sales announcements, letters and slips; and related records.	
	a. Sale authorizations.	Destroy when superseded or obsolete.
	b. Sales files.	Cut off at the end of the fiscal year; destroy 3 years later.
44D56- 44D64.	<u>Reserved.</u>	
44D65.	<u>Uniform allowance controls (NC1-121-82-1).</u> Documents established to make sure that requests are submitted when employee uniform allowances are due. This record category does not apply to Standard Form 7B, Employee Record, when it is used as a uniform allowance control in addition to its prescribed use. (See par. 9B25b.)	Transfer with employee when he/she transfers to another field office. Destroy on transferring employee to a job within GSA that does not require a uniform, on separating employee from GSA, or when the record is superseded or becomes obsolete.

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This appendix describes and gives maintenance and disposition instructions for records from concession functions performed by offices of buildings managers and units under them.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44E1.	<u>Concession general records (NC1-121-82-1).</u> Documents related to concessions, except files described elsewhere in this chapter or ch. 9.	Cut off at the end of the fiscal year; destroy 2 years later.
44E2- 44E4.	<u>Reserved.</u>	
44E5.	<u>Concession records (NC1-121-82-1).</u> Documents related to establishing, operating, and modifying concessions, including vending machines and pay telephones. Included are requests; copies of contracts, agreements, licenses, and modifications; other authorization documents, concession record cards; floor plans; inspection reports; space assignments; photographs; letters about sale items or services; utility surveys, reports; agreements; and related records.	Place in inactive file when contract, license, agreement, or authorization expires or is ended or when request disapproved. Cut off inactive file at end of the calendar year; destroy 1 year later.
44E6- 44E9.	<u>Reserved.</u>	
44E10.	<u>Concession operation records (NC1-121-82-1).</u> Documents from evaluating concession services, surveying concessions, requesting banking services, coordinating interior decoration, arranging purchases of furnishings and equipment, authorizing social functions, and similar activities not related to contract administration. Included are survey reports, service requests, copies of work orders, questionnaires, correspondence, and related records.	Cut off at the end of the fiscal year; destroy when 3 years old, except that service questionnaires may be destroyed when no longer needed.
44E11- 44E14.	<u>Reserved.</u>	
44E15.	<u>Concession operation reports (NC1-121-82-1).</u> Documents accumulated in recording and reporting fees payable or paid to GSA from concession operations, vending machine commissions, and related collection activities. Included are GSA Form 2817, Monthly (or 4-week) Profit/Loss Proforma Operating Statement, and related records.	Cut off at the end of the calendar year; destroy 3 years later.

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44E16- 44E19.	Reserved.	
44E20.	<u>Concession equipment cards (NC1-121-82-1).</u> Cards used to control the installation and removal of concession equipment, including vending machines.	Destroy when superseded or obsolete, or 2 years after equipment is removed.

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This appendix describes and gives maintenance and disposition instructions for records resulting from safety and environmental functions administered by offices of buildings managers. The term "safety and environmental" includes accident and fire prevention; shelter management, damage assessment, radiological monitoring, and other activities; except physical security program records filed under app. 43-E of this HB.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44F1.	<u>General safety records (NC1-121-82-1).</u> Documents accumulated in the administering of safety activities under offices of buildings managers, except records described elsewhere in this chapter. Use this paragraph instead of subpar. 9C1a.	Cut off at the end of the fiscal year; destroy 2 years later.
44F2-44F4.	<u>Reserved.</u>	
44F5.	<u>Accident and fire prevention planning records (NC1-121-82-1).</u> Plans for, and schedules of, activities to improve accident and fire prevention programs.	Destroy when plan or schedule no longer applies.
44F6-44F9.	<u>Reserved.</u>	
44F10.	<u>Safety meetings (NC1-121-82-1).</u> Minutes of, and related records about, accident and fire prevention meetings, protection council meetings, or other safety group meetings.	Cut off at the end of the fiscal year; destroy 2 years later.
44F11-44F14.	<u>Reserved.</u>	
44F15.	<u>Equipment operation permit and training records (NC1-121-82-1).</u> Documents accumulated in training, issuing of permits to, and reporting on, operators using power tools or other possibly dangerous equipment. Included are requests for training, reports of operator training, permit and authorization controls, notices of permits or authorizations records.	
	a. Permit and authorization controls not kept in the personnel information file, par. 9B25c.	Destroy when employee separates, or when authorization is revoked or expires.
	b. Other records.	Cut off at the end of the fiscal year; destroy 2 years later.
44F16-44F19.	<u>Reserved.</u>	

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44F20.	<u>Safety inspection and survey records (NC1-121-82-1)</u> . Copies of protection inspection reports, self-inspection reports, technical survey reports, preoccupancy inspection reports, similar reports, and related records.	Cut off at the end of the fiscal year; destroy 2 years later.
44F21-44F24.	<u>Reserved.</u>	
44F25.	<u>Accident and fire prevention promotion records (NC1-121-82-1)</u> . Documents accumulated as a result of contests or other activities to promote accident and fire prevention. Included are notices, contest entries, activity reports, award notices, and related records.	Cut off at the end of the fiscal year; destroy 2 years later.
44F26-44F29.	<u>Reserved.</u>	
44F30.	<u>Accident and fire cases (NC1-121-82-1)</u> . Documents created in reporting on, investigating, and taking action on accidents, incidents, and fires. Included are reports of accidents and fires; investigative reports; copies of statements; requests for, and reports of, medical examinations; and related records.	Cut off at the end of the fiscal year; destroy 2 years later.
44F31-44F34	<u>Reserved.</u>	
44F35.	<u>Civil defense and disaster planning records (NC1-121-82-1)</u> . Copies of building civil defense or disaster plans prepared by occupant agencies, damage control plans prepared by offices of buildings managers, shelter management plans, similar plans, and correspondence, reports, and other records relating to their preparation, maintenance, and execution.	
	a. Plans.	Destroy when superseded, obsolete, or no longer needed.
	b. Other records.	Cut off at the end of the fiscal year; destroy 2 years later.
44F36-44F39.	<u>Reserved.</u>	

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<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
b. Other records.		Cut off at the end of the fiscal year; destroy 2 years later.
44F36-44F39.	<u>Reserved.</u>	
44F40.	<p><u>Damage control records (NC1-121-82-1).</u> Documents accumulated in establishing, assigning, training members of, reporting on, and participating in other activities of, civil defense and disaster control organization. Included are assignment designations, shelter designations, shelter stock reports, civil defense status reports, training notices and reports, and related records.</p>	<p>a. Assignments and designation. Destroy when superseded or obsolete.</p> <p>b. Other records. Cut off at the end of the fiscal year; destroy 2 years later.</p>

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This appendix describes and gives maintenance and disposition instructions for, records documenting repair and alteration (R&A) functions administered by offices of buildings managers and units under them.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44G1.	<u>R&A general records (NC-1-121-82-1).</u> Documents related to R&A functions administered by offices of buildings managers and units under them. Use this paragraph instead of subpar. 9C1a.	Cut off at the end of the fiscal year; destroy 5 years later.
44G2- 44G4.	<u>Reserved.</u>	
44G5.	<u>Facility records (NC1-121-82-1).</u> Documents showing requirements for, status of, and other information related to, projects for repairing and altering buildings. Included are maps, photographs, floor plans, occupancy permits, retention and disposal recommendations, repair and improvement work item inventories, building equipment obsolescence data, occupancy reports, copies of inspection reports, and related records.	Withdraw documents when they are superseded or become obsolete. Destroy entire file on selling, donating, or demolishing the building, or on transferring the building to another agency.
44G6 - 44G14.	<u>Reserved.</u>	
44G15.	<u>R&A inspection records (NC1-121-82-1).</u> Schedules for, reports of, and records related to, R&A inspections (by buildings managers) of buildings within a group, except inspection reports in R&A project/contract records.	Cut off at the end of the fiscal year; destroy when superseded or obsolete.

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This appendix describes and gives maintenance and disposition instructions for, records documenting repair and alteration (R&A) functions administered by offices of buildings managers and units under them.

<u>RECORD SYMBOL</u>	<u>DESCRIPTION OF RECORD</u>	<u>AUTHORIZED DISPOSITION</u>
44G1.	<u>R&A general records (NC-1-121-82-1).</u> Documents related to R&A functions administered by offices of buildings managers and units under them. Use this paragraph instead of subpar. 9C1a.	Cut off at the end of the fiscal year; destroy 5 years later.
44G2- 44G4.	<u>Reserved.</u>	
44G5.	<u>Facility records (NC1-121-82-1).</u> Documents showing requirements for, status of, and other information related to, projects for repairing and altering buildings. Included are maps, photographs, floor plans, occupancy permits, retention and disposal recommendations, repair and improvement work item inventories, building equipment obsolescence data, occupancy reports, copies of inspection reports, and related records.	Withdraw documents when they are superseded or become obsolete. Destroy entire file on selling, donating, or demolishing the building, or on transferring the building to another agency.
44G6 - 44G14.	<u>Reserved.</u>	
44G15.	<u>R&A inspection records (NC1-121-82-1).</u> Schedules for, reports of, and records related to, R&A inspections (by buildings managers) of buildings within a group, except inspection reports in R&A project/contract records.	Cut off at the end of the fiscal year; destroy 2 years later.