

Rev NCD 3 Dec 80/84

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NC1-121-81-1
DATE RECEIVED	December 10, 1980
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-26-87 Date	<i>Frank S. Bink</i> Archivist of the United States

TO GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1 FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2 MAJOR SUBDIVISION

Public Building Service

3 MINOR SUBDIVISION

Space Management Division

4 NAME OF PERSON WITH WHOM TO CONFER

Ray Hershberger

5 TEL EXT

566-0673

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 10 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE <u>12/8/80</u>	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William Hebert</i>	E TITLE Acting Chief, Records Management Branch
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7 ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10. ACTION TAKEN
	<p><u>Space Management Program Records</u></p> <p>Changes to files descriptions and disposition schedules are contained in the enclosed chapter 40 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p> <p><i>11/14/88: 2d distribution. GSA, NCF, NNA, NNX, NNT</i></p>	NN-171-42	

30 items

3/2/87 PBS-NCF-NNA, NNSR-NNF

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40A1. General space management files. Documents related to space planning, acquisition, use, and similar activities associated with Federal agencies or private organizations and which cannot appropriately be placed in any of the other files described in this chapter.

Cut off annually, destroy when 2 years old.

40A2 - 40A4. Reserved.

40A5. Project scheduling files. Documents created in the planning, programing, scheduling, administering, managing and reporting on space management projects. Included are GSA Forms 1829 through 1838, supporting papers, correspondence, and related documents.

- a. Central Office: Cut off monthly, destroy when 4 months old.
- b. Other offices: Destroy after transfer of incomplete projects to new fiscal year schedule.

40A6 - 40A9. Reserved.

40A10. National program files. Documents created in the advance planning for and identification of proposed projects for new buildings and for the extension, conversion, or acquisition of existing buildings, as recommended for programming in 5 year plan. Listed below are descriptions and description instructions for the segments comprising this file category

a. Program files. Documents pertaining to border station projects, SSA District Offices, postal acquisitions, historic preservation, policy procedures, reports, and related records. (These records are arranged in alphabetical order by subject.

Cut off annually, hold 3 years, and retire to FRC
Destroy when 6 years old.

b. Budget files. Documents created in the budget formulation for preparing the presentation for construction and acquisition of facilities. (These records are arranged chronological by fiscal year.)

Cut off at the end of each fiscal year, destroy
when 4 years old.

40A11 - 40A14. Reserved.

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Central and other offices

40A15. Project development program files. Documents accumulated and created at ~~the Central Office~~ in planning projects for new buildings and for the extension, conversion, or acquisition of existing buildings. Listed below are descriptions of and disposition instructions for the segments comprising this file category. (These files are arranged first by State, then city, and finally according to the segment identified in subparagraphs b through e, below. Files identified in subparagraphs a, below, are arranged by region.)

a. General files. Documents accumulated which have general reference to building or plans pertaining thereto within a city or State, but which do not properly or specifically fit into one of the categories in b through e, below, or other files described in this chapter.

All offices: Cut off annually, destroy when 2 years old.

b. Existing building files. Documents created in providing guidance for, and management of, space assignment and utilization in buildings under GSA control. Included are space studies with supporting documents, utilization survey reports and recommendations, are utilization studies, fact sheets, review and approval actions, retention or disposal evaluations, correspondence maps and photographs, and related records.

All offices: Cut off annually, hold 3 years, and retire to FRC. Destroy when 7 years old.

Note--Files for projects not completed at the time of cutoff shall be withdrawn and brought forward to the current file.

c. Project development files. Documents created in planning for new buildings, and the extension, conversion or acquisition of existing buildings. Included are survey reports; cost estimates; drafts and copies of final prospectuses; copies of project authorizations; fact sheets; space and site directives with supporting documents; congressional, agency, and internal correspondence; and related records.

All offices: Cut off on completion or cancellation of project, hold 2 years, and retire to FRC. Destroy when 7 years old.

d. Facility planning reports. Documents created in the development of short and long range ^{plans} covering current and projected Federal agency space requirements at national and regional levels. Included are planning reports containing

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community survey, maps, photographs, narrative statements supporting data, summary and approval records agency space tabulations, building evaluations, and other related records.

1. *Central Office:* Cut off on completion of cancellation of project, hold 2 years, and retire to FRC. Destroy when 7 years old.

2. *Other offices:* *destroy when 2 years old.*

e. Space requirements files. Documents created in long range planning for new buildings and for the extension, conversion, or acquisition of existing buildings. Included are agency requests for space on GSA Form 144, Net Space Requirements for Future Building Construction, and related records

1. *Central Office:* Cut off on completion of cancellation of project, hold 2 years, and retire to FRC. Destroy when 7 years old.

2. *Other offices:* *destroy when 3 years old.*

40A16 - 40A19. Reserved.

40A20. Withdrawn by CHGE.

40A21. - 40A24. Reserved.

40A25 Space assignment files. Documents created by regional offices in reviewing and analyzing space requirements of and in assigning space to Federal agencies. Included are space assignment requests, evaluation and background data, minutes or reports of contacts and conferences, on site survey reports, space studies, fact sheets, review and approval actions, space assignment records, building records, correspondence, and related records.

Cut off annually after termination of assignment; destroy when 5 years old.

40A26 - 40A29. Reserved.

~~40A30. Space utilization files. Documents created by regional offices in promoting the proper use of; reviewing requests for; making utilization inspection, surveys' and studies of; developing program guidance for; and otherwise managing space in buildings under GSA control. Included are periodic inspection findings and records, utilization survey reports, area utilization studies, annual space utilization reports' retention or disposal studies, correspondence, maps and photographs, and related records.~~

~~Cut off annually, hold 3 years, and retire to FRC. Destroy when 6 years old.~~

Note.--Bring forward to the current file periodic inspection and utilization survey reports on which recommended actions have not been completed on retention/disposal studies, maps and photographs, and related records.

40A31 - 40A34. Reserved.

40A35. Withdrawn by CHGE.

40A36 - 40A39. Reserved.

~~40A40. Space allocation standard files. Documents created in the preparation, clearance, and publication of guides for the use of space by individual agencies, included are coordinating actions, record copies of the guides, and communications pertaining to the published guides.~~

~~Place in inactive file when superseded or obsolete, destroy when 2 years old.~~

40A41 - 40A44. Reserved.

~~40A45. New building file. Documents accumulated in preliminary space assignment and utilization planning prior to occupancy of a new building or conversion or extension of an existing building. Included are copies of written contacts with the agency(ies) involved, preliminary space study data sheets, space requirement survey worksheets, functional diagrams, layout drawings, layout approvals, final partition plans, and related records.~~

~~Cut off upon occupancy of the building and establishment of the official space assignment file, hold 2 years, and retire to FRC. Destroy when 5 years old.~~

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40A~~38~~ Note.--Bring forward to the space assignments file any records needed as supporting or background data.

40A46 - 40A49. Reserved.

~~40A50. Building forecast report files. GSA Form 1906, New Building Housing Forecast and/or Post-Occupancy Data, and related records.~~

~~File the 18-month forecast report, the revised report, and the post-occupancy data report chronologically by date, cut off annually, destroy when 3 years old.~~

40A51 - 40A54. Reserved.

40A55. Site acquisition files. Documents created in the acquisition of real property and easements through purchase, exchange transfer, donation, or condemnation. Included are site investigation directives; public notices; offers to sell and synopses of offers; site investigation, inspection, appraisal, and negotiation reports; condemnation assemblies; excess property records and reports; copies of title reports; property surveys; certificates of inspection and possession; disclaimers; and related documents. Excluded are legal and judicial documents described in par. 40A60, below.

Cut off annually following final acquisition of title and/or rendering of final judgment on condemnation cases' hold 2 years, and retire to FRC. Destroy when 7 years old.

40A56 - 40A57. Reserved.

40A58. Relocation files. Documents created in the displacement of people, business, or farm operations. Included are contracts for relocation services; relocation plans; surveys; appraisals; general and individual claim files; claim forms; payment vouchers; interview and contact reports; negotiations reports; public body coordination reports; claim appeal documents; disclaimers; and related records.

Cut off annually following final relocation and payment of relocation claims' hold 2 years, and retire to FRC. Destroy when 7 years old.

40A59. Reserved.

40A60. Title document files. Legal, quasi -legal and judicial documents created in acquiring title to real property through purchase, transfer, donation, or condemnation; and granting of title to or lessor interest in, portions of a site. Included are purchase contracts; letter of property transfer between USPS and GSA, certificates of title to property or for easements; plats; boundary and topographical survey reports; legal descriptions; title insurance documents; statements of encumbrance; title opinions and rulings; permits; licenses; condemnation judgments and supporting documents; title grants or easements for fire exits, driveways' and street widenings; jurisdictional transfer actions; correspondence; and related records.

- a. Permanent. Title documents for real property acquired prior to January 1, 1921, cut off annually following acquisition of title and/or rendering of final judgment on condemnation cases, ~~hold 1 year, and offer~~ *Transfer for* ~~retire~~ to National Archives *in 5 year blocks when 10 years old.* ~~GRS~~
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- b. Title documents for real property acquired after January 1, 1921, will be retained in the regional offices and disposed of 3 years after unconditional sale or release by the Government, restriction, mortgages or other liens. ~~GRS~~
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40A61. Environmental files. Documents created and accumulated in the preparation, reviewing, and maintenance of environmental related projects. Included are environmental impact assessments (EIA), findings of no significant impact, environmental impact statements (EIS), historical files on EIA/EIS' master plans site studies, landscape plans, and specialty contract studies for the above areas of work, and related records.

Permanent. Cut off on completion of project, place in inactive file, hold 5 years, and retire to FRC. Offer to NARS when 10 years old *in 5 year blocks.*
(About 1 cu. ft./yr/Region)

40A62 - 40A64. Reserved.

40A65. Site management files.

a. Undeveloped site files. Documents created in the administration, supervision, and control of undeveloped site. Included are site directives and supporting documents; site management plans; site inspection survey reports; site conditioning actions and reports; out-lease actions; and supporting documents; lease termination survey reports, licenses, permits, easement grants, encroachment data, jurisdictional transfer actions, and similar record; correspondence; and other related records.

Cut off annually following completion of construction or disposal of site, destroy when 2 years old.

b. Developed site files. Documents created in the administration, supervision, and control of developed site. Included are licenses, permits, easement grants, encroachment data, jurisdictional transfer actions, and similar records; correspondence; and other related records.

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(1) Central Office: Place in inactive file after execution. Cut off annually, destroy when 1 year old.

(2) Regional office: Place in inactive file on termination, expiration, or revocation. Cut off annually, destroy when 1 year old.

c. Outlease files. Documents created in leasing public buildings and grounds on developed sites, including Government-leased facilities, for commercial use. Included are documents determining the availability of space for out-leasing purposes; approvals; market surveys; consultant and real estate broker reports; appraisals; analysis and cost statement; Central Office approvals; bids; abstracts, and analysis thereof; letter of acceptance and rejection; originals of leases and amendments; insurance documentation; initial condition survey reports; alteration, improvement, and repair records; rental collection records; claims; and related records.

(1) Central Office: Place in inactive file after award. Cut off inactive annually, destroy when 1 year old.

(2) Regional office: Cut off annually following termination or expiration of the lease, hold 1 year, and retire to FRC. Destroy when 6 years old.

40A66 - 40A69. Reserved.

40A70. Space offer files. Documents accumulated as the result of offers of space for lease to GSA by private individuals or organizations.

Cut off in 3-year blocks, destroy when 6 years old.

40A71 - 40A74. Reserved.

40A75. Real property lease files. Documents created in leasing real property for Government use. Included are requests for space, approvals, and supporting documents; bids, abstracts, and analyses thereof; solicitations with findings and determinations; analyses and cost statements; Central Office approvals; letters of acceptance and rejection; condemnation assemblies; originals of leases and amendments; progress inspection reports initial condition survey reports; lease digests; alteration, improvement, and repair records; claims; and related records.

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a. Central Office: Place in inactive file after award. Cut off inactive file annually, hold 3 years, and retire to FRC. Destroy when 8 years old.

b. Other offices: Place in inactive file on termination or expiration of the lease. Cut off the inactive file annually, hold 1 year, and retire to FRC. Destroy when 6 years old.

40A76 - 40A79. Reserved.

40A80. Withdrawn by CHGE.

40A81 - 40A84. Reserved.

40A85. Withdrawn by CHGE.

40A86 - 40A89. Reserved.

40A90 - Project prospectus files. A record set of (1) original prospectuses and Reports of Building Project Surveys signed by the Commissioner, PBS, and the Administrator and (2) project authorizations. *(Central office).*

Permanent. Cut of in 5 years blocks, hold 5 years, and retire to FRC. Offer to NARS when 20 years old.
(About 300 ft³/5 yrs. VOH - About 20 cu. ft.)

40A91 - 40A94. Reserved.

40A95. Space management report files. Description of, and disposition instructions for, the official copies of these files are as follows:

~~a. Master inventory reports. Reports showing real property owned and leased by the United States and consisting of machine listings for the current year and bound printed copies thereof.~~

- ~~(1) Machine listing: Destroy upon receipt of the current edition.~~
- ~~(2) Bound volumes: Destroy when no longer required for reference purposes. (Permanent copies of these records are maintained by the Office of Finance.)~~

~~b. Feeder reports. Reports providing feeder information for the master inventory report and consisting of input data from other Government agencies, regional consolidated reports, and supporting records.~~

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~~Cut off annually, destroy when 2 years old.~~

c. GSA inventory reports. Reports showing inventory of buildings under GSA assignment control, building identification data, occupyable space per building, and similar data.

Cut off annually, destroy when 2 years old.

d. Space assignment reports. Reports showing space assignment by building, agency, and occupancy right, and providing data on the building, the agency, location, space, and similar information.

Cut off annually destroy when 2 years old.

Note.--The quarterly summary of this report (printed out upon request) may be destroyed when no longer required or when a new printout is obtained.

~~e. Occupiable space and summary reports. Reports showing space summary by urban center, city, and occupancy right; space utilization by agency and bureau; space summaries by occupancy right and by agency; leases in effect; regional leased space and annual rentals; summary of buildings and active leases (including Metropolitan District of Columbia); vacant space by occupancy right; and listing of inactive records.~~

~~Cut off annually, destroy when 5 years old.~~

~~f. Building and other reports. Master building records, building register change listings, master building inventories, master assignment records, lease activity and expiration date records, personnel census listings, and similar reports.~~

~~Cut off annually, destroy when 1 year old.~~

Note.--Records referred to above are the official copies maintained in the space management reports library, Central Office, or equivalents in the regions. All other copies unless specifically described elsewhere in this chapter, should be disposed of in accordance with par. 9C3.

40A96. PBS/IS data bases. Data bases for various PBS/IS Increment 2 files stored on magnetic tapes.

a. Building file (FBUDBB), and assignment files (FSADBA): Retain (1) quarterly tapes for 5 years and (2) year-end tapes for 20 years and destroy.

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b. Lease contract file (FLCDBL), Lease Project files (FLPDBM), space request file (FSRDBR) and building details file (FBUDBC): Retain year-end tapes for 5 years and destroy.

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