

Request for Records Disposition Authority

Records Schedule Number **DAA-0556-2014-0004**
Schedule Status **Approved**

Agency or Establishment **Presidio Trust**
Record Group / Scheduling Group **Records of the Presidio Trust**
Records Schedule applies to **Agency-wide**
Schedule Subject **Facilities and Maintenance**
Internal agency concurrences will be provided **No**

Background Information **Congress created the Presidio Trust in 1996 to preserve and enhance the Presidio as an enduring resource for the American people. It is governed by six presidential appointees and the Secretary of the Interior or his designee. The Trust is required to fund the Presidio's operations, maintenance, and ongoing upgrades with income earned from rehabilitating and reusing the park's buildings. With nearly 800 structures, 1,200 residences, and the infrastructure of a small town, the Presidio has unique assets and challenges, in response to which the Trust was established. The Presidio is the only national park that is managed in this way.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
9	4	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0556-2014-0004

Sequence Number	
1	Building Rehabilitation Records
1.1	Building Rehabilitation Maps and Plans Disposition Authority Number: DAA-0556-2014-0004-0001
1.2	Building Rehabilitation Records CAD Files Disposition Authority Number: DAA-0556-2014-0004-0002
1.3	Building rehabilitation paper records Disposition Authority Number: DAA-0556-2014-0004-0003
1.4	Building rehabilitation electronic records. Disposition Authority Number: DAA-0556-2014-0004-0004
2	Operational and Equipment Maintenance Manuals Disposition Authority Number: DAA-0556-2014-0004-0005
3	Facilities and Maintenance Project Administration Records Disposition Authority Number: DAA-0556-2014-0004-0006
4	Routine Buildings and Facilities Maintenance Records Disposition Authority Number: DAA-0556-2014-0004-0007
5	Facilities and Maintenance General Correspondence and Administrative Records Disposition Authority Number: DAA-0556-2014-0004-0008
6	Easement records Disposition Authority Number: DAA-0556-2014-0004-0009

Records Schedule Items

Sequence Number											
1	<p>Building Rehabilitation Records These records document the design, construction, and restoration of structures including residential and non-residential buildings, batteries, reservoirs, magazines, hangars, and warehouses. Records include maps, specifications, architectural plans, restoration reports, construction reports, stabilization projects, structural assessments, seismic reports, compliance reviews, geotechnical investigations, design development reviews, utilities and other infrastructure records.</p>										
1.1	<p>Building Rehabilitation Maps and Plans Disposition Authority Number DAA-0556-2014-0004-0001 These records include paper maps, specifications and architectural plans.</p> <p>Final Disposition Permanent Item Status Active Is this item media neutral? No Explanation of limitation Paper only Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction Cutoff Instruction Cut off at the end of the calendar year during which the work was completed. Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off</p> <p>Additional Information What will be the date span of the initial transfer of records to the National Archives? From 1998 To 1999 How frequently will your agency transfer these records to the National Archives? Every 1 Years</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td></td> <td></td> </tr> <tr> <td>Paper</td> <td>25 Cubic feet</td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	25 Cubic feet	
	Estimated Current Volume	Annual Accumulation									
Electronic/Digital											
Paper	25 Cubic feet										

Microform		
Hardcopy or Analog Special Media		

1.2

Building Rehabilitation Records CAD Files

Disposition Authority Number DAA-0556-2014-0004-0002

These are electronic records that include as built drawings, architectural plans, shop drawing and permit files in CAD format.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation Electronic only

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cut off at project completion.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cut off

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1998 To 1999

How frequently will your agency transfer these records to the National Archives? Every 1 Years

1.3

Building rehabilitation paper records

Disposition Authority Number DAA-0556-2014-0004-0003

These records document the design, construction, and restoration of structures including residential and non-residential buildings, batteries, reservoirs, magazines,

hangars, and warehouses. Records include maps, specifications, architectural plans, restoration reports, construction reports, stabilization projects, structural assessments, seismic reports, compliance reviews, geotechnical investigations, design development reviews, utilities and other infrastructure records.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation These are paper records.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at project closure.

Transfer to Inactive Storage Transfer to FRC at project closure.

Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives? From 1998 To 1999

How frequently will your agency transfer these records to the National Archives? Every 1 Years

1.4

Building rehabilitation electronic records.

Disposition Authority Number DAA-0556-2014-0004-0004

Project management file CD and final record of project completion CD.

Final Disposition Permanent

Item Status Active

Is this item media neutral? No

Explanation of limitation These building records are maintained in electronic format; predominantly CAD or PDF formats are used.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? **Yes**

Disposition Instruction

Cutoff Instruction **Cutoff upon project completion.**

Transfer to the National Archives for Accessioning **Transfer to the National Archives 15 year(s) after project completion.**

Additional Information

What will be the date span of the initial transfer of records to the National Archives? **From 2010 To 2025**

How frequently will your agency transfer these records to the National Archives? **Every 1 Years**

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Operational and Equipment Maintenance Manuals

Disposition Authority Number **DAA-0556-2014-0004-0005**

These manuals include data sheets, diagrams, drawings, pictures, equipment lists, spare parts, warranties, and instructions to operate and maintain the equipment/ system installed on the project.

Final Disposition **Temporary**

Item Status **Active**

Is this item media neutral? **Yes**

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? **No**

Disposition Instruction

Retention Period **Destroy when manual is superseded or equipment is no longer in service whichever comes first.**

Additional Information

GAO Approval **Not Required**

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Facilities and Maintenance Project Administration Records

Disposition Authority Number **DAA-0556-2014-0004-0006**

These records include a directory, project organization charts, filing index/locks, action item list, bidder's list, clarifications/evaluations, budgets, budget forecasts,

change request/trends, claims/disputes, finance and audits, cost estimates, daily construction reports, emergency plans, financial reports, funding requests, insurance certificates, invoices, job charge reports, lien releases, look-ahead schedules, marketing newsletters, payment applications, pre-construction meeting notes, pre-mobilization submittals, presentations, project signs, proposals, request for proposals, public notifications, health and safety plans, safety training records, schedule of values, site logistics plans, site security, staffing, temporary utilities, sub-contract buy-out packages, traffic management plans (haul route) and project closeout.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at the end of each calendar year

Retention Period Destroy 15 years after cut off or when no longer needed for business purposes.

Additional Information

GAO Approval Not Required

Routine Buildings and Facilities Maintenance Records

Disposition Authority Number DAA-0556-2014-0004-0007

Records that document maintenance history and routine contracting records such as progress reports. All building servicing is recorded in a business information management system. Information recorded includes location (building number), issue for the work order, call-in date, completion date, worker's name, materials used, time spent on completion, status of the structure (historic or non-historic), whether the structure has commercial or residential use, and materials used.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

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5

Cutoff Instruction Cut off at the end of each calendar year
Retention Period Destroy 7 years after cut off or when no longer
needed for business purposes.

Additional Information

GAO Approval Not Required

Facilities and Maintenance General Correspondence and Administrative Records

Disposition Authority Number DAA-0556-2014-0004-0008

All other routine, administrative and supporting documentation not addressed elsewhere in this category. Records include agendas, calendars, project control files, and corrective actions taken to resolve minor building maintenance issues.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cut off at the end of the calendar year

Retention Period Destroy 3 years after cut off or when no longer
needed for business purposes

Additional Information

GAO Approval Not Required

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Easement records

Disposition Authority Number DAA-0556-2014-0004-0009

These records include permits and easements granted to entities to conduct construction work occurring in the areas of perpetual historical easements to adjacent properties along the southern boundary of the Presidio and the protective measures used to protect historical features. These easements are with the City and County of San Francisco for sewer lines and other infrastructure, the California Department of Transportation for the Doyle Drive area, and Public Health Service Hospital. Other easement records include the San Francisco National Cemetery, an agreement with the Veterans Administration; an agreement with the State of California, Division of Mines and Geology.

Final Disposition Temporary

Item Status Active

Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction	
Transfer to Inactive Storage	Maintain on site. These records are considered vital and therefore copies have been sent to the NARA archive in Riverside, California.
Retention Period	Maintain on site until no longer needed for agency business purposes.
Additional Information	
GAO Approval	Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/14/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
07/15/2014	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
07/29/2014	Submit For Certification	Barbara Janis	Librarian and Records Manager	External Affairs - Library
07/29/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
07/30/2014	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
07/30/2014	Submit For Certification	Barbara Janis	Librarian and Records Manager	External Affairs - Library
07/30/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
08/12/2014	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
08/15/2014	Return for Revision	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
08/15/2014	Submit For Certification	Barbara Janis	Librarian and Records Manager	External Affairs - Library
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				- Records Management Services
08/15/2014	Submit For Certification	Barbara Janis	Librarian and Records Manager	External Affairs - Library
08/15/2014	Certify	Barbara Janis	Librarian and Records Manager	External Affairs - Library
02/03/2015	Submit for Concurrence	Kate Flaherty	Appraiser	National Archives and Records Administration - Records Management Services
02/04/2015	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - Records Management Services
02/04/2015	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
02/05/2015	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist