

REQUEST FOR RECORDS DISPOSITION AUTHORITY		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>201-506-07-2</i>	
1. FROM (Agency or establishment) Defense Commissary Agency (DeCA)		DATE RECEIVED <i>9-27-2006</i>	
2. MAJOR SUB DIVISION Director, Headquarters Operations		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION Records Management		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request, including amendments is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Carol Chambliss	5. TELEPHONE (804) 734-8841		
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 <u>10</u> page(s) are not needed now 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, <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>9/22/06</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Carol Chambliss</i>		TITLE Records Officer, DeCA - East
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Office Management Files (Series 05) "Recordkeeping Copy: Media Neutral"		
WITHDRAWN <i>4/30/07</i>			

OFFICE MANAGEMENT FILES
Series 05

05 OFFICE MANAGEMENT FILES. Files relating to the management of every day administrative processes such as correspondence, records management, forms, directives, mail, printing and publications. All items in this schedule are considered "Media Neutral."

Note: items in this schedule with a disposition of "Unscheduled" can not be destroyed until approval is announced.

5-1 GENERAL CORRESPONDENCE FILES. Correspondence, reports, and related documents accumulated by management offices and staffs in the course of management planning and improvement, work simplification, paperwork management, and data processing control but EXCLUDING files described elsewhere in this paragraph.

a. **OPR:** Correspondence files of the Office of Primary Responsibility (OPR) relating to the development of management plans, policies, systems and standards, and documenting significant accomplishments.

Disposition:

UNSCHEDULED.

OPR: Permanent.

TRANSFER: to FRC when 4 years old or earlier.

TRANSFER: to NARA After 10 years.

b. **ALL OTHERS.**

Disposition:

UNSCHEDULED.

COFF: at the end of the Calendar Year

DEST: after 2 years.

5-2 RECORDS MANAGEMENT FILES. Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.

a. **SF 115S THAT HAVE BEEN APPROVED BY NARA.**

Disposition:

GRS 16, Item 2a(1)

COFF: after 1 year

DEST: in current CFA 2 years after supersession

b. **SF 135, SF 258, AND OTHER RECORDS.**

Disposition:

GRS 16, Item 2a(2)

COFF: after 1 year

TRANSFER: to RHA after 2 years

DEST: after 6 years

WITHDRAWN

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ROUTINE CORRESPONDENCE AND MEMORANDA.

Disposition:

GRS 16, Item 2a(1)

COFF: after 1 year

DEST: in current CFA after 2 years

d. STATISTICAL REPORTS. Reports of Agency holdings, from all offices and data on the volume of the records disposed of by destruction or transfer.

(1) HQ:

Disposition:

GRS 16, Item 4

COFF: after 1 year

Records Management Office DEST: after 3 years

(2) ALL OTHER OFFICES:

Disposition:

GRS 16, Item 4

COFF: after 1 year

All other Offices DEST: after 1 year

e. APPROVED FILES PLAN, SUCH AS FORM DECA 30-18, BY THE RECORDS MANAGER.

Disposition:

GRS 16, Item 2a(1)

COFF: after 1 year

DEST: in current CFA 2 years after supersession

f. RECORDS. Records that relate to the management of agency records, including such matters, reports, and files management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.

Disposition:

GRS 16, Item 7

COFF: after 1 year

DEST: when 6 years old

5-3 PROJECT CONTROL FILES. Memoranda, reports, and other records documenting assignments, progress, and completion of projects.

Disposition:

UNSCHEDULED

COFF: after 1 year

TRANSFER: to RHA after 2 years

DEST: 5 years after the project is closed

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~~5-4 REPORTS CONTROL FILES. Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including OMB 83 (formerly SF 83); copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.~~

~~Disposition:~~

~~GRS 16, Item 6~~

~~COFF: after 1 year~~

~~DEST: 2 years after the report is discontinued.~~

5-5 FEASIBILITY STUDIES. Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.

Disposition:

GRS 16, Item 9

COFF: after 1 year

DEST: 5 years after completion or cancellation of study.

5-6 MICROFORM INSPECTION RECORDS.

a. Agency COPY OF INVENTORIES, LOGS, AND REPORTS DOCUMENTING THE INSPECTION OF PERMANENT MICROFORM RECORDS, AS REQUIRED BY 36 CFR PART 1230. [See notes after item 10a.]

Disposition:

GRS 16, Item 10a

DEST: 1 year after the records are transferred to the National Archives of the United States [NOTES: (1) This item does not cover the copy of logs and reports that are attached to the SF 135 when records are transferred to a Federal records center or the SF 258 when records are transferred to the National Archives of the United States. (2) Inspection records for unscheduled records that are converted to microform are also unscheduled and may not be destroyed.]

b. AGENCY COPY OF LOGS AND OTHER RECORDS DOCUMENTING THE INSPECTION OF TEMPORARY MICROFORM RECORDS, AS RECOMMENDED BY 36 CFR PART 1230.

Disposition:

GRS 16, Item 10b

COFF: after 1 year

DEST: when 2 years old or when superseded, whichever is later.

5-7 DOCUMENTS PUBLISHED IN THE FEDERAL REGISTER. [See note after item 13b.]

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a. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b(e)(3)); hearings and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the Code of Federal Regulations.

Disposition:

GRS 16, Item 13a

DEST: when 1 year old.

b. **FILES DOCUMENTING THE PROCESSING OF SEMIANNUAL REGULATORY AGENDA.**

Disposition:

GRS 16, Item 13b

COFF: after 1 year

DEST: when 2 years old.

5-8 TECHNOLOGY, EQUIPMENT & SUPPLY FEASIBILITY STUDIES. Relates to studies conducted prior to the purchase and/or installation of any technology, equipment, and supplies.

a. **FILES EQUIPMENT AND SUPPLIES.** Documents relating to the purchase of files equipment, the evaluation, selection, and requirements for specialized equipment and supplies.

Disposition:

UNSCHEDULED

COFF: after 1 year

HQ DEST: after 5 years

All Others DEST: after 3 years

b. **STUDIES.** Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies include a consideration of alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system. information pertaining to administrative equipment management.

Disposition:

GRS 16, Item 9

COFF: after 1 year

DEST: after 5 years completion or cancellation of study

5-9 MAIL MANAGEMENT. Relates to the management of postal and mail services.

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a. POSTAL DIRECTORIES. Documents utilized in maintaining a locator system to facilitate delivery of mail to individuals such as locator cards; copies of assignment and transfer orders; and similar documents.

Disposition:

GRS 12, Item 6h

COFF: after separation or transfer of individual or when obsolete, whichever applies.

DEST: in CFA 5 months after separation or transfer of individual or when obsolete whichever applies.

b. POST OFFICE ACCOUNTABLE MAIL AND RECEIPTS. Documents relating to the handling, accounting and receipting for mail of this type such as DD Form 434, Record of Accountable Mail; US POD 3883, Firm Delivery Book Record; US POD Forms 3813 and 3813A, Sender's Receipt for Insured Mail; US POD Form 3805, and US POD Form 3877.

Disposition:

GRS 12, Item 5a

COFF: at the end of each FY

DEST: in CFA after 1 year

c. POSTAL PERSONNEL DESIGNATIONS. Document designating mail and distribution clerks and official mail control officers. Included are office appointment letters, and related information.

Disposition:

UNSCCHEDULED

COFF: after separation or transfer of individual or when obsolete, whichever applies.

DEST: in CFA 1 year after separation or transfer of individual or when obsolete whichever applies.

d. POSTAL GENERAL FILES. Correspondence, memoranda, directives, information, and guides relating to the administration of mail room operations.

Disposition:

GRS 12, Item 6g

COFF: end of each FY

DEST: in CFA after 1

e. REPORTS. Reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper treatment of mail.

Disposition:

GRS 12, Item 5c

COFF: end of each FY

DEST: in CFA after 1 year

f. STATISTICAL REPORTS. Report and data relating to handling of mail and volume of work performed.

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Disposition:

GRS 12, Item 6b

DEST: after 6 months old

g. **METERED MAIL FILES.** Official metered mail reports and all related papers.

Disposition:

GRS 12, Item 7

COFF: end of each FY

DEST: when 6 years old

h. **POSTAL IRREGULARITIES** Files. Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or destruction of mail.

Disposition:

GRS 12, Item 8

COFF: when investigation is complete

DEST: 3 years after investigation is complete

5-10 **DIRECTIVES MANAGEMENT.** This series is intended for use by offices responsible for providing these services and for those requesting or receiving these services. Each DeCA internal publication, handbook, director policy, and similar material, with supporting case file, if any, will be maintained by the issuing or controlling office.

a. **PUBLISHED MATERIAL DISTRIBUTION RECORDS.** DeCAFs accumulated from the automatic distribution of publications, blank forms, and masters based on initial requirements or re-supply requisitioning.

(1) **HQ & REGIONS:**

Disposition:

GRS 13, Item 2a

COFF: when orders have been received, maintain in CFA for 3 months

DEST: 1 year after completion of job

(2) **ALL OTHERS:**

Disposition:

GRS 13, Item 2a

COFF: when orders have been received, maintain in CFA for 3 months

b. **PLANNING FILES.** Files pertaining to planning and other technical matters.

Disposition:

GRS 13, Item 2a

COFF: at end of each FY

DEST: when 3 years old.

c. **INTERNAL PUBLICATION RECORDS SETS.** Copy of each directive or change issued. Directives within this set will be filed numerically. Each folder or binder

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Series 05

of the record set will be distinctly marked "Record Set". Documents described will not be charged out or posted. Each record set will be complete and will be retired to the appropriate records center.

(1) HQ:

Disposition:
UNSCHEDULED
PERMANENT
COFF: annually

(2) ALL OTHERS:

Disposition:
UNSCHEDULED
All Others: DEST when superseded or no longer needed.

d. PUBLICATION REFERENCE SETS. Offices responsible for issuing directives will maintain one set for reference purposes when needed or required. This set will include a copy of those publications included in the "Record Set" and copies of other publications issued by DeCA for which a "Record Set" is not required. Each folder or binder in this set will be distinctly marked "Reference Set" and will be kept currently posted.

Disposition:
UNSCHEDULED
DEST: when superseded or no longer needed.

e. REFERENCE PUBLICATIONS. Copies of publications issued by elements of DoD, other Government Agencies, and publications of non-Government organizations maintained in organized collections for reference purposes. These publications include but are not limited to directives, handbooks, instructional and informational material, catalogs, and similar materials in published form. This file EXCLUDES sets of publications maintained by the headquarters and region issuing authority which are maintained under file numbers 5-10b and 5-10c.

Disposition:
UNSCHEDULED
DEST: when superseded or no longer needed for reference purposes, except that accountable publications will be returned to the source supply.

f. PUBLICATION CONTROL RECORDS. Documents used to record actions in processing publications.

Disposition:
UNSCHEDULED
DEST: 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever applies.

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g. **INTERNAL DISTRIBUTION SCHEMES.** Scheme for distribution of publications/directives, blank forms, and similar information. Included are narrative plans or instructions, local forms and similar information.

Disposition:

GRS 13, Item 4a

DEST: when superseded by a new scheme.

5-11 **MANAGEMENT CONTROL RECORDS.** Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and Pub.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.

a. **POLICY, PROCEDURE, AND GUIDANCE FILES.** Copies of internal directives maintained by the agency's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews.

Disposition:

GRS 16, Item 14a

DEST: when superseded

b. **MANAGEMENT CONTROL PLANS.** Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123.

Disposition:

GRS 16, Item 14b

DEST: when superseded

c. **RISK ANALYSES.** Reports and supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.

Disposition:

GRS 16, Item 14c

COFF: when closed

DEST: after next review cycle.

d. **ANNUAL REPORTS AND ASSURANCE STATEMENTS.** Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level and compiled by the agency into a single unified report for direct submission to the President or Congress. [See note after item 14d.]

Disposition:

GRS 16, Item 14d

COFF: annually

DEST: after next reporting cycle.

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[NOTE: This item does not cover the consolidated final reports submitted directly to the President or Congress. The final reports must be scheduled by submitting an SF 115 to National Archives.]

e. **TRACKING FILES.** Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.

Disposition:

GRS 16, Item 14e

COFF: end of the year

DEST: 1 year after report is completed

f. **REVIEW FILES.** [See note after item 14f(2).] Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are identified as alternative reviews in the management control plan.

(1) OFFICE WITH RESPONSIBILITY FOR COORDINATING INTERNAL CONTROL FUNCTIONS:

Disposition:

GRS 16, Item 14f(1)

COFF: when no further corrective action is necessary

DEST: 5 years after cutoff

(2) COPIES MAINTAINED BY OTHER OFFICES AS INTERNAL REVIEWS.

Disposition:

GRS 16, Item 14f(2)

COFF: when no further corrective action is necessary

DEST: 1 year after cutoff.

[NOTE: Alternative reviews such as computer security reviews and management and consultant studies may need to be kept longer than provided in item 14f(2). This item applies only to **copies** maintained as internal reviews.]

5-12 ELECTRONIC MAIL AND WORD PROCESSING SYSTEMS COPIES. Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Disposition:

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DEST/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy. **DEST** when dissemination, revision, or updating is complete.

Disposition:

DEST: when dissemination, revision, or updating is complete.

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