

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

| | |
|---|--------------------------------|
| LEAVE BLANK | |
| JOB NO | |
| NCD-23181-1 | |
| DATE RECEIVED | |
| June 4, 1981 | |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 | |
| Withdrawn | |
| Date | Archivist of the United States |

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

| | |
|---|------------|
| 1. FROM (AGENCY OR ESTABLISHMENT) | |
| United States Soldiers' and Airmen's Home | |
| 2. MAJOR SUBDIVISION | |
| Secretary-Treasurer Department | |
| 3. MINOR SUBDIVISION | |
| Administrative Division | |
| 4. NAME OF PERSON WITH WHOM TO CONFER | 5. TEL EXT |
| DORIS D. MONTGOMERY | 726-9100 |
| Administrative Officer | X 207 |

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 57 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 | D. SIGNATURE OF AGENCY REPRESENTATIVE | E. TITLE |
| 5/28/81 | <i>R. W. Hampton</i> R. W. HAMPTON | Secretary-Treasurer |

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|---------------------|------------------|
|------------|---|---------------------|------------------|

USSAH Records Management Program with Files Maintenance and Disposition

BACKGROUND

The United States Soldiers' and Airmen's Home (USSAH) was established in 1851 by an act of Congress. The Act also provided that it be financed from a trust fund (the USSAH Permanent Fund) rather than from the general revenues of the U. S. Treasury. The purpose of the USSAH is to provide a home and such other benefits as are authorized by law for the relief and support of certain retired, invalid or disabled enlisted soldiers and airmen of the Regular Army and Regular Air Force of the United States. The general administration of the Home is placed in a Board of Commissioners which is composed of the Governor of the Home, who serves as President of the Board, and eight senior active-duty military officers, four from the Army and four from the Air Force. The statutory officers of the Home consist of a Governor, a Deputy Governor, and a Secretary-Treasurer who are Presidential appointees. The other officers of the Home - a Chief Surgeon, a Quartermaster, and a Secretary, Board of Commissioners - are appointed by the Board of Commissioners.

The Home, which is situated on 300 plus acres is self-contained, having all the essential maintenance shops, a central heating plant, laundry and dry cleaning plant, mess facilities, and a health care facility, to name just a few. The members of the Home receive quarters, rations, medical service, and laundry and dry cleaning, and have access to well-developed recreational facilities.

Withdrawn per NCD's 3/7/83 letter to the USSAH; copy of job returned to agency with letter. FAW.

ca. 338

b. Office participation in charitable affairs, such as blood donations and contributions to philanthropic or charitable associations:

c. Office participation in public relations and information activities such as open-house programs and special events (but not papers concerning proposed articles, news releases, or similar communications used to promote or publicize the office's mission functions):

d. Tests of civil defense, fire, or comparable emergency evacuation procedures:

e. Security within the office, such as communications and notices about methods of ensuring security:

f. Safety within the office, such as minutes of safety meetings, notification of safe and unsafe practices, and comparable documents:

g. The office's involvement in forms, publications, records and forms survey and inventory reports (but not papers relating to the initiation of specific forms, publications and reports that pertain to the performance of the office's mission functions):

h. General routine use of automatic data processing (but not documents concerned with the employment of automatic data processing for performance of specific mission functions or processes thereof). Documents similar to the categories listed above that do not pertain to the performance of the mission functions of the office, and that are not described elsewhere in this document:

1-3

Office Inspection and Survey Files. Documents relating to inspecting and surveying internal office administrative procedures.

Destroy after next comparable inspection or survey.

1-4

Duty Reporting Files. Documents prepared by duty officer of the day, administrative officer, or by personnel performing charge of quarters or similar duty. Included are daily activity reports and hourly sheets containing a running account of the activities performed, and similar or related documents.

Destroy after 6 months.

1-5 Housekeeping Instruction Files. Documents relating to the preparation and issue of office memorandums or comparable continuing instructions applicable only to internal administrative practices and housekeeping details within the preparing office. Included are copies of instructions and communications relating to them. Screen annually; destroy when superseded, or obsolete.

1-6 Office Organizational Files. Documents relating to the organization and function of an office or element, such as copies of documents which are duplicated by other offices charged with determining the organization and functions of the agency. Included are copies of functional charts and functional statements; copies of documents relating to office staffing and personnel strength such as extracts from manpower authorization vouchers; copies of tables of distribution and allowances; and similar papers. Also included are documents reflecting minor changes in the organization of the office, made by the office chief, and which do not require evaluation and approval. Screen annually; destroy when superseded, obsolete, or no longer needed for reference.

1-7 Office Records Transmittal Files. Copies of records transmittal lists reflecting files transferred or retired. Destroy when records listed thereon have been destroyed.

1-8 Record Access Files. Documents received or prepared by an office that show name, grade, and other identification of individuals authorized access to official records and files. Included are requests for access and approvals thereof, rosters of individuals authorized access and similar documents. Destroy on supersession, or obsolescence of the authorization document; or on transfer, separation, or relief of the individual concerned.

1-9 Security Container Record Files. Forms placed on safes, cabinets or vaults, used for providing a record of entry into the containers. Destroy the day following the last entry on the forms, except forms involved in an investigation will be retained until completion of the investigation.

1-10 Security Container Information Files. Up-to-date records of all office safe and padlock combinations, together with other information necessary to identify and locate the safes or containers and the individuals having knowledge of the combination. Destroy on supersession or on turn in of the container.

- 5
- 1-11 Office Mail Control Files. Documents which relate to the control of incoming and outgoing mail by offices other than official mail rooms and postal activities. Included are routing and suspense slips, records of messenger trips, and similar documents. They may also include copies of receipts for accountable mail, e.g., registered, certified and number-issued mail.
- a. Accountable mail receipts: Destroy in CFA after 2 years.
 - b. Other documents: Destroy after 3 months.
- 1-12 Office Financial Files. Documents that relate to the participation of offices in matters concerning the expenditure of funds incidental to the mission performance of the office, such as itineraries and cost estimates for travel, and notifications to budget office of funds required and reports of long distance telephone calls. Destroy after 1 year.
- 1-13 Office Service and Supply Files. Documents relating to ordinary supplies and equipment used by an office or element; office space and utilities, communications, transportation, custodial, or other services required by an office; and to general office maintenance. Included are: Destroy 1 year after completion of action.
- a. Requests to supply activities for supplies, receipts for supplies and equipment, and similar papers pertaining to office supply matters:
 - b. Requests and other documents concerning the issue of keys and/or locks to an office:
 - c. Requests for publications and blank forms, and other papers relating to the supply and distribution of publications to the office:
 - d. Documents relating to local transportation and drayage services required by, or available to, an office:
 - e. Documents relating to custodial services required by an office:
 - f. Requests for office space and similar routine documents related to office space:
 - g. Requests for installation of telephone, floor plans showing location of office telephone extensions, requests for change to telephone directories, and similar papers:

h. Documents relating to the modification, repair, or change of office heating, lighting, ventilation, cooling, electrical and plumbing systems:

i. Documents relating to painting, partitioning, repairing, or other aspects of maintaining the office physical structure:

j. Documents relating to other logistical-type services required by, or provided to, an office:

- 1-14 Office Property Record Files. Cards, lists, hand receipts, or comparable documents showing accountable property charged to the office. Destroy when superseded or obsolete.
- 1-15 Office Equipment Approval and Utilization Files. Documents related to approval and use of office property. Included are documents reflecting approval of such items of equipment as office copiers; documents reflecting individual and cumulative repairs, adjustments, and usage of items of office equipment; and similar or related documents. Destroy when superseded, obsolete, or upon disposal of the related items of equipment.
- 1-16 Office Management System Files. Documents related to the use and approval of office management systems, such as micrographics, word processing, and similar systems. Destroy when system is no longer in effect.
- 1-17 Office File Numbers Files. Approved lists of selected file numbers, reflecting file numbers in this directive which represent the functions performed by the office. Destroy when superseded by a new list.

Note: Lists of selected file numbers may be filed in the front of a cabinet drawer. When this option is chosen, the file number will be omitted.
- 1-18 Office General Personnel Files. Documents that relate to the day-to-day administration of personnel in individual offices. Included are papers that relate to attendance at work, copies of reports of attendance and overtime, and notices of holidays and hours worked; notices about participation in athletic events and employee unions; notifications and lists of employees to receive Government medical services, including x-rays, and immunizations; notices and lists of individuals to receive training and comparable or related papers. Destroy after 1 year.
- 1-19 Office Personnel Register Files. Documents used in accounting for office personnel and in controlling office visitors, such as registers reflecting personnel arrival, departure, on leave, and official absence of travel. Destroy after 6 months.

- 1-20 Office Personnel Locator Files. Documents reflecting the name, address, telephone number, and similar data for each office employee. Included are cards or sheets containing such information. Destroy on separation or transfer of the individual.
- 1-21 Supervisor's Employee Record Files. Documents containing information pertaining to individual employees, which are duplicated or generated in support of actions recorded in the Official Personnel Folder or is maintained by employee name, and contains cards that provide complete information relative to employees, position, and actions in process. Included is Standard Form 7B (Service Record). Retained copies of reports and other papers relating to individual injuries, letters of appreciation and commendation, records reflecting training received by individuals, documents reflecting assigned responsibilities of individuals, copies of performance appraisals and/or counseling, and duplicate forms filed in the Official Personnel Folder. Review at end of each year and destroy documents which have been superseded or are no longer applicable. When employee leaves through transfer or separation, the file will be forwarded to the servicing personnel office maintaining the Official Personnel Folder, and there screened to assure it contains no document that should be permanently filed in the Official Personnel Folder.
- 1-22 Job Description Files. Documents describing positions in an office that are used in day-to-day supervisory relationships. Included are copies of job descriptions for civilian personnel and comparable job description forms for member-employees. Destroy on abolishment of position, supersession of job description, or when no longer needed for reference.
- 1-23 Pending Request Files. Operating officials' or suspense copies of Standard Form 52 (Request for Personnel Action) for various categories of personnel actions, such as accessions, position changes, rate of pay changes, and separations. Destroy on receipt of notification of completion of requested personnel action.
- 1-24 Temporary Duty Travel Files. Copies of request and authorization for civilian personnel TDY, travel similar issuances, and related documents pertaining to travel. Destroy after 1 year.
- 1-25 Reference Publication Files. Copies of publications issued by Government agencies, and non-Governmental organizations maintained for reference within the office. Destroy when superseded, obsolete, or no longer needed for reference purposes, except that accountable publications will be returned to supply channels.

- 1-26 Reading Files. Copies of outgoing communications arranged chronologically, and maintained for periodic review by staff members. Destroy after 1 year.
- 1-27 Policy and Precedent Files. Extra copies of documents establishing policy and precedent for future and continuing action. Normally, policy and precedent files are maintained at the operating level and consist of copies of standing operating procedures, statements of policy or procedure, examples of typical cases, and other documents duplicated in functional files. Destroy individual documents when superseded or obsolete.
- 1-28 Administrative Files. Documents relating to the overall or general routine administration of USSAH activities, but excluding specific files described elsewhere in this directive. These files include, but are not limited to --
 - a. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional actions directly affecting the mission or function of the office, documents should be filed with the appropriate mission functional files:
 - b. Evaluations of suggestions that do not result in issuing an instruction or establishing a project:
 - c. Program and budget documents, management improvement reports, cost reduction reports, and comparable management reports prepared to submit data to offices responsible for these management functions:
 - d. Extracts of IG, GAO, AAA, or comparable reports of inspections, surveys, or audits that pertain to the operation of the mission or function:
 - e. Documents relating generally to the application of automatic/electronic data processing operations within the functional area concerning mission functions:
 - f. Comments on, or contributions to, news releases, or other media furnished to information officers to publicize and promote the mission or functions:
 Destroy after 2 years or on discontinuance. However, documents in the cutoff file that require additional action or relate to reopened cases should be brought forward for filing in the current file.
- 1-29 Agreement Files. Documents relating to agreements between USSAH and other military services or Federal agencies, or between the USSAH and other non-federal organizations or agencies. These agreements are Destroy agreements 6 years after supersession, cancellation, or termination of the agreement.

negotiated to provide for continued understandings between USSAH and other agencies, for the purpose of providing or obtaining various types of support services. The services include logistics, medical, administrative, fire protection, facilities, payroll, and similar support on a one-time or continuing basis, and on a reimbursable or nonreimbursable basis. Included are agreements, agreement checklists, amendments, review comments, related correspondence and similar documents. (Contracts and related documents are not involved in these files. See Sections 8 or 9).

1-30 Orientation and Briefing Files. Documents used in orientation and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or vugraphs, copies of specially prepared handouts, and related or similar documents. Destroy on supersession or obsolescence.

1-31 Committee Files. Records of the Board of Commissioners, similar bodies or teams which consider, advise, take action, and report on specifically assigned functions and those documents relating to establishing, operating and dissolving of committees and groups. Included are proposals, approvals, and disapprovals to establish the committee; charters, terms of reference, and comments on them; directives establishing, changing, continuing, or dissolving the committee; documents nominating, approving, appointing, and relieving committee members; notices, agenda, minutes, and reports of committee meetings; and related documents.

a. Board of Commissioners: Permanent. Cut off when no longer needed for current operation.

b. All other committees: Destroy when 3 years old or when no longer needed for current operation.

1-32 Staff Visit Files. Documents relating to scheduled visits to the Home and by the Home, (but not inspections, surveys, or audits), for the purpose of performing staff or technical supervision, providing assistance, or conducting studies. This description is not applicable to visits made in connection with a specific process or case, which should be filed with documentation of the case or process. Included are requests for permission to visit, reports of visit, recommendations, and other directly related documents. Destroy after 2 years, except files relating to recurring staff visits, will be destroyed on completion of the next visit.

1-33 Unidentified Files. Documents relating to the performance of office mission activities not described in this directive. (See paragraph 7 of files maintenance and disposition plan).

SECTION 2 - GENERAL USSAH ADMINISTRATIVE FILES

The files described in this section relate to general administrative functions concerning the overall mission of the United States Soldiers' and Airmen's Home.

General Administrative Files include USSAH Reports, Inspector General, Forms Management, Annual Funding, Space Management, Emergency Planning, Access to Information Records, Management Surveys, Records Locator, Historical, ADPE Acquisition, Reproduction, Recreation, Member Files, Estates, and other official files of a like nature.

| <u>FILE NO.</u> | <u>DESCRIPTION</u> | <u>DISPOSITION</u> |
|-----------------|---|--|
| 2-1 | <u>Emergency Planning Files.</u> Documents relating to emergency planning, including planning for continuity of operations, domestic disturbances, disaster relief, civil defense, evacuation or protection of members, and other emergencies requiring preconceived plans. Included are plans, instructions, changes to plans, coordinating actions, and other documents relating to emergency planning. | Destroy when superseded, obsolete, or no longer needed for current operations. |
| 2-2 | <u>Program and Budget Guidance Files.</u> Documents relating to development, review, approval, and issue of program and budget guidance by all echelons of USSAH. Included are program objectives; summary budgets; and revision or updating of program and budget guidance to departments; and Financial Working Group and Financial Management Board documents. | Destroy after 6 years. |
| 2-3 | <u>Annual Funding Program Files.</u> Documents used to authorize USSAH to incur obligations necessary to permit operation while Congress and OMB complete appropriation and apportionment of funds for the new fiscal year. Included are annual funding programs and documents directly related to them. | Destroy 4 years after end of FY concerned. |
| 2-4 | <u>Space Management Control Files.</u> Documents relating to control and allocation of office and building space. Included are space allocations; space reports; requests for additional space or changes in space locations; space releases; surveys of space requirements; office layouts; requests for moves, alterations, and repairs; and similar documents. | Destroy 2 years after termination of assignment, or when plans are superseded or obsolete. |

- 2-5 Management Survey Case Files. Documents relating to the review of organizational structure or operational procedures, accumulated in the office conducting the survey, or the office sponsoring outside assistance or a contract for survey services. Individual studies and surveys may range in scope from a comprehensive review of organization and all operating procedures, to a study of one particular phase of management. Included are documents reflecting request or authorization to conduct the survey, the finished survey report, and actions taken as a direct result of the survey.
 - a. Office conducting the survey or office sponsoring the contract: Permanent. Cut off on completion of action directed.
 - b. Office surveyed: Destroy on completion of next comparable survey, or when no longer required for reference.
- 2-6 Forms Management Reporting Files. Documents relating to reports on progress in forms management. Included are reports, worksheets, and correspondence directly related to reports or forms. Destroy after 5 years.
- 2-7 Numerical Files. Documents accumulating in offices having authority to approve forms and resulting from the consideration, approval, control during existence, and revision or rescission of specific forms. Included are requests for approval of forms, justification, coordination papers, instructions governing use of the form, and a copy of each edition of the form within the area served by the forms management office. Destroy 1 year after supersession or obsolescence of form.
- 2-8 Forms Number Register Files. Documents used to record and control the assignment of form numbers, consisting of an entry in the register for each assigned form number. Destroy on discontinuance or obsolescence of all forms entered in the register.
- 2-9 Records Management Survey Files. Documents relating to staff visits and surveys conducted to provide advice and assistance on, or to evaluate the effectiveness of, records management operations and programs. Included are notification of visits, reports of visits and surveys, reports of corrective action taken, and related documents. Destroy when 6 years old.

- 2-10 Access to Information Files. Documents relating to the formulation of USSAH procedures, conditions, and restrictions on the release of information from files, release of copies, and the granting of access to records for official or unofficial research. Included are case files with requests, basic interpretations, decisions, precedents, studies, and related or similar papers. Destroy 5 years after close of case.
- 2-11 Records Disposal Authorization Files. Documents relating to authorization by Congress or the Archivist of the United States to destroy records. Included are studies, coordination actions, requests for authority to destroy records, archival appraisals, and approvals or disapprovals. Destroy when related records are destroyed, or when no longer needed.
- 2-12 Records Locator and Disposition Files. Documents reflecting files that have been transferred or retired. Included are records shipment lists and records transfer lists. Destroy when related records are destroyed.
- 2-13 Records Management System Files. Documents relating to appraisal of records systems and procedures, including those relating to miniaturization, office copying, and word processing. Included are evaluation studies and similar or related documents.
 - a. Approved system: Destroy after system is no longer in effect.
 - b. Disapproved systems: Destroy after 1 year.
- 2-14 Records Holding Report Files. Statistical reports of USSAH records holdings (including SF 136) required by the General Services Administration, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.
 - a. Records held by offices which prepare reports on USSAH-wide records holdings for submission to the General Services Administration: Destroy when 3 years old.
 - b. Records held by other offices: Destroy when 1 year old.
- 2-15 Records Disposition Standard Exception Files. Documents reflecting exception to records disposition standards authorized by responsible records management officials. Included are requests, approvals, and related documents. Destroy on expiration of exception.

- 2-16 IG Inspection Files. Documents relating to inspections conducted by inspectors general. Included are inspection reports, responses thereto and related papers pertaining to annual, general, procurement, special, technical proficiency, or similar IG Inspection. Destroy 1 year after the next comparable inspection. Also, except for findings and responses of an on-going nature, upon which action has not been completed: Retain until action completed, destroy 1 year later.
- 2-17 IG Investigative Files. Documents relating to investigations and inquiries conducted by inspectors general. Included are reports of investigation or inquiry and related papers. Destroy after 3 years.
- 2-18 IG Complaint Files. Documents accumulated during processing of complaints and requests for advice, assistance, or information. Included are statements, correspondence, and related documents. Destroy 1 year after completion and close of case.
- 2-19 ADPE Acquisition Case Files. Documents related to planning and preparing for initial acquisition (including selection, evaluation, procurement, and installation) of automatic data processing equipment, multiple equipment when part of a system, auxiliary equipment, and attachments for existing equipment. Included are feasibility and application studies, system specifications and reports of review, manufacturer's proposals and evaluation thereof, documents relating to installation of equipment or systems, reports of readiness reviews and performance evaluations, benchmark computation and accounting information outputs, and related papers.
- a. Office responsible for evaluating equipment and system: Destroy 5 years after performance evaluation; or 5 years after determination that evaluation will not be made, or that system will not be installed.
- b. Benchmark computation info outputs from winning vendors, and from vendors declared nonresponsive due to benchmark performance: Destroy 1 year after completion of performance evaluation.
- c. Benchmark computation info outputs from losing vendors: Destroy 1 year after system acceptance.

- 2-20 Data Processing Register and Schedule Files. Documents used to record jobs and reflecting job numbers, requesting office, job description, date received, and date due. Also, documents reflecting available machine and personnel time, job requirements, priorities, and timephasing information on approved individual jobs. Included are registers, schedules, and directly related documents. Destroy 1 year after completion of related job, or on discontinuance.
- 2-21 Publication Record Set Files. (Governor's Directives, USSAH Regulations). These consist of each publication or change issued, within categories and at levels specified. Publications within these sets will be files numerically, and will be distinctly marked "Record Set". Documents described in this paragraph will not be charged out or posted. Records Management Officers will ensure each record set is complete, and is retired to appropriate records center intact. Permanent.
- 2-22 Personnel Type Order Files. Publications issued at all echelons of USSAH to disseminate information and instructions affecting the status of non-member employees. Included are orders issued for the purpose of certain personnel actions, separations and invitational travel orders. Retain in CFA. Destroy after 5 years.
- 2-23 Annual Report Files. Documents relating to annual report to the Board of Commissioners, submitted by USSAH. Included are summaries with annexes and attachments, and other directly related documents. Permanent. Record bound copy retained by Board of Commissioners.
- 2-24 Annual Report Source Files. Documents used as source data in the preparation of the annual report. Included are inputs from departments pertinent compilation of statistics and charts and other related documents. Destroy 2 years after publication of related annual report.
- 2-25 USSAH Historical Files. Documents maintained to reflect a chronological record of noteworthy events of interest, from a historical or statistical standpoint, which occur at USSAH. Permanent. Files will be maintained by respective departments.
- 2-26 Recreation Files. Documents relating to certain revenue-producing or welfare activities contributing to the pleasure, comfort, contentment, and mental/physical improvement of USSAH members, including the bowling alley, golf course, gym, hobby shop, theater, card and pool rooms, guest house, etc., and maintained by the Recreation Division, Deputy Governor's Department. Destroy after 3 years, except bound books, ledgers, and journals will be destroyed 3 years after date of last entry therein.

2-27

Member/Potential Member Files. Documents relating to essential administrative records accumulated prior to the reporting and during the member's stay at USSAH. Records document admission, maintenance, activities, and dismissal, discharge, or death. They include (among others) disciplinary actions, furloughs, and correspondence.

a. Active files:

Potential members maintained by Secretary, Board of Commissioners; transfer file to Deputy Governor when applicant reports and becomes member; otherwise, place in inactive file for a period of 10 years and review annually for destruction.

b. After active member is discharged/dismissed:

Transfer file to Secretary, Board of Commissioners, dispose of in CFA 10 years after date of discharge/dismissal. After 10 years, Statement of Service is removed from folder, filed for 10 years and destroyed.

c. At time of death:

Transfer file to Estates Branch, Secretary-Treasurer Department, for consolidation with estates file.

2-28

Estate Files. Documents relating to collection and disposition of personal effects; funeral interment; correspondence with next-of-kin, beneficiary, or attorney, and similar documents created as result of death.

Destroy in CFA 5 years after case has been closed.

2-29

Audit Reporting Files. Documents relating to reports of audits. Included are copies of documents furnished auditors, copies of findings and recommendations, final reports, follow-up progress reports, comments relating to reports, and comparable or related documents. Maintained by Secretary, Board of Commissioners.

Destroy in CFA after 10 years.

2-30

VA Pension/Compensation Files. Documents relating to receipt, disbursement, and accounting of funds received from Veterans Administration on behalf of members. Included are VA consolidated listings, supplemental listings, member authorization slips, member receipt documents, and similar and related documents.

Destroy after 3 years.

- 2-31 User Fee Files. Documents maintained as a source for implementing the User Fee Program, ascertaining the composition of individual User Fee accounts, accumulating detail for analysis and reporting purposes, and verifying accuracy of individual accounts. Included are individual account folders, trial balances, and related documents, authorization slips, monthly collection reports, and related correspondence.
 - a. Trial balances and related documents: Destroy after 3 years.
 - b. Member account files:
 - (1) Active: Maintain in User Fee Branch, Secretary-Treasurer Department.
 - (2) Deceased: When action completed, transfer file to Estates Branch, Secretary-Treasurer Department, for inclusion in estate folder.
 - (3) Discharged/dismissed: When action completed, transfer file to Board of Commissioners for inclusion in member folder.

- 2-32 Printing Reporting Files. Documents reflecting action taken in evaluating the requirement for, approving, and controlling USSAH reports. Destroy 2 years after discontinuance of the report.

- 2-33 Printing Reporting Files. Documents reflecting information on printing operations and equipment, such as monthly/cumulative copy count and cost reports, inventory of printing equipment and supplies, contract printing costs, and related papers. Destroy after 5 years.
 - a. Record copy: Destroy after 5 years.
 - b. Copies retained by reporting offices: Destroy after 2 years or on discontinuance.

- 2-34 Member Property Files. Documents reflecting the receipt and release of property safeguarded for member personnel. Included are logs, receipts, releases and related papers. Destroy 5 years after return or release of property.

SECTION 3 - FINANCE AND FISCAL FILES

The files described in this section relate to disbursement, allotment, and accounting for funds, civilian pay, administration, the financial management plan, cost accounting, and the controlled account.

| <u>FILE NO.</u> | <u>DESCRIPTION</u> | <u>DISPOSITION</u> |
|-----------------|--|--|
| 3-1 | <u>Journal Files.</u> Documents relating to books of original entry, maintained to record all financial transactions and to summarize accounting for monthly postings to the general ledger. Included are the general journals, such as fund receipt, fund disbursement, and obligations journals; and related or similar documents. | Destroy when 3 years old. |
| 3-2 | <u>General Ledger Files.</u> Documents relating to general ledgers which contain accounts necessary to reflect financial operations, such as asset accounts, liability accounts, budgetary accounts, and statistical accounts. These records are maintained to establish in summary form the status of accounts, reflect operations for the month, and provide a medium for verifying the accuracy of reports and subsidiary ledgers. | Destroy after 10 years. |
| 3-3 | <u>Accounting Document Files.</u> Documents posted to books of original entry. They include allotment documents, obligation documents, duplicate copies of disbursement vouchers, collection documents (including cash collections), adjustment documents (including adjustments relating to deficiencies and irregularities), check reconciliation statements, copies of outstanding checks and comparable documents. <ul style="list-style-type: none"> a. Checklistings: b. Check reconciliation statements: c. Allotment documents: | <ul style="list-style-type: none"> Destroy after 1 year. Destroy on receipt of current list of outstanding checks. Destroy after 3 years. |
| 3-4 | <u>Reporting Files.</u> Record copies of reports forwarded to departments. Included are the following reports, with related documents: status of allotments; schedule of obligations by activity accounts; status of reimbursements; miscellaneous net disbursements and net collections; transactions for others; Air Force and Army deposits; statement of accountability; report of appropriation reimbursements; housing operation and maintenance costs; and similar or comparable reports. | |

a. Status of Allotment reports:

Destroy 1 year after all transactions relating to the allotment account have been closed.

b. Other report files:

Destroy after 1 year.

- 3-5 Allotment Files. Documents relating to transactions making specific funds allocated to USSAH available for obligation. Destroy 10 years after the close of the fiscal year involved.
- 3-6 Collection Voucher Files. Documents that have been transmitted to disbursing officer from individuals, organizations, or governmental agencies. Such files include report of deposits, report of collection for authorized sales of services and supplies (other than subsistence), account of sales on sealed proposals, and comparable documents. Destroy after 3 years.
- 3-7 Cost Report Consolidation and Summary Files. Summaries and consolidations of basic cost accounting reports, prepared from and contain information in the basic cost accounting reports. Destroy after 5 years.
- 3-8 Statement of Accountability Files. Consolidated statements of accountability and directly related documents. Destroy 10 years after close of fiscal year involved.
- 3-9 Budgetary Reporting Files. Consolidated budgetary reports and directly related documents, reflecting status of appropriate and/or fund accounts. These reports are prepared pursuant to requirements of law or as prescribed by directives of OMB, Treasury Department, and General Accounting Office. Included are such reports as Budget Status, Analysis of Appropriation Status by Activity and/or Project, and Annual Certification of Unliquidated Obligations and Unliquidated Balances filed by report month. Destroy when 5 years old.
- 3-10 Budget Formulation and Presentation Files. Documents relating to consolidation of budget estimates, and to presenting the standard worksheets, budget formulation procedures for periodic reports required by OMB and Congress, and related documents. Permanent. Cut off on approval of related budget.
- 3-11 Quarterly Budget Reporting Files. Copies of quarterly reports with related papers prepared from data in budgetary transaction file. Destroy after 3 years.

3-12 Individual Pay Record Files. Individual pay records maintained by payroll office are official records on which is recorded information concerning all earnings, deductions, adjustments, and bond issuances made to each employee during a calendar year. Included also are time and attendance cards.

Cut off each CY. Files maintained in CFA for 5 years; then, after removal and destruction of time and attendance reports, transfer to RHA. Destroy 56 years after date of last entry in the file.

3-13 Individual Employee Authorization Documents Files. These files consist of all documents relating to employee salary such as SF 50's and SF 1126's and any other form relating to salary. Also contained in these files are deduction forms, tax withholding for Federal and State, QS&L deductions, charity contributions, savings allotments, health benefits, group life insurance, union dues, garnishment and levies, bond allotments, and any other form relating to deductions of employee's pay.

a. Active and separated employees:

Destroy after 3 years, except individual withholding and deduction authorization documents will be destroyed 3 years after superseded or cancelled.

b. Withholding tax exemption certificates:

Destroy after 4 years.

c. On transfer of employee:

Withholding and deduction authorization documents will be disposed of as required by FPM regulations.

3-14 Individual Retirement Record Files. Individual retirement records reflecting amounts deducted from pay of each civilian employee subject to the Retirement Act (46 Stat 468; 5 USC 691-739), as amended, for deposit to Civil Service Retirement and Disability Funds.

Upon individual's separation or transfer to an agency outside USSAH, forward SF 2806 to Retirement Division, Office of Personnel Management, Washington, D. C. 20415, except when agencies (including OPM) agree that SF 2806 be annotated as to date of transfer and maintained by OPM.

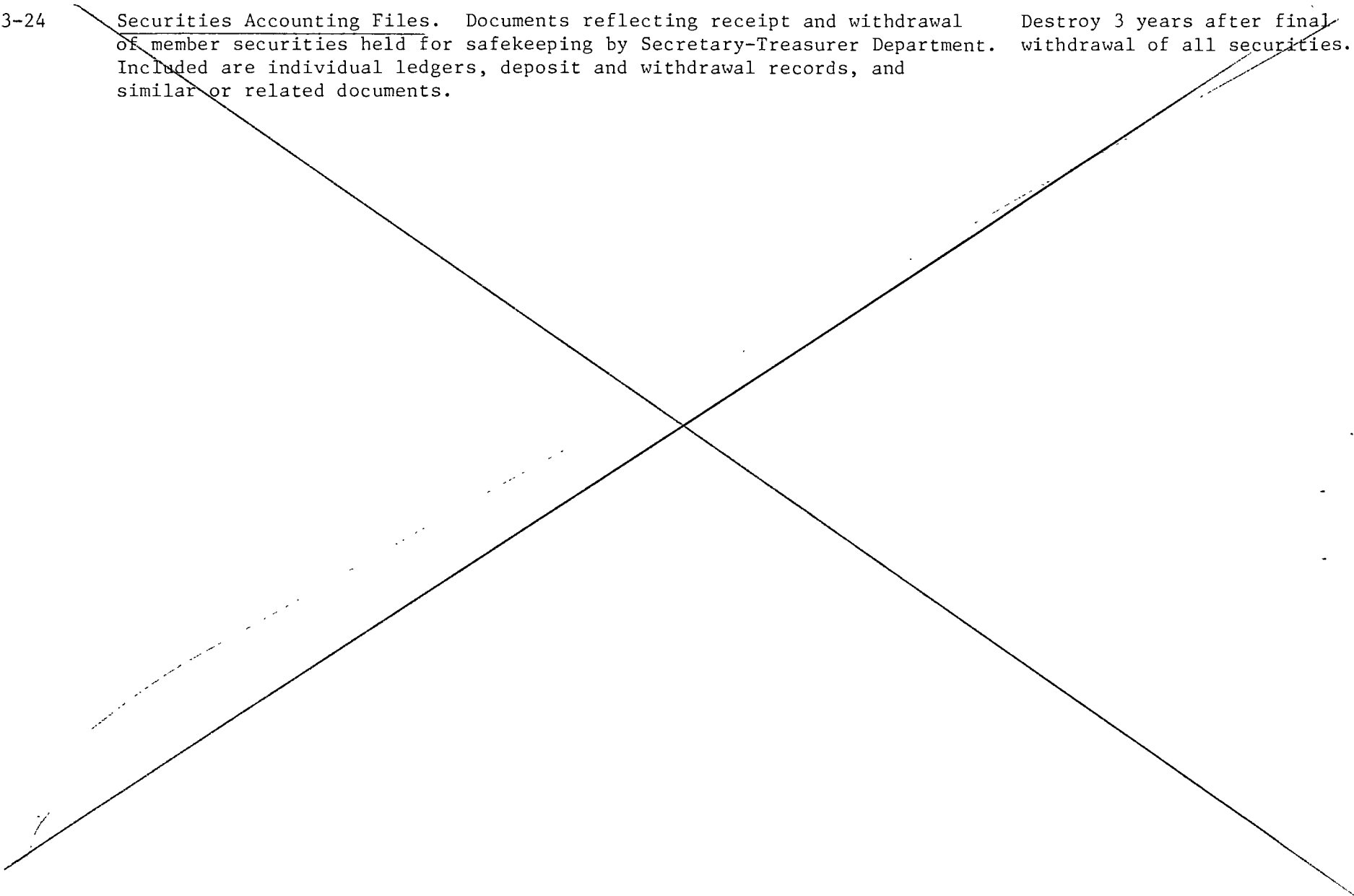
Note: These records will be maintained during active employment of individual concerned. Upon transfer of employee to another agency, SF 2806 (Individual Retirement Record) will be forwarded to OPM.

- 3-15 Individual Retirement Record Control Files. Control documents maintained in connection with retirement records of civilian employees, such as civil service retirement control form, register of separation and transfers, register of adjustments, and comparable documents. Destroy after 3 years.
- 3-16 Leave Record Card Files. GSA 873 (Leave Record), or documents used in lieu thereof, for recording official annual accumulation and use of each employee's leave. Destroy when 3 years old. Cut off each CY.
- 3-17 Authorized Timekeeper List Files. Documents indicating individuals responsible for timekeeping. Included are lists, memoranda, and communications. Destroy when superseded, or when obsolete.
- 3-18 Payroll Control Files. Documents maintained for payroll control purposes, including payroll summary control and certification control documents and all source documents used to authorize or change payments to employees. Destroy when 3 years old.
- 3-19 Payroll Work Files. Correspondence and work papers relating to payroll matters. Included are payroll discrepancies, report of balances, recapitulation of payroll data, work or proof sheets, pay or leave information requests, and similar documents. Destroy when 2 years old.
- 3-20 Health Benefit Files. Documents used in connection with controlling and reporting deductions related to Federal Employees Health Benefits Program. Included are reports, transmittal letters, and related documents. Destroy after 3 years.
- 3-21 Unemployment Compensation, OWCP and COP Files. Documents relating to requests for wage and/or separation data to be used in connection with unemployment compensation, OWCP and COP claims. Included are requests for information and replies, notices of determination, notices of refusal of work offer and related documents. Destroy after 2 years.
- 3-22 Civil Service Retirement Fund Reporting Files. Annual reports with directly related documents, containing data on deductions and contributions to Civil Service Retirement Fund. Destroy when 3 years old.
- 3-23 Controlled Account Record Files. Documents reflecting receipt and withdrawal of deposited personal funds by HCF patients and other authorized members; maintained by custodian of the controlled account. Included are deposit and withdrawal records; authorization slips, memoranda, correspondence, and similar or related documents. Destroy after 3 years except that individual patient ledger cards will be retained for 3 years after final withdrawal of all money.

3-24

Securities Accounting Files. Documents reflecting receipt and withdrawal of member securities held for safekeeping by Secretary-Treasurer Department. Included are individual ledgers, deposit and withdrawal records, and similar or related documents.

Destroy 3 years after final withdrawal of all securities.



SECTION 4 - LEGAL AND INFORMATION FILES

The files described in this section relate to legal, congressional, and legislative liaison, and public information activities performed by USSAH.

| <u>FILE NO.</u> | <u>DESCRIPTION</u> | <u>DISPOSITION</u> |
|-----------------|--|---|
| 4-1 | <p><u>Legal Opinion Precedent Files.</u> Documents reflecting legal opinions concerned with interpretations of statutes, laws, regulations, investigations, and similar legal matters, but excluding documents related to a specific claim, investigation, or case. Excluded documents will be disposed of with the claim, investigation, or case file to which they pertain.</p> <p>a. Record copy:</p> <p>b. Other copies:</p> | <p>Permanent. Cut off when obsolete or discontinued.</p> <p>Destroy on obsolescence or discontinuance.</p> |
| 4-2 | <p><u>Financial Interest Statement Files.</u> Documents reflecting Government employment, private employment, and financial interest of civilian employees. Included are statements of employment and financial interests, supplementary statements, reports of change, review comments, and related papers.</p> | <p>Destroy 6 years after separation, retirement, reassignment, or death of the individual.</p> |
| 4-3 | <p><u>Legal Assistance Case Files.</u> Documents pertaining to personal legal matters concerning each person given legal assistance, the attorney consulted, a summary of the problems considered, and referrals made.</p> | <p>Destroy 1 year after completion of the case, except that selected opinions and memorandums withdrawn for use as precedents may be held until no longer required for reference.</p> |
| 4-4 | <p><u>Litigation Case Files.</u> Documents relating to actual or potential legal proceedings in which the USSAH has an interest. Included are advisory reports; investigative reports; litigation reports; communications with other organizations, agencies, and individuals both within and without the Federal Government; and related papers.</p> | <p>Destroy 10 years after date of accident or incident.</p> |

- 4-5 Legislation Files. Documents relating to preparation and processing of legislation, Executive orders, proclamations, and reports on legislation proposed by or of interest to USSAH or its Board of Commissioners, but excluding appropriation bills. Also, included are communications containing drafts of legislation proposed by USSAH, reports to congressional committees on introduced legislation; comments on legislative proposals and reports on legislation; and reports to Office of Management and Budget on legislation proposed by other government agencies. Permanent. Retire 2 years after enactment as a law or on deletion of the proposal.
- 4-6 Congressional Correspondence Files. Documents relating to congressional inquiries on all matters within the scope and activity of USSAH, except in areas affecting budgets, appropriations, and related financial matters or concerning the release of safeguarded information. Included is correspondence between congressmen and their constituents or others, and between congressmen and USSAH on such matters as admission, readmission, alleged unfair treatment, improper assignment, poorly prepared food, poor housing conditions, and inadequate medical attention. Destroy after 5 years.
- 4-7 Ceremony Files. Documents relating to conduct of ceremonies by USSAH, or participation in ceremonies conducted by other organizations, such as retirements, funerals, honor guards, displays, exhibits, fairs, observance of local and national holidays, and comparable activities. Files consist of copies of ceremonial orders, requests for USSAH participation or assistance in ceremonies, participation in events of national nature or events requiring coordination with other services and government agencies, coordinating actions, and related papers. Destroy after 2 years in CFA or when no longer needed, whichever is later.
- 4-8 News Media and Release Files. Documents relating to preparation, coordination, clearance, and release of information to the public through newspapers, periodicals, radio, television, motion pictures, public appearances, and other media of dissemination. Included are printed or processed press releases; briefing and speeches; radio, television, and motion picture scripts; and coordinating or related documents accumulated in obtaining clearance for the releases. Destroy after 5 years.
- 4-9 Charity Contribution Files. Documents relating to contributions by an activity to recognized health, welfare, and voluntary fund raising organizations, such as American Red Cross and Combined Federal Campaign. Destroy after 2 years.

4-10

USSAH Information General Files. Documents relating to the general administration of USSAH information program, such as bulletins, employee newsletters, etc.

Destroy after 5 years.

4-11

USSAH News Background Files. Documents related to preparing, editing, and publishing bulletins, employee newsletters, etc.

Destroy after 1 year.
Earlier disposal is authorized.

SECTION 5 - SECURITY

The files described in this section relate to security police investigative and complaint files and guard protective services.

| <u>FILE NO.</u> | <u>DESCRIPTION</u> | <u>DISPOSITION</u> |
|-----------------|---|--|
| 5-1 | <u>Security Inspection Files.</u> Documents relating to inspections, tests, and checks, primarily conducted by security personnel, including routine, after-duty-hours security inspections conducted to determine adequacy of measures taken to protect persons, property, funds, facilities, or documents against intrusion, fire, explosion, sabotage, and unauthorized access. Included are surveys, reports, recommendations, and related documents. | Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner. |
| 5-2 | <u>Security Equipment Files.</u> Documents relating to the determination of uses and types of security equipment for protecting sensitive documents and materials, such as alarm systems, safes, and other security measures. | Destroy after 10 years. |
| 5-3 | <u>Security Identification Accountability Files.</u> Documents used to maintain accountability for identification cards and badges. Included are registers and similar or related documents. | Destroy after all listed credentials are accounted for. |
| 5-4 | <u>Vehicle Registration and Driver Record Files.</u> Documents used to register privately owned motor vehicles, and to record traffic violations and accidents of individual drivers. | Destroy 1 year after revocation or expiration. |
| 5-5 | <u>Law Enforcement Files.</u> Documents relating to traffic enforcement activities. Included are traffic enforcement surveys, accident reports, traffic violation reports, notices, and violation notices. This description does not include documents relating to traffic accidents that are forwarded to and held by claims officers. | Destroy after 2 years. |
| 5-6 | <u>Key Accountability Files.</u> Documents relating to the issue, return, and accountability for keys. | Destroy 6 months after turn-in of key. |
| 5-7 | <u>Guard Report Files.</u> Retained copies of the daily Guard Report. | Destroy after 1 year. |
| 5-8 | <u>Security Police Property Files.</u> Documents reflecting the receipt and release of property that is found, impounded, safeguarded, or seized as contraband or prohibited property. Included are logs, receipts, releases, and related papers. | Destroy 5 years after return or release of property. |

5-9 Security Police Function Files. Files relating to exercise of police functions.

- a. Ledger records of detentions, vehicles ticketed, and outside police liaison:
- b. Reports, witness or officer statements, warning notices, and other case papers relating to detentions and traffic violations:

Destroy 3 years after final entry.

Destroy after 2 years.

5-10 Security Correspondence Files. Correspondence files relating to administration and operation of the security and protective services programs, not covered elsewhere in this schedule.

Destroy after 2 years.

5-11 Logs and Registers. Guard logs and registers not covered elsewhere in this schedule.

- a. Central guard office master logs:
- b. Individual guard post logs of occurrences entered in master logs:

Destroy 2 years after final entry.

Destroy 1 year after final entry.

5-12 Visitor Control Records. Registers or logs used to record names of outside contractors, service personnel, and visitors permitted on Home grounds, and reports on automobiles and passengers.

Destroy 2 years after final entry or 2 years after date of document, as appropriate.

SECTION 6 - PERSONNEL, TRAINING AND SAFETY FILES

The files described in this section relate to manpower resources; manpower utilization; awards; planning, directing, and administering civilian personnel programs for USSAH; position and pay management; employment services; individual employee training; employee disciplinary, grievance, and reduction-in-force and safety files.

| <u>FILE NO.</u> | <u>DESCRIPTION</u> | <u>DISPOSITION</u> |
|-----------------|--|--|
| 6-1 | <u>Manpower Authorization Files.</u> Documents and supporting papers reflecting manpower spaces allocated to departments. Included are allocation documents, table of distribution change actions, and other papers which authorize, limit, increase, or decrease the number of spaces allocated to departments; and similar or related documents. | Destroy after 10 years. |
| 6-2 | <u>Incentive Awards Reporting Files.</u> Documents used to provide statistical information on participation, approvals, savings, or other aspects of the incentive awards program. Included are retained copies of reports, report corrections, and similar or related documents. | Destroy when 3 years old. |
| 6-3 | <u>Incentive Award Case Files.</u> Documents related to submitting, evaluating, and approving or disapproving individual incentive award cases. Included are approved and rejected suggestions and award nominations. | Destroy 2 years after final action. |
| 6-4 | <u>Safety Inspection Files.</u> Documents relating to inspections made to evaluate safety program effectiveness and safety standards and procedures. Included are inspection or survey reports, record of changes made as a result of inspection/survey findings, and similar or related documents. | Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner. |
| 6-5 | <u>Safety Liaison Files.</u> Documents reflecting coordination and exchange of information with other safety agencies. Included are inquiries, requests for information, and similar or related documents. | Destroy after 2 years. |
| 6-6 | <u>Accident and Incident Case Files.</u> Documents relating to individual accidents and incidents. Included are reports of major vehicle accidents, incidents, and investigations thereof; occupational injuries, illnesses, or death of personnel; and similar or related documents. | Destroy when 2 years old. |

- 6-7 EEO Reporting Files. Documents reflecting information reported on activities and conditions related to discrimination, race relations and equal employment opportunity for employees. Included are statistical and narrative reports, training report information, program assessments, summaries, consolidations, and similar or related documents. Destroy when 3 years old.
- 6-8 EEO Complaint Files. Documents reflecting individual complaints of personnel concerning discrimination, race relations, and equal employment opportunity for employees. Included are complaints, allegations, transmittal letters, investigative data and summaries, findings of fact statements, final disposition reports, acceptance statements, interview or hearing records, withdrawal notices, and similar or related documents. Destroy 4 years after resolution of case.
- 6-9 Master Job Description Files. Documents used in analyzing a specific position to determine whether the position matches an existing job. Included are OF 8 (Job Description) and supporting or similar documents. Destroy 5 years after position is abolished or description superseded.
- 6-10 Job Description Extra Copy Files. Extra copies of job descriptions used for distribution to employees, and for filing in official personnel folders when personnel actions are processed. Destroy when superseded or when job is abolished.
- 6-11 Job Standard Files. Documents which provide guidance in evaluating jobs, and consisting of Office of Personnel Management classification and qualification standards. Included are job evaluation decisions and related documents. Destroy 5 years after position is abolished or description is superseded.
- 6-12 Wage Rate Files. Documents relating to determination and application of base rate schedules for wage grade jobs. Included are tentative and revised schedules for full scale wage surveys, and requests for changes to survey schedules; minutes of meetings; comments; recommendations and justifications; collected and supplemental wage data concerning regular and overtime rates, bonuses, incentives and shift differentials; data summaries, wage schedules, notifications of wage schedule applications; and similar or related documents. Destroy when superseded or obsolete.
- 6-13 Reemployment Files. Documents reflecting persons separated by reduction in force, or for military service, or having other restoration or reemployment rights. Included are interview and evaluation records, skills listings, and similar or related documents. Destroy 1 year after employee's restoration or reemployment rights have expired.

Note: Return to employee evaluation file if employee is reemployed.

6-14 Qualification Standard Files. Documents used in rating applications for appointment and approving non-competitive actions. Included are index to standards; OPM Handbook X-118; examination announcements; special standards such as promotion and training agreements, and similar or related documents. Destroy when qualification standard is superseded.

6-15 Employment Applications. Applications (SF 171) and related records, excluding records relating to appointments requiring senatorial confirmation and application resulting in appointment which are filed in the Official Personnel Folder. Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, providing the requirements of the Federal Personnel Manual, Chapter 333, Section A-4, are observed.

6-16 Official Personnel Folder Files. Documents reflecting qualifications, efficiency, promotions, awards, and similar information on a non-member employee. Included are individual personnel folders.

Note: For purposes of this definition, the material discussed in Book V, Table 8, Sec 3, FPM Supplement 296-31 (records containing information of a privileged nature, not deemed appropriate for inclusion in the employee's Official Personnel Folder during employment) is considered a part of this file, although maintained separately under the personal supervision of the personnel officer.

a. Transfer of employee: Transfer folder to new employing office within Federal Government only upon written request by agency. Otherwise, retire to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118, within 90 days of transfer.

b. Retirement or death of employee: Retire folder to NPRC within 120 days of retirement or death.

c. All others: Retire to NPRC within 90 days. NPRC will destroy 75 years after birth date of employee (60 years after date

of earliest document in folder if date of birth cannot be ascertained) or 5 years after latest separation, whichever is later.

6-17 Service Record Cards. Service Record Card (SF 7 or its equivalent).

a. Cards for employees separated or transferred on or before 31 December 1947:

Transfer to NPRC (CPR), St. Louis, MO.

b. Cards for employees separated or transferred on or after 1 January 1948:

Destroy 3 years after separation or transfer of employee.

6-18 Adverse Action Files. Documents relating to a proposed adverse personnel action, such as removal, suspension (other than reduction in force), leave without pay, or reduction in rank or pay for cause. Included are notice of proposed adverse action, employee's reply, statement of witnesses, notice of decision, and similar or related documents (letters of reprimand are not included).

Destroy 4 years after case is closed.

6-19 Appeal and Grievance Case Files. Documents reflecting actions taken on appeals and grievances submitted by civil service employees. Included in each case are employee grievance record; decision(s) delivered, including records of grievance committee; review decisions; and similar or related documents.

Destroy 3 years after case is closed.

6-20 Civilian Training Program Files.

a. General file of agency-sponsored training:

(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses, and conferences:

Destroy when 5 years old or 5 years after completion of a specific training program.

(2) Background and work papers:

Destroy when 3 years old.

b. Employee training. Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions:

Destroy when 5 years old or when superseded or obsolete, whichever is sooner.

- 6-21 Civilian Training Material Files. Documents used in training employees through training courses and instructional conferences, course outlines, handouts, instruction sheets, and similar or related documents. Destroy 2 years after superseded or obsolete.
- 6-22 Basic Labor Relations Files. Documents relating to overall labor relations between USSAH and labor organizations. Included are petitions for recognition, election plans, lists of employees eligible to vote and participate, certifications of election results, letters of recognition, union complaints, and related or similar documents. Destroy when 5 years old.
- 6-23 Labor Negotiation Files. Documents relating to contract negotiations between USSAH and labor organizations. Included are labor organization proposals, counter-proposals, minutes of meetings, transcripts, draft and approved agreements, supplements, and related or similar documents. Destroy when 5 years old.
- 6-24 Interview Record Files. Documents pertaining to interviews with employees. Included are correspondence, reports, employee out-processing and exit interview records and related documents. Destroy 6 months after transfer or separation of employee.
- 6-25 Personnel Counseling Files.
 - a. Counseling files. Reports of interviews, analyses, and related records: Destroy 3 years after termination of counseling.
 - b. Alcohol and Drug Abuse Program. Records created in planning, coordinating and directing an alcohol and drug abuse program: Destroy when 3 years old.
- 6-26 Physical Evaluation Files. Documents relating to review of medical findings to determine if an employee should be retired, placed on disability, or returned to duty. Included are fitness-for-duty examinations and similar or related documents. Destroy after 2 years.
- 6-27 Character Investigation (Unfavorable) Reporting Files. Documents received from other agencies pertaining to unfavorable character investigation of employees. Included are reports of investigations and similar or related documents. Destroy after 1 year.
- 6-28 Chronological Journal Files. Documents used for preparing reports or review of actions previously processed. Included are SF 50 (Notification of Personnel Action) (copy 5) and similar or related documents. Destroy after 2 years. Cut off at end of each month.

- 6-29 Civilian Identification Card Accountability Files. Documents reflecting applications for employee identification cards. Included are copies of USSAH Form 217 (Application for Identification Card) and similar or related documents. Destroy after all listed credentials are accounted for.

- 6-30 Referral and Selection Files. Documents reflecting placement and promotion actions under the Merit Placement and Promotion Program. Included are DA Forms 2600 (Referral and Selection Register), and similar or related documents. Destroy when 1 year old.

Note: Maintain in chronological order by effective date of personnel action. File provides cross reference to chronological file of SF 50 for inspection purposes.

- 6-31 Hours of Work Files. Documents relating to establishment of working hours, staggered shifts, holiday staffing, and similar matters affecting the employee work schedule. Included are coordinating actions, studies, interpretations, and published record copies of instructions, letters, and similar or related documents. Destroy when 5 years old.

- 6-32 Reduction-in-Force Files. Documents reflecting individual reduction-in-force data, including name of employee, date, position, grade, last performance rating, competitive level code, and similar information. Included are plain cards, ruled cards, punched cards, card forms, and similar or related documents. Destroy on separation of employee. However, cards used as work cards for preparation of retention registers will be destroyed on completion of the activity for which they were established.

- 6-33 Retention Register Files. Documents reflecting employee retention groups according to tenure, length of service, performance ratings, and veterans preference. Included are registers and similar or related documents. Destroy after 2 years, unless appeals are pending.

- 6-34 Morning Report Files. Documents used for daily accounting of members. These documents are the sole record at the Home showing membership trends over periods of time. In addition, these documents are used in research and studies conducted by the Home and outside agencies. Permanent. Transfer to RHA after 9 years.

- 6-35 Morning Report Back-up Files. Documents used to compile morning reports. Destroy after 1 year.

- 6-36 Personnel/Member Locator Files. Documents reflecting morning report remarks and other information on members, former members, and civilian employees. Included are personnel data cards, locator cards, and related documents. Destroy 1 year after transfer, departure, or separation of the individual
- 6-37 Classification Survey Reports. Survey reports on various positions and/or organizational segments prepared by classification specialists. Destroy when obsolete or superseded.

SECTION 7 - MEDICAL

The files described in this section relate to descriptions and retention periods for files concerning development and direction of medical care programs for members of USSAH and other eligible personnel, providing medical information, conducting medical examinations, caring for inpatients and outpatients, providing medical treatment for civilian employees, preventing sickness and injury, and providing dental care.

| <u>FILE NO.</u> | <u>DESCRIPTION</u> | <u>DISPOSITION</u> |
|-----------------|---|---|
| 7-1 | <u>Blood Donor Files.</u> Documents related to administering the USSAH blood donor program. Included are documents relating to blood grouping, blood collection, and procurement of blood. | Destroy after 3 years or on discontinuance. |
| 7-2 | <u>Activity Reporting Files.</u> Documents reflecting HCF activities, such as narrative accounts; sanitation; steps taken for prevention of diseases, morbidity, and mortality; other subjects of hygiene and statistical tables and charts appended thereto; and similar or related documents. | Destroy after 3 years. |
| 7-3 | <u>Alcohol and Narcotics Control Files.</u> Documents relating to Treasury Department and Internal Revenue Service regulations and issuance, and cancellation of permits to procure tax free alcohol and similar matters. Included are letters, extracts of directives, cards, printouts, and similar or related documents. | Destroy when 5 years old. |
| 7-4 | <u>Medical Statistical Summary Files.</u> Documents summarizing medical statistical data received from wards, activities, and other sources. Included are summaries of statistical reports, disease rates, health reports, hospitalization reports, reports of bed status, patients remaining summaries, comparable reports and summaries, and related background data. | Destroy after 3 years. |
| 7-5 | <u>Medical Statistical Reporting Files.</u> Documents reflecting statistical information on such HCF matters as strength, admission, disposition, and number of patients under treatment, patients occupying beds, days lost by patients, outpatient treatments, specialized type of treatment, and similar data. Included are reports on beds and patients, morbidity, outpatient specialized treatment, and similar or related documents. | Destroy after 3 years. |

- 7-6 Health Care Facility Statistical Feeder Reporting Files. Documents used by HCF elements for administrative operations and as a source of statistical information for preparation of recurring reports required by Chief Surgeon. Included are patient statistical reports; outpatient statistical reports; clinic statistical reports; operations statistical reports; dispensary statistical reports; eye, ear, nose and throat examination statistical reports and similar or related documents. Destroy after 1 year.
- 7-7 Ward Statistical Reporting Files. Documents reflecting statistical data on ward patients. Included are ward morning reports, daily and weekly census patient strength reports, ward patient rosters, and similar or related documents. Destroy after 3 months.
- 7-8 Medical Statistics Data Source Files. Documents relating to interpretation of data on morbidity, mortality and hospitalization. Included are selected completed studies, reports, compilations, copies of professional or technical correspondence, and similar or related documents. Destroy after 3 years.
- 7-9 Medical Care Inquiry Files. Documents reflecting inquiries received from kin, other private individuals, and members of Congress for non-privileged information on such matters as medical treatment received, status of physical condition, transfer of individual patients, eligibility for medical care and application for treatment. Included are approved requests, denied requests, and similar or related documents. Destroy after 6 years.
- 7-10 Medical Competency Review Files. Documents related to determining the degree and ability of members to use their mental faculties in handling personal/financial problems of normal day-to-day living. Included are determinations and similar or related documents. Destroy after 2 years.
- 7-11 Medical Board Files. Documents reflecting determinations of admission for applicants to the Home. Included are medical board proceedings and related documents. Destroy after 5 years.
- 7-12 Health Care Facility Inspection Reporting Files. Documents relating to internal sanitary inspections of HCF such as inspections of wards, quarters, messes and foods, and barber shop. Included are inspection reports, reports of corrective action taken, reclames and similar or related documents. Destroy after 1 year.

- ~~7-13 HCF Incident Reporting Files. Documents relating to involvement of a patient in an unusual occurrence or accident. Included are reports of unusual occurrence, witness statements, and related documents. Destroy after 7 years.~~
- ~~7-14 Admission and Disposition Files. Documents reflecting patients admitted or discharged from HCF and interward transfers. Included are admission and disposition sheets, daily patient strength recapitulation documents, and similar or related documents. Destroy after 2 years.~~
- ~~7-15 Bed Availability Files. Documents relating to availability and use of hospital beds. Included are cards, lists, and similar or related documents. Destroy after 2 years.~~
- ~~7-16 Control Card Files. Documents used by wards to account for patients assigned. Included are plain cards, ruled cards, card forms, or punched cards and similar or related documents. Destroy on discharge or transfer of patient.~~
- ~~7-17 Patient Medical Status Files. Documents used to keep registrar informed of a patient's medical status. Included are diagnosis slips and similar or related documents. Destroy 3 months after patient is released from HCF.~~
- ~~7-18 Seriously Ill Roster Files. Documents used for informing the patient's next of kin or other appropriate persons when the patient is seriously ill. Included are rosters and similar or related documents. Destroy after 3 months.~~
- ~~7-19 Absence Suspense Files. Documents reflecting patients on leave from HCF. Included are absence requests, authorizations for absence, and similar or related documents. Destroy on return of patient.~~
- ~~7-20 Mental Hygiene Reporting Files. Documents reflecting the incidence and prevalence of neuropsychiatric and related conditions in the HCF, used to evaluate preventive psychiatry and methodology employed, in order that corrective measures may be initiated. Included are mental hygiene consultation service reports and similar or related documents. Destroy after 2 years or on discontinuance, whichever is first.~~
- ~~7-21 Drug Reference Files. Documents used as a source of reference to commercially available drugs. Included are cards containing data extracted from journals, tear sheets, reports of board actions, and similar or related documents. Destroy when no longer needed for reference.~~

- 7-22 Medical Prescription Files. Documents relating to medical prescriptions which accumulate in pharmacies. Included are bulk drug orders; prescriptions for narcotic drugs, ethyl alcohol, alcoholic liquors, and similar prescriptions; and similar or related documents. Destroy after 5 years.
- 7-23 Pharmacy Stock Record Files. Documents reflecting receipt and expenditure of narcotic drugs, ethyl alcohol, alcoholic liquors, and similar preparations. Destroy 5 years after card is filled.
- 7-24 Pharmacy Issue Files. Documents used by pharmacy for requisitioning items of supply. Included are issue slips, requests for issue or turn-in, and similar or related documents. Destroy after 5 years.
- 7-25 Medical Laboratory Performance Reporting Files. Documents reflecting information on performance factors, number and source of specimens received, special laboratory investigations, training, status of equipment, workload backlog, and similar data. Included are letters, forms, printouts, and similar or related documents. Destroy after 5 years.
- 7-26 Nursing Service Schedule Files. Documents reflecting on-duty hours for personnel assisting with nursing care of patients. Included are time schedules and similar or related documents. Destroy after 1 month, or on discontinuance.
- 7-27 Patient Condition Reporting Files. Documents used to keep chief of nursing service informed of each patient's condition and ward activities which affect workload and determine assignment of personnel. Included are 24-hour reports and similar or related documents. Destroy after 1 month.
- 7-28 Temperature, Pulse and Respiration Files. Documents reflecting temperature, pulse, and respiration of ward patients. Included are cards, lists, and similar or related documents. Destroy after data have been entered on the individual's clinical record.
- 7-29 Controlled Drug Register Files. Documents reflecting narcotics and controlled drugs issued on wards, in clinics, and in dispensaries. Included are narcotic and controlled drug registers, controlled drug inventory certifications, and similar or related documents. Destroy after 2 years.

- 7-30 Bacteriological Testing Files. Documents created as a result of bacteriological culture tests to determine the efficiency of sterilizers, autoclaves and sterilization processes. Included are laboratory reports and similar or related documents. Destroy after next inspection by the Joint Commission on Accreditation of Hospitals.
- 7-31 Alcohol and Drug Abuse Rehabilitation Case Files. Documents relating to rehabilitation of individuals in connection with Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). Included are results of biochemical urinalysis and other tests; observation of patient's behavior; therapist's and drug education specialist's opinion and progress reports; doctor's notes; and similar or related documents. After treatment is terminated, forward all medical consultations, laboratory procedures and related documents to the custodian of the member's health record for inclosure therein.
- 7-32 Duplicate Medical Form Files. Documents used for training, historical, research, and informational purposes. Included are duplicates of documents filed in clinical records, outpatient records, and records of medical examination. Destroy after they have served the purpose for which they were accumulated.
- 7-33 Health Record Files. Documents relating to comprehensive individual medical history of members of the USSAH.
 - a. Discharged members: Destroy 10 years after date of discharge.
 - b. Deceased members: Destroy 5 years after date of death.
- 7-34 Physical Medicine Treatment Files. Documents relating to patients treated in physical medicine service. Included are cards, forms, and similar or related documents. Destroy 1 year after completion of treatment.

Note: Do not destroy until pertinent information has been incorporated in the patient's health record file.
- 7-35 Spectacle Issue and Receipt Files. Documents reflecting the diagnosis and types of spectacles prescribed in repeat refracture cases, and receipt for spectacles issued. Included are cards, receipts, and similar or related documents. Destroy after 3 months.

- 7-36 Clinical Psychology Individual Case Files. Documents related to conducting psychological evaluations of individuals who have drug, alcohol, family, social, adjustment, and similar problems. Included are examination records of intelligence, personality, achievement, and aptitude; results of tests; doctor's notes; abstracts or copies of pertinent medical records; observations of patient's behavior; and similar or related documents. Destroy 3 years after case is closed.
- 7-37 Social Work Individual Case Files. Documents relating to patient and associate interviews to assist in adjustment of the patient and in evaluation of personnel and social data for diagnosis and treatment. Included are interviews, personal history statements, abstracts or copies of pertinent medical records, and similar or related documents. Destroy 3 years after case is closed.
- 7-38 Patient X-Ray Film Files. Included are x-ray films exposed during diagnosis and treatment of patients at HCF, periodic physical examinations, and entrance or annual medical examinations. Destroy 5 years after end of year in which last medical treatment was given. However, appropriate x-ray film may be retained longer when needed for follow-up or research purposes.
- 7-39 Civilian Employee and Resident/Dependent Medical Files. Documents reflecting medical care and treatment furnished to individual employees, residents and their dependents by the HCF. Included are records of laboratory and x-ray findings, records of exposures to ionizing radiation, correspondence relating to physical condition and medical history and card records reflecting treatment furnished and absences caused by illness or injury.
 - a. Civilian employees: At time of retirement, death or separation of employee, transfer file to Personnel Division who will upon:
 - (1) Transfer of employee: Transfer file to new employing office.
 - (2) Retirement, death or separation of employee: Retire file to National Personnel Records Center with next regular retirement. Destroy 25 years after date of retirement, death or separation.

b. Dependents/residents (other than employees):

Give record to employee upon retirement, separation or transfer; or forward to designated medical facility; or maintain in RHA for 25 years, then destroy.

- 7-40 Preventive Medicine Inquiry Files. Documents related to furnishing routine technical information on preventive medicine matters to individuals, installations, and activities. Included is correspondence on such matters as handling storage and disposition of radioactive materials; safe levels of microwave radiation; toxicity of chemical substances and materials; control of insects and rodents; waste disposal; and other preventive medicine matters. Destroy after 5 years.
- 7-41 Communicable Disease Reporting Files. Documents reflecting communicable diseases diagnosed in patients. Destroy after 5 years.
- 7-42 Health Nursing Case Files. Documents relating to patient health care in connection with USSAH health nursing program. Included are record forms, case referral forms, and similar or related documents, arranged alphabetically. Destroy 3 years after case is closed.
- 7-43 Preventive Dentistry Files. Documents relating to establishment and definition of professional policies, standards, and practices for preventive dentistry. Included are reports of attendance at professional meetings; correspondence on professional or technical matters with individuals, associations, societies, and commercial concerns; and similar or related documents. Destroy after 5 years.
- 7-44 Dental Reporting Files. Documents containing summaries of dental services performed, cases diagnosed, operations performed, and similar information. Included are dental services reports, correspondence, and similar or related documents. Destroy after 1 year.
- 7-45 Dental Worksheet and Tabulation Files. Documents used in preparing dental reports and summaries. Included are worksheets, tabulations and similar or related documents. Destroy after 3 months.
- 7-46 Prosthetic Case Files. Documents reflecting the type of denture work completed. Included are dental prosthetic case forms prepared for each individual, and similar or related documents. Destroy after 3 months.

7-47 Member Dental Health Record Files. Documents reflecting dental treatment provided to members of the USSAH. Included are dental health records and corresponding x-rays for each member.

a. Discharged members:

Destroy 10 years after date of discharge.

b. Deceased members:

Destroy 5 years after date of death.

7-48 Civilian Dental Health Files. Documents reflecting dental treatment provided to civilian employees of the USSAH. Included are dental health records and corresponding x-rays for each employee.

a. Transfer of employee:

Transfer file to Personnel Division who will transfer file to new employing office.

b. Retirement, death or separation of employee:

Transfer file to Personnel Division who will retire file to National Personnel Records Center with next regular retirement.

Destroy 25 years after date of retirement, death, or separation.

7-49 Dependent/Resident Dental Health Files. Documents reflecting dental treatment provided to residents and dependents of resident employees (excluding resident employees).

Destroy 15 years after date of latest entry.

SECTION 8 - LOGISTICS, TRANSPORTATION, AND COMMUNICATIONS

The files described in this section relate to descriptions and retention periods for files relating to the provision of supplies and equipment to USSAH. As such, the files identification described below relate to procurement, receipt, storage, issue, disposition, maintenance, services, and accountability of all types of supplies and equipment; the management of administrative motor vehicles, the movement of personnel and supplies, the use of Bills of Lading, and transportation requests; and telephonic, telegraphic and postal communications.

| <u>FILE NO.</u> | <u>DESCRIPTION</u> | <u>DISPOSITION</u> |
|-----------------|---|--|
| 8-1 | <u>Procurement Misconduct Case Files.</u> Documents accumulated as case files which deal with specific incidents relating to fraud, misconduct, criminal conduct, or suspected fraud or misconduct in connection with procurement matters. Included are investigations, statements, reports, decisions, similar documents, and related papers. These files also provide information for publication of the debarred, ineligible, or suspended bidders list. | Destroy 30 years after close of case. |
| 8-2 | <u>Debarred Bidders List Files.</u> Documents relating to suspension of bidders that prohibit contractual relationships. Included are lists of debarred, ineligible or suspended bidders; status reports and recommendations relating to bidders appearing on lists; modifications, deletions, and additions to lists; and similar or related documents. | Destroy after 1 year, except that copies of lists will be destroyed when superseded, obsolete, or no longer needed for current operations. |
| 8-3 | <u>Bidders List Files.</u> Cards and lists used to determine which contractors are eligible to receive invitations for bid for specific items. | Destroy when superseded, obsolete, or no longer required for current operations. |
| 8-4 | <u>Procurement Register Files.</u> Registers or sheets used to record and control assignment of numbers to contracts, purchase orders, releases, or similar instruments. These files are maintained on a fiscal year basis. | Destroy after 6 years. |
| 8-5 | <u>Procurement Directive Files.</u> Documents used in initiating procurement. Included are procurement directives, production orders, purchase authorizations, requisitions (when used as a direct basis for purchase), consolidated bidders lists, written bids, summaries or proposals, abstracts of bids, cost analyses reports, similar documents, and related papers. | Destroy after 6 years. Do not retire. |

- 8-6 Requisition Suspense and Status Files. Documents maintained by requisitioner which reflect supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions. Destroy 3 months after completion of supply action, or on cancellation of requisition.
- 8-7 Stock Inventory and Reconciliation Files. Stock balance sheets or comparable work papers used for purposes of inventory, reconciliation or adjustment of stock balances. Destroy 2 years from date of next inventory, reconciliation, or adjustment.
- 8-8 Property Officer Designation Files. Documents reflecting designation of property officers. Included are letters of appointment and revocation. Destroy 2 years after termination of appointment.
- 8-9 Stock Record Account Files. The stock record accounts constitute USSAH property accounts which reflect receipt (regardless of source), storage, issue, or usage location of Government property in physical possession of USSAH. As such, they are distinguished from contract property accounts. Stock record account files are basic records showing by item the receipt, disposal, and quantities of supplies on hand. These accounts are maintained by an accountable officer. They include vouchers with supporting documents or attachments thereto, including stock record cards or equivalent forms used in lieu thereof. Stock record account files consist normally of the following types of files: debit voucher files, which include shipping documents, discrepancy reports, copies of purchase orders, packing lists, shipping tickets, property turn-in slips, or other documents filed with vouchers to a debit voucher file; inventory and stock record adjustment voucher files, including inventory adjustment reports, reports of survey or other stock record adjustment vouchers; requisition files or credit voucher files which consist of requisitions, shipping orders, substitution advices, extract requisitions, cancellation advices, purchase requests, shipping documents and other documents filed in a requisition file supporting action taken on a requisition or shipping order; serviceable property files held pending repair; and stock accounting and stock control registers, such as debit voucher registers, stock record adjustment voucher registers, requisition control and credit voucher registers maintained for comparable purposes. Stock record cards will be continued in effect until filled or until final entry is made thereon. Destroy after 2 years. However, prior to destruction of a property account, all vouchers, both debit and credit, representing memorandum receipt transactions pertaining to active or open memorandum receipt accounts, not covered by subsequent consolidations or memorandum receipts, will be removed from files and retained pending settlement of the transactions or inclusion in subsequent consolidated memorandum receipts. In addition, neither voucher nor stock record cards reflecting adjustment of shortages will be destroyed before final approval is authenticated on appropriate adjustment documents, such as inventory adjustment report or report of survey.

- 8-10 Property Book and Supporting Document Files. Documents reflecting description, receipt and turn-in of property for which property book officer is accountable. Included are property books, receipts, turn-in slips, reports of survey, inventory adjustment reports, and other documents supporting entries to property book.
 - a. Property books: Destroy 2 years after page is filled and initial accounting entry is carried forward to a new page, or 2 years after property balance becomes zero and there will be no activity on the item.
 - b. Remaining documents: Destroy after 2 years.
- 8-11 Hand Receipt Files. Receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings. Destroy on turn-in or other complete accounting for property or when superseded by a new receipt or listing.
- 8-12 Financial Inventory Accounting Files. Documents created and maintained by offices responsible for financial inventory, accounting for equipment and supplies in their custody. Included are category journals, category ledgers, inventory control records, retained copies of financial supply management reports, financial statements, consolidated worksheets, analyses of change in operating stock on hand, summaries of inventory position, posting media, correspondence, and related records. Destroy after 1 year.
- 8-13 Report of Survey Files. Reports that describe circumstances and recommend action, concerning loss, damage, or destruction of USSAH property. Included are reports of survey and supporting documents. Destroy 3 years after completion of final action.
- 8-14 Inventory Adjustment Reporting Files. Approving authority copies of reports used to adjust inventory discrepancies disclosed as a result of physical inventories. Included are inventory adjustment reports, inventory control cards, copies of reports of survey, and related documents. Destroy after 3 years.

- 8-15 Dispatcher Control Record Files. Documents reflecting the dispatch of equipment. Normal information includes names of user, time out, destination, equipment identification, and estimated time of return. Destroy after 1 month.
- 8-16 Equipment Daily Utilization Files. Documents completed by dispatcher and operator to provide information relative to the daily use of equipment. Destroy after required transfer of information to other records, unless required for accident investigation or state gasoline tax purpose.
- 8-17 Shop Property Account Files. Documents accumulating in USSAH shops in making maintenance items more accessible to personnel. Included are stock record cards, vouchers, registers, property issue and turn-in slips, and similar documents reflecting issue, turn-in, and usage of items, such as repair parts, kits, tools and assemblies. These documents may also constitute a section of accountable officer's stock record account, or may be subsidiary thereto. Stock record cards and direct exchange cards should be continued in use until filled or final entry is made thereon. Destroy after 2 years.
- 8-18 Equipment Inspection and Maintenance Worksheet Files. Documents reflecting performance of preventive maintenance inspections, services, diagnostic checkouts, and spot-check inspection of equipment. Destroy on posting to related equipment log book, on entering deficiencies on a new form, or on completion of next serviceability test or check, as applicable.
- 8-19 Labor Pool and Equipment Operating Files. Documents relating to assignment and utilization of labor and equipment. Included are work assignment sheets, working reports of operation of materials handling equipment, daily work reports showing such information as date, shift, cars or trucks loaded or unloaded; and comparable documents. Destroy after 6 months.
- 8-20 Food Program Project Files. Documents resulting from actions taken to evaluate and improve the overall USSAH Food Program. Included are staff studies, survey and test reports, coordinating actions, and related papers. Destroy 2 years after completion of the project.
- 8-21 Food Program Reporting Files. Reports used for the purpose of supervision, rendering assistance and advice, and review and analysis of the food program. Included are food facility reports, subsistence supply and service reports, and reports of progress accomplished in the food program. Destroy after 2 years.

- 8-22 Master and Special Menu Files. Documents relating to the development, review and approval of master and special menus. Included are documents reflecting cost, dietary, and issue analyses; ration factor lists; menu notes; and copies of the published menus. Destroy after 2 years, or on supersession or obsolescence, as applicable.
- 8-23 Subsistence and General Storehouse Sales Account Files. Documents maintained as the formal record of all transactions pertaining to the receipt, issue, sale, transfer, and inventory of supplies and services. They include distribution ledger, accrued expenditure ledger, obligations register, voucher register and control, and vouchers and supporting papers such as summaries of rations issued, ration requests, issue and turn-in slips, receipts, inventory and adjustment documents, statement of gains and losses, and similar documents used as vouchers or as supporting papers thereto. Destroy 2 years after final entry.
- 8-24 Sales Stores Planning Files. Documents maintained for planning and control of item stockage. Included are commissary consumption records, stock record cards, menus, menu recapitulations, and similar documents.
 - a. Item consumption file: Destroy on initiation of a second succeeding record for that item, or 1 year after discontinuance of the related item.
 - b. Remaining files: Destroy after 1 year, or when obsolete.
- 8-25 Price List Files. Lists and supplements reflecting current prices for subsistence items and clothing store items. Destroy after 2 years.
- 8-26 Cash and Charge Sales Files. Cash sales and charge sales books, charge sales slips (included attached informal lists), and machine sales tickets, but exclusive of such documents filed as vouchers to the account. Destroy after 2 years.
- 8-27 Subsistence Requisition Files. Requisitions submitted to Support Center and other supplying depots or agencies, advices of actions, and other papers retained as a record of requisition of supplies for the issue commissary and/or commissary store, but exclusive of such documents when filed with vouchers to the account. Destroy after 1 year.

- 8-28 Ration Accounting Files. Documents reflecting meals and rations served each day. Included are ration source data worksheets, records of meals served, ration records, and similar or related documents. Destroy after 1 year, except that ration source data worksheets will be destroyed after 3 months.
- 8-29 HCF Food Supply Files. Documents relating to control over receipt, storage, and issue of food items and general food service supplies. Included are food receipt and consumption records, inventories of food on hand, requisitions, and invoices of food obtained from subsistence, kitchen requisitions, and similar or related documents.
- a. Requisitions and invoices: Destroy after 3 months.
- b. Food receipt and consumption records: Destroy 1 year after card is filled.
- c. Other documents: Destroy after 1 year.
- 8-30 Individual Patient Diet Files. Documents pertaining to dietary requirements of individual patients. Included are dietary history records and similar or related documents. Destroy when member is discharged from USSAH.
- 8-31 Diet Therapy Files. Documents used in providing diet therapy to members. Included are diet menu plans; food code worksheets; diet rosters; early, late, or delayed tray rosters; nourishment and forced fluid rosters; food distribution charts; and similar or related documents. Destroy after 3 months.
- 8-32 Modified Diet Statistics Files. Documents reflecting number of diets served by category each day. Included are modified diet records and similar or related documents. Destroy after 1 year.
- 8-33 Recipe Card File. Documents reflecting standardized recipes for food preparation. Included are recipe cards and similar or related documents. Destroy when superseded, obsolete, or no longer needed for reference.
- 8-34 Dining Facility Operation Files. Documents relating to the operation of dining facilities. Included are cooks' worksheets, ration request, and subsistence reports, headcount sheets, guest registers, ration inventory and vendors' value, food cost records, and similar and related documents. Destroy after 3 months.

- 8-43 Energy Conservation Project Files. Documents relating to projects in the Energy Conservation Investment Program (ECIP), Equipment Energy Conservation Investment Program (EQ-ECIP), and other programs for planning, developing, designing, and construction of facilities for installation of equipment to reduce energy requirements in new or existing facilities. Included are documents relating to preparation and review of energy resource impact assessments or statements. Destroy 5 years after completion of project.
- 8-44 Energy Conservation Reporting Files. Documents consisting of reports of energy consumption, projected fuel requirements, fuel availability and storage capacity, boiler plant equipment data, and similar reports; information collected for higher-level agencies; and related documents. Destroy after 2 years.
- 8-45 Bill of Lading Files. Documents relating to inbound and outbound shipments. Included are property received and property shipped bills of lading, freight bills, shipping documents, shipment planning worksheets, express receipts, tally sheets, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit privilege bills of lading cross-reference sheets, and similar and related documents. Destroy after 3 years.
- 8-46 Vehicle Identification Plate Files. Documents accumulated in connection with requesting, transferring, issuing, and disposing of United States or local identification plates or license plates. Destroy 5 years after disposal of plates.
- 8-47 Operator's Examination and Qualification Record Files. Equipment operator qualification record, DA Form 348, and driver tests and examinations.
- a. Operator qualification record: Transfer with Civilian Personnel Folder.
- b. Tests and examinations: Destroy after recording on applicable qualification record.
- 8-48 Motor Vehicle Title Files. Documents relating to the registration of vehicles. Included are titles, manufacturer's and dealer's statements of origin, and related papers. They will accompany the vehicle upon transfer. Destroy on sale, salvage, or other final disposition of related vehicle.

- 8-49 Motor Vehicle Operation Files. Records relating to individual employee operation of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence. Destroy 3 years after separation of employee or 3 years after termination of authorization to operate Government-owned vehicle, whichever is sooner.
- 8-50 Transportation Services Authorization Files. Requests for allowance of vehicles indicating requirements, justifications, and approvals or disapprovals thereof. Destroy after 2 years, or on discontinuance.
- 8-51 Radio Frequency Files. Documents relating to authorization, allocation, assignment, correlation, and use of radio frequencies and call signs.
- a. Correspondence relating to concurrence of the Federal Communications Commission: Destroy after 1 year.
- b. Other documents: Destroy on supersession, cancellation, or discontinuance of the assignment or use.
- 8-52 Telephone Service Work Order Files. Documents used to request and authorize telephone service on Government-owned systems. Included are requests for telephone service, work orders, and related papers. Destroy 1 year after completion of work.
- 8-53 Telephone Call Reporting Files. Reports of all authorized outgoing prepaid, incoming collect, and toll or credit card toll calls. Destroy after 3 months, except when discrepancies between these records and toll tickets are found, in which case the files will be held until corrective action is completed.

SECTION 9 - FACILITIES

The files described in this section relate to descriptions and retention periods for files relating to acquisition, utilization, management, and master planning of real property; design and construction of USSAH projects; installation, maintenance, and operation of utility plants; performance of engineering services in connection with installations; accounting for real and installed property; housing, administration, and engineering studies; and environmental and fire protection files.

| <u>FILE NO.</u> | <u>DESCRIPTION</u> | <u>DISPOSITION</u> |
|-----------------|--|--|
| 9-1 | <u>Installation Status Evaluation Files.</u> Documents relating to the status of USSAH and its potential. Included are studies evaluating the suitability of USSAH regarding location, use of available construction, transportation facilities, water supply, health, and other factors; communications commenting on suitability of alternatives; changes, approval of actions; and other related documents. | Destroy when superseded, obsolete, or no longer needed for reference. |
| 9-2 | <u>USSAH Facilities Review Files.</u> Reports and other documents relating to review and analysis of USSAH facilities to determine the establishment or continuation of such facilities and to aid in their economical operation. | Destroy 3 years after determination or on discontinuance, whichever is first. |
| 9-3 | <u>Master Planning Files.</u> Documents relating to the preparation, development, review, approval, and revision of master plans for permanent USSAH installation. Included is the master plan which consists of basic information; maps; analysis of existing facilities report; tabulation of existing and required facilities; preliminary land use plans; and plans for future development which include the general site plan analytical report, background material, and related correspondence. | Destroy 2 years after termination of assignment, or when plans are superseded or obsolete. |
| 9-4 | <u>Real Estate Correspondence Files.</u> Correspondence relating to the overall management and use of real property owned by USSAH, but exclusive of specific files described in this category. | Destroy when 2 years old. |
| 9-5 | <u>Real Property Title Files.</u> Files accumulated documenting the acquisition, management, and disposition of USSAH real property. Included are abstracts of title, assurances, contracts, deeds, delegations of authority, disposal documents, maps, easements, leases, legislative actions, licenses, permits, declarations of taking, exclusive orders opinions, and related materials. | Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. |

- 9-6 Realty Historical Files. Individual audited project and installation files. To include land purchases, land sales, and master plans for building construction. Permanent.
- 9-7 Engineer Real Estate Files. Copies of documents pertaining to real estate matters handled by USSAH. Included are copies of leases, trespass agreements, releases, requests for disposal of buildings and improvements, comparable instruments, and related papers. Destroy 2 years after termination of lease, agreement, or comparable instrument, or 2 years after disposal of property, as applicable.
- 9-8 Installation Housing Files. Documents accumulated in determining the need for housing at USSAH. Included are studies, reports, comments, and recommendations, certificates of need, and similar or related papers. Destroy 10 years after approval or disapproval.
- 9-9 Installation Maintenance Program Files. Documents relating to long-range programs which concern the upkeep of buildings, roads, and grounds, including insect and rodent control and sanitary fill and dump areas, or other documents necessary to maintain essential data on the condition of the above facilities. Destroy when 2 years old.
- 9-10 Building Maintenance Files. Documents relating to the criteria, standards, practices, and application of measures for the maintenance, repair, and improvement of buildings and structures at USSAH. Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.
- 9-11 Ground Maintenance Files. Documents relating to the criteria, practices, and application of measures for the development and improvement of lands of USSAH, including golf course. Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.
- 9-12 Entomology Service Files. Documents relating to the criteria, practices, and application of measures for insect and rodent control for the protection of personnel, material, buildings, and other facilities. Destroy when superseded, obsolete, or no longer needed for reference, whichever is first.
- 9-13 Real Property Record Card Files. Documents which constitute the basis for the repairs and utilities accounting system for the receipt and disposition of real property, i.e., land and interests therein, leaseholds, buildings, and improvements, and appurtenances thereto. Destroy when superseded by an updated document or upon disposal of building.

- 9-14 Real Property Record Drawing Files. Current and complete files of all drawings relating to the design and construction of projects and layouts; architectural, mechanical, and structural building plans; water distribution system; steam distribution system; gasoline storage and fuel systems; road, aprons, and parking areas; and storm drainage systems. Destroy 1 year after consummation of the real property disposal action.
- 9-15 Installation Maintenance Progress and Inspection Files. Reports relating to the progress and inspection of maintenance and repair activities in connection with USSAH real and installed property, including progress and inspection reports. Destroy after 2 years.
- 9-16 Installation Facility Service Files. Documents relating to the conduct of fire protection activities, the conduct of rodent and insect control programs, the performance of janitorial and refuse collection services, and the operation of facilities engineering shops. Included are fire drill reports, insect and rodent control reports, refuse and salvage collection reports, and related correspondence, but exclusive of documents defined under fire prevention and protection files (see 9-29 thru 9-34). Destroy after 2 years.
- 9-17 Storage Battery Files. Documents relating to the maintenance and inspection of storage batteries. Included are work, maintenance, and inspection reports and directly related correspondence. Destroy on termination of the provisions of the manufacturer's guarantee.
- 9-18 Wildlife Management Plan Files. Documents relating to the protection of fish and wildlife at USSAH, including protection of resources and vegetation that provide a natural habitat for fish and wildlife, control of fishing, observance of game laws, and similar measures. Destroy on supersession of the plan or section of the plan.
- 9-19 Facilities Engineering Correspondence Files. Documents relating to the criteria, standards, practices, and application of the maintenance, repair, operation, conservation, and improvement of facilities engineering activities at USSAH, but exclusive of specific files described elsewhere herein. Destroy after 10 years.
- 9-20 Facilities Engineering Operation Reporting Files. Documents relating to the process of assembling, analyzing, summarizing, and disseminating data concerning the operations and performance of facilities engineering activities, including such information as summaries of facilities engineering programs, backlogs, deferred projects, performance, and other information concerning facilities engineering activities. Destroy after 2 years or on discontinuance, whichever is first.

- 9-21 Utilities Maintenance Files. Documents relating to the maintenance of utilities equipment and systems such as water and sewage, electrical refrigeration and air conditioning, boilers, and warm air furnaces, steam distribution, gas and oil storage, and other utility systems. Destroy 1 year after salvage, replacement, or dismantling of related plant or system.
- 9-22 Utilities Operation Files. Documents accumulated at USSAH relating to the operation of plants and systems, such as water, sewer, electric, gas heating, boiler, ice manufacturing and cold storage, refrigeration, and air conditioning, and fuel storage and distribution. Included are service economy reports, reports of fuel consumption, and laboratory test reports. Destroy after 2 years.
- 9-23 Utilities Operating Log Files. Logbooks pertaining to the operation of utilities. Retain on the premises with related equipment and machinery. These logbooks will be transferred if related equipment and machinery is transferred. Destroy on final disposition of related equipment and machinery.
- 9-24 Facilities Engineering Project Estimate Files. Documents relating to the preparation, review, and approval of projects for the maintenance, repair, or modification of buildings, grounds, improved areas, or other facilities engineering projects. Included are individual project estimates prepared by or for USSAH, requests for approval of projects, papers reflecting approval of projects, and related documents. Destroy after 3 years.
- 9-25 Facilities Engineering Service and Work Order Files. Originals and copies of service orders, and related papers maintained by USSAH activity authorized to perform repair, maintenance, minor construction, and operational work.
 - a. Original forms and related papers: Destroy 2 years after completion of work.
 - b. Copies of forms: Destroy 1 month after completion of work.
- 9-26 Facilities Engineering Work Order Control Files. Copies of work orders used for such purposes as follow-up of authorized work by section foreman. Destroy 1 month after completion of work.

- 9-27 Facilities Engineering Stock Record Account Files. Documents maintained by USSAH which reflect by item the receipt, storage, maintenance and disposition of real property, installed property, and facilities engineering stock. These files include voucher registers, stock record cards or any equivalent forms used in lieu thereof; vouchers supporting postings to real property cards as copies of leases, transfers and acceptance of real property forms, work orders, notices of cancellation of leases, and reports of survey; vouchers supporting postings to installed property cards as transfers of new construction forms, copies of leases, requisitions on storekeepers, inventory adjustment reports, work orders, notices of cancellation of lease, reports of survey, project turn-in slips; and vouchers supporting postings to stock record cards for facilities engineering stock as shipping documents, purchase orders, inventory adjustment reports, requisitions on storekeepers, reports of survey and property turn-in slips. Cards will be continued in effect until filled or until reduced to a zero balance. Destroy after 2 years.
- 9-28 Job Order Register Files. Documents used in the control of job orders. Such documents normally consist of ledgers, registers, or fastened sheets reflecting such data as job numbers; dates of receipt, approval, disapproval, scheduling, and completion; and description and cost. Destroy 2 years after date of last entry.
- 9-29 Fire Prevention Files. Documents relating to the criteria, standards, practices, and application of fire prevention and protection practices and methods. Destroy when superseded, obsolete, or no longer needed for reference.
- 9-30 Fire Protection Design Files. Documents relating to the application of fire protection criteria and standards in the design and construction of USSAH facilities. Destroy when superseded, obsolete, or no longer needed.
- 9-31 Installation Fire Prevention and Protection Files. Documents relating to the automatic sprinkler and alarm system; the water distribution system which shows the location of fire hydrants, pumps, valves, standpipe connections, and similar devices; sources of water supply, available firefighting equipment, tables of running distances, pressure in water mains, and fireflow and pump tests; liaison with civil or military organizations. Destroy 1 year after supersession.
- 9-32 Fire Protection Meeting Files. Documents that accumulate from USSAH participation in meetings and liaison with public agencies and representatives of private industry on fire prevention and protection methods and practices. Destroy after 10 years.

- 9-33 Fire Reporting Case Files. Reports of fires or explosions followed by fire resulting in loss of life, material, and structures, including related reports of investigation and communications. Destroy when 2 years old.
- 9-34 Fire Loss Experience Files. Documents containing information and data compiled from fire reports or other sources in order to compile data about trends and experience from losses due to fires or explosions followed by fire. Destroy after 5 years.
- 9-35 Contract Correspondence Files. Documents pertaining to construction contracts; architect-engineer contracts; civil work construction, maintenance, and operation contracts; and repairs and utilities contracts; but exclusive of files specifically described elsewhere herein. Destroy after 6 years.
- 9-36 Contract Officer Designation Files. Documents reflecting the designation of contracting and ordering officers and contracting officers' representatives for design, construction, maintenance and repairs, and utilities contracts. Destroy 6 years after revocation or supersession of designation.
- 9-37 Contractor's Payroll Files. Copies of payroll submitted by construction contractors for use in determining compliance with labor acts, laws, and decisions. Destroy 3 years after date of completion of contract unless contract performance is subject to enforcement action on such date.
- 9-38 Utility Contract Review Files. Documents relating to the review of contracts for the purchase and sale of utilities services. Included are confirmed copies and other copies of the contracts or supplemental agreements; recommendations relating to contracts; papers reflecting approval or proposed revision of contracts; the necessity for continued sale; and similar matters.
 - a. Documents relating to open-end type purchase contracts, and to sales contracts: Destroy 2 years after termination of contract.
 - b. Other files: Destroy after 2 years.
- 9-39 Contract Review Files. Copies of contracts and modifications and copies of related records of negotiation furnished to higher echelon offices for review purposes, but exclusive of utilities contract review files. Destroy after 6 years, or when they have served their purpose, whichever is first.

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Environmental Pollution Abatement Files. Documents relating to the criteria, practice, and application of measures to prevent water, air, noise, or ground pollution, or to abate such pollution as may exist. Included are inventories of sources of pollution, annual report describing progress in accomplishing objectives of environmental pollution abatement plans, and related or similar documents.

Destroy when superseded, obsolete, or on discontinuance, whichever is first.

End of withdrawal job