

REAL ESTATE-REAL PROPERTY

Use this subject for correspondence and supporting material relating to the acquisition, disposition, maintenance, repair, alterations, improvements, and use of real estate and real property. Includes all land, buildings, utilities (except telecommunications), offices, and all other space owned, leased, or occupied rent-free. All permanently attached equipment and fixtures pertaining to land, buildings, utilities, and offices are considered real property.

Disposal Authority:
Job No. NCI-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
REA	REAL ESTATE-REAL PROPERTY	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>Acquisition</u>	Use for general material on acquisition of real estate and real property.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1-1	Donations (Case file)		(Item 139a) HQ Property Management Office: Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens. NOTE: For properties acquired prior to January 1, 1921, contact RMO.	N/A
1-2	Exchange (Case file)		(Item 139a) HQ Property Management Office: Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens. NOTE: For properties acquired prior to January 1, 1921, contact RMO.	N/A
1-3	Purchase or Condemnation (Case file)		(Item 139a) HQ Property Management Office: Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens. NOTE: For properties acquired prior to January 1, 1921, contact RMO.	N/A
1-4	Titles, Deeds (Case file)		(Item 139b) HQ Property Management Office: Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.	N/A

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2	<u>Construction, Alterations, and Major Repairs</u>	Use for correspondence and related material pertaining to design and construction of new buildings, major repairs, alterations, and additions not appropriate for filing elsewhere in this outline.	(Item 146a) <u>Proposed projects:</u> Destroy when 5 years old. (Item 146b) <u>Completed projects:</u> Destroy when no longer needed for administrative purposes (e.g., renovations and repairs).	(Item 146a) <u>Proposed projects:</u> Destroy when 5 years old. (Item 146b) <u>Completed projects:</u> Destroy when no longer needed for administrative purposes (e.g., renovations and repairs).
2-1	Design and Construction Files	Includes correspondence, specifications, photographs, maps, and drawings produced and accumulated during the repair, modification, and improvement of existing buildings.	(Item 147a) Files for buildings that are architecturally, historically, or technologically significant: PERMANENT. Offer to NARS when no longer needed for current activities. Destroy records NARS does not wish to accession. (Item 147b) Files associated with routine repair and modification projects: Destroy when no longer needed for further repair or maintenance activities.	(Item 147a) Files for buildings that are architecturally, historically, or technologically significant: PERMANENT. Offer to NARS when no longer needed for current activities. Destroy records NARS does not wish to accession. (Item 147b) Files associated with routine repair and modification projects: Destroy when no longer needed for further repair or maintenance activities.
2-2	Projects	Includes authorizations, progress reports, and Environmental Impact Statements, cost estimates, bid tabulations, photographs, building plans, drawings, blueprints, etc.	(Item 146a) <u>Proposed projects:</u> Destroy when 5 years old. (Item 146b) <u>Completed projects:</u> Destroy when no longer needed for administrative purposes (e.g., renovations and repairs).	(Item 146a) <u>Proposed projects:</u> Destroy when 5 years old. (Item 146b) <u>Completed projects:</u> Destroy when no longer needed for administrative purposes (e.g., renovations and repairs).
3	<u>Damage and Protection</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
3-1	Fires and Explosions (Case file by incident if volume warrants)		(Item 170a(1)(a)) <u>Major incidents</u> Property Management Offices: Destroy when 6 years old. (Item 170a(2)) <u>Minor incidents</u> Destroy when 2 years old.	(Item 170a(1)(b)) <u>Major incidents</u> Property Management Offices: Destroy when 3 years old. (Item 170a(2)) <u>Minor incidents</u> Destroy when 2 years old.
3-2	Security of Real Estate-Real Property (including guards)		See Items 170d and 170e, Records Control Schedule, for specific disposal information.	See Items 170d and 170e, Records Control Schedule, for specific disposal information.
3-2-1	Bldg. 005 Security			

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CODE	TITLE	DESCRIPTION	RETENTION	
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4	<u>Display of Flag</u>		(Item 149) Destroy when 2 years old.	(Item 149) Destroy when 2 years old.
5	<u>Disposition</u>	Use for general correspondence and supporting material pertaining to disposition of real estate-real property.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
5-1	Case Files		(Item 142) Property Management Offices: Transfer to FARC when no longer needed for administrative purposes. Destroy 5 years after disposal of property.	N/A
6	<u>Leases</u>	Use for general correspondence and supporting material pertaining to leases and prerenewal canvass statements. Separate by lessee if volume warrants.	See Item 148, Records Control Schedule, for specific disposal information.	See Item 148, Records Control Schedule, for specific disposal information.
7	<u>Maintenance, Inspection, and Preservation</u>		(Item 149) Destroy when 2 years old.	(Item 149) Destroy when 2 years old.
7-1	Boiler and Pressure Inspection		(Item 153) Destroy when 3 years old.	(Item 153) Destroy when 3 years old.
7-2	Condition, Use, and Safety Survey		(Item 153) Destroy when 3 years old.	(Item 153) Destroy when 3 years old.
7-3	Electrical Equipment Inspection		(Item 153) Destroy when 3 years old.	(Item 153) Destroy when 3 years old.
7-4	Facilities Engineer Inspection and Maintenance Reports		(Item 152a) HQ Property Management Office: Destroy when 5 years old. (Item 152b) Regional Property Management Office: Destroy when 3 years old.	N/A
7-5	Facilities Management			
7-5-1	(Case files) Bldg. #005			

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7-6	Fire Equipment and Fire Drill Inspection		(Item 153) Destroy when 3 years old.	(Item 153) Destroy when 3 years old.
7-7	Historical Preservation		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
7-8	Repair and Maintenance Requests	Use for routine building and equipment maintenance service, excluding fiscal copies.	(Item 151) Destroy 3 months after work is performed or requisition is canceled.	(Item 151) Destroy 3 months after work is performed or requisition is canceled.
8	<u>Physical Inventory of Real Property</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
9	<u>Quarters</u>	Use for general correspondence and related material pertaining to occupation of quarters. Does not include material required to be filed in OPF.	(Item 154d) Destroy when 2 years old.	(Item 154d) Destroy when 2 years old.
9-1	Quarters Case File	Case file should include revocable permits, rates, agreements, appraisals, etc.	(Item 154a) Real Property Office: Destroy 3 years after termination of permit or 3 years after any claims are settled, whichever is later.	(Item 154a) Destroy 1 year after termination of permit or when no longer needed for administrative purposes, whichever is later.
9-2	Repair and Maintenance	Includes work orders, requisitions, and related papers.	(Item 154b) Destroy 3 fiscal years after work is performed.	N/A
10	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
10-1	Excess Real Property Reports		(Item 144) Property Management Offices: Destroy when 5 years old.	N/A
10-2	List of Documents for Capitalized or Disposed Real Property		(Item 145) Property Management Offices: Destroy when 3 years old.	N/A
10-3	Reports of Real Property Owned or Leased by the United States		(Item 143a) HQ Property Management Office: Destroy when 3 years old.	(Item 143b) Destroy when 1 year old.

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11	<u>Signs and Bulletin Boards</u>	Includes correspondence, authorizations, designs, etc.	(Item 149) Destroy when 2 years old.	(Item 149) Destroy when 2 years old.
12	<u>Space</u>	Use for general correspondence and supporting material regarding allocation, utilization, and release of space.	(Items 149 and 150b) Destroy when 2 years old.	(Items 149 and 150b) Destroy when 2 years old.
12-1	<u>Building Plans</u>		(Item 150a) Property Management Offices: Destroy 2 years after termination of assignment, when lease is canceled, when ARS no longer has custody of building, or when plans are superseded or obsolete.	N/A
12-2	<u>Parking</u>		(Item 150b) Destroy when 2 years old or when no longer required for administrative purposes, whichever is later.	(Item 150b) Destroy when 2 years old or when no longer required for administrative purposes, whichever is later.
12-3	<u>Physical Moves</u>		(Item 150c) Destroy when 1 year old.	(Item 150c) Destroy when 1 year old.
13	<u>Utilities and Services</u>	Subdivide by subject if volume warrants.	(Item 154d) Destroy when 2 years old.	(Item 154d) Destroy when 2 years old.