

RECORDS MANAGEMENT

Use this subject for correspondence and related material pertaining to records management functions, such as records maintenance and disposition, records security, correspondence, forms, reports, microfilming, and directives.

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

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
REC	RECORDS MANAGEMENT	Use for policies and procedures covering all items included under this primary subject.	(Item 155a) Records Management Offices: Destroy when 6 years old or when superseded or obsolete, whichever is later.	(Item 155b) Destroy when 3 years old.
1	<u>Annual Report of Records Holdings</u>		(Item 156) Destroy when 3 years old.	(Item 156) Destroy when 3 years old.
2	<u>Correspondence Management</u>		(Item 155a) Records Management Offices: Destroy when 6 years old.	(Item 155b) Destroy when 3 years old.
3	<u>Directives Management</u>	Use for correspondence on systems for issuing policy and procedures and for giving guidance to Agency personnel. Do not use for copies of Directives.	(Item 155a) Destroy when 6 years old.	(Item 155b) Destroy when 3 years old.
3-1	Review of Directives		(Item 32b(1)) Directives Management Staff, ASD: Destroy when 15 years old.	(Item 32b(2)) Destroy 6 months after issued.
4	<u>Files Maintenance</u>		(Item 155a) Records Management Offices: Destroy when 6 years old.	(Item 155b) Destroy when 3 years old.
4-1	Equipment and Supplies		(Item 155a) Records Management Offices: Destroy when 6 years old.	(Item 155b) Destroy when 3 years old.
5	<u>Forms Management</u>	Use for general correspondence on forms management, clearances, control, design, development, analysis, storage, and distribution.	(Item 155a) Destroy when 6 years old.	(Item 155b) Destroy when 3 years old.
5-1	Inventories		(Item 159b) Destroy 2 years after next inventory is completed.	(Item 159b) Destroy 2 years after next inventory is completed.
5-2	Letterhead Case Files	Includes a copy of each form, background, analysis, design, usage, distribution records, masters, and negatives.	(Item 159a) Records Management Offices: Destroy 5 years after form is superseded or obsolete.	N/A

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6	<u>Mail and Messenger Management</u>		(Item 24a) Records Management Offices: Destroy when 6 years old.	(Item 24b) Destroy when 3 years old or when superseded or obsolete, whichever is sooner.
6-1	Bulk Third Class		(Item 24a) Destroy when 6 years old.	(Item 24b) Destroy when 3 years old or when superseded or obsolete, whichever is sooner.
6-1-1	Permits		Mail Management Officer, GSD: Destroy 6 years after cancel- lation.	Destroy when no longer needed for administrative purposes.
6-2	Business Reply Mail		(Item 24a) Records Management Offices: Destroy when 6 years old.	(Item 24b) Destroy when 3 years old or when superseded or obsolete, whichever is sooner.
6-2-1	Permits		Mail Management Officer, GSD: Destroy 5 years after cancel- lation.	Destroy when no longer needed for administrative purposes.
6-3	Contractor Mailings		(Item 24a) Destroy when 6 years old.	(Item 24b) Destroy when 3 years old or when superseded or obsolete, whichever is sooner.
6-3-1	Permits		Mail Management Officer, GSD: Destroy 6 years after cancel- lation.	Destroy when no longer needed for administrative purposes.
6-4	Federal Mail Management Council		(Item 231) Destroy when 3 years old.	(Item 231) Destroy when 3 years old.
6-5	Mail Costs		(Item 24a) Records Management Offices: Destroy when 6 years old.	(Item 24b) Destroy when 3 years old or when superseded or obsolete, whichever is sooner.
6-6	Mail and Messenger Service	Use for general correspondence and records relating to the operation of mailrooms.	(Item 27a) Destroy when 1 year old or when superseded or obsolete, whichever is applicable.	(Item 27a) Destroy when 1 year old or when superseded or obsolete, whichever is applicable.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
6-6-1	Postal Irregularities	Use for correspondence relating to irregularities in the handling of mail, such as loss and destruction.	(Item 26) Destroy 3 years after completion of investigation.	(Item 26) Destroy 3 years after completion of investigation.
6-6-2	Receipts	Receipts and records for incoming and outgoing registered, insured, special delivery, etc. mailings.	(Item 25a) Destroy when 1 year old.	(Item 25a) Destroy when 1 year old.
6-7	Mail Volume Surveys		(Item 28a(1)) Records Management Offices: Destroy when 6 years old.	(Item 28a(2)) Destroy when 3 years old.
6-8	Postal Meters		(Item 24a) Destroy when 6 years old.	(Item 24b) Destroy when 3 years old or when superseded or obsolete, whichever is sooner.
6-8-1	Licenses		Mail Management Officer, GSD: Destroy 6 years after cancellation.	Destroy when no longer needed for administrative purposes.
6-9	Violations		(Item 26) Destroy 3 years after completion of investigation.	(Item 26) Destroy 3 years after completion of investigation.
7	<u>Microform Management</u>		(Item 155a) Records Management Offices: Destroy when 6 years old.	(Item 155b) Destroy when 3 years old.
7-1	Requests For Approvals of Microfilm Projects		(Item 158a) Destroy when 6 years old.	(Item 158b) Destroy when 1 year old.
8	<u>Records Disposition</u>	Use for general correspondence on policy and procedures to be followed in administering and operating records disposition programs.	(Item 155a) Destroy when 6 years old.	(Item 155b) Destroy when 3 years old.
8-1	Donation of Records		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
8-2	Records Control Schedules  (Case file SF-115's by organizational unit when volume warrants)		(Item 157a(1)) Records Management Offices: Destroy 5 years after schedule is superseded, or when no longer needed for administrative or reference purposes, whichever is later.	(Item 157a(2)) Destroy when revised schedule is received.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
8-3	Transfers of Records to PARCS	Records Transmittal and Receipt (SF-135 and SF-135A)	(Item 157b(1)) Records Management Offices: Destroy 10 years after all records listed on transmittal document have been disposed of, unless needed for reference purposes.	(Item 157b(2)) Destroy 3 years after records on transmittal document have been destroyed.
8-4	Transfers of Records to NARS		(Item 157c) Records Management Offices: Retain in office until no longer needed for reference purposes.	N/A
8-5	Transfers Other		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
8-6	Transfers of Records Outside ARS		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
8-7	Transfers of Records Within ARS		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
9	<u>Reports Management</u>	Use for general matters regarding the preparation, submission, control, and cost of reports.	(Item 155a) Records Management Offices: Destroy when 6 years old.	(Item 155b) Destroy when 3 years old.
9-1	ARS Reports (Case file if volume warrants)		(Item 155a) Records Management Offices: Destroy when 6 years old.	(Item 155b) Destroy when 3 years old.
9-2	Forms Reduction Campaign		(Item 159d) Destroy when 3 years old or after next reduction campaign, whichever is later.	(Item 159d) Destroy when 3 years old or after next reduction campaign, whichever is later.
9-3	Inventories		(Item 160b(1)) HQ Records Management Officer: Destroy 2 years after next inventory.	(Item 160b(2)) Destroy 1 year after next inventory.
9-4	Office of Management and Budget Clearances		(Item 160a) Destroy 2 years after report is eliminated or no longer required for administrative functions, whichever is later.	(Item 160a) Destroy 2 years after report is eliminated.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
9-4-1	Information Collection Budget		(Item 160a) Destroy 2 years after report is eliminated or no longer required for administrative functions, whichever is later.	(Item 160a) Destroy 2 years after report is eliminated.
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.
11	<u>Security of Records</u>  (See PERSONNEL for material on clearances)	Use for systems and procedures regarding handling and control of information and documents. Includes material on technical, administrative, and physical safeguards to ensure confidentiality of records containing personal and proprietary information, and defense-classified material.	See Item 168, Records Control Schedule, for specific disposal information.	See Item 168, Records Control Schedule, for specific disposal information.