

SERIES 100

OFFICE ADMINISTRATIVE FILES

100. OFFICE ADMINISTRATIVE FILES (NC1-330-77-4)

The files described in this subgroup relate to the performance of routine administrative operations and in obtaining administrative services from the offices and staff sections responsible for providing them.

Disposition: Transfer all permanent records of this series to the National Archives when 30 years old unless otherwise indicated or needed for Agency purposes.

101. OFFICE GENERAL INFORMATION

101-01. Office General Management Files. Documents relating to the internal management or general administration of an office. Included are:

- Documents on internal office procedures, hours of duty, and individual duties that do not have continuing applicability.
- Documents on office participation in charitable affairs, such as blood donations and contributions to philanthropic or charitable associations.
  - Documents on tests of civil defense, fire, or comparable emergency evacuation procedures.
- Documents on security, and documents on the security classification system in general.
- Documents on safety within the office, such as minutes of safety meetings, notification of safe and unsafe practices, and comparable documents.
  - Documents on the office's involvement in forms, publications, records, and reports management, such as records and forms surveys 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 or functions).
    - Documents on the general use of IT (but not documents concerned with the employment of IT for performance of the office's mission or functions).
    - Documents on the general routine use of IT (but not documents concerned with the employment of IT for performing specific mission, functions, or process thereof).

Disposition: Destroy after 1 year or on discontinuance, whichever is first.

101-02. Office Inspection and Survey Files. Documents on inspecting and surveying internal office administrative procedures. Included are: Extracts of inspection reports, security inspection reports, safety inspection reports, or comparable communications that pertain only to the performance of housekeeping operations within the office, including communications about impending inspections. EXCLUDED are management improvement reports submitted to the Office of Management and Budget (OMB) that are of a Permanent nature. Management survey

reports and similar documents that are applicable to internal office procedures.

Disposition: Destroy after the next comparable survey or inspection.

101-03. Office Instruction Files. Documents on the preparation and issuance of office memorandums or comparable continuing instructions applicable only to internal administrative practices within the preparing office. Included are copies of the instructions and communications relating to them. (This file number is not applicable to instructions concerning the performance of mission functions of the office even though they may be issued as standing operating procedures or in comparable format.)

Disposition: Destroy when superseded or obsolete.

101-04. Office Organization Files. Documents on the organization and function of an office, such as copies of documents that are duplicated in the office 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 surveys and manpower authorization vouchers; and similar papers. Also included are documents reflecting minor changes in the organization of the office that are made by the office chief and that do not require evaluation and approval by the Secretary of Defense.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

101-05. Office Record Locator Files. Documents used to locate files in the current files area, or files that have been transferred to the records holding area or retired to a records center. Included are lists of selected file numbers, copies of file plans not issued as directives, and retained copies of records shipment lists. (Card indexes to individual mission record groups should not be identified as locator files but as reference paper files to the mission records. Lists of selected file numbers may be filed loosely in front of organized files.)

Disposition: Destroy file plans and lists of file numbers when superseded. Destroy shipment lists when 6 years old after related records are destroyed or after the related records are transferred to the National Archives, whichever is applicable. GRS 16, Item 2.a.(2)

101-06. Record Access Files. Documents received or prepared by an office that show name, grade, and other identification of individuals authorized access to official records, particularly classified material. Included are requests for access and approvals thereof, roster of individuals authorized access and similar documents.

Disposition: Destroy when superseded or obsolete of the authorization document or on transfer, separation, or relief of the individual concerned.

101-07. Security Container Record Files. Forms placed on safes, cabinets, or vaults containing security classified documents and used for providing a record of entry into the containers.

Disposition: Destroy 3 months following the last entry on the form, except in the case of forms involved in an investigation, which shall be retained until completion of the investigation. GRS 18, Item 7b.

101-08. 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.

Disposition: Destroy when superseded by a new form or list or upon turn-in of containers. GRS 18, Item 7a.

101-09. Office Classified Document Receipt Files. Receipts for classified documents issued or transferred. If classified document receipts are used concurrently as a register and control file, they shall be identified and disposed of under file number 101-12.

Disposition: Destroy when 2 years old. GRS 18, Item 2

101-10. Office Classified Register or Control Files. Documents reflecting the identity and location of classified papers that the office is accountable.

Disposition: Destroy when 2 years old. GRS 18, Item 4

101-11. Temporary Internal Receipt Files. Documents used in making temporary loan of classified documents within the office as distinguished from transferring or issuing classified documents in an office or headquarters. Such loans are normally of short duration and borrowed documents are often returned within the same workday.

Disposition: Destroy when 2 years old. GRS 18, Item 2

101-12. Office Non-registered Classified Document Destruction Certificate Files. Forms or other documents accumulated by an office that reflect the destruction of classified documents.

Disposition: Destroy when 2 years old. GRS 18, Item 3

101-13. Office Mail Control Files. Documents that 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. In rare cases, they may also include copies of receipts for accountable mail; e.g., registered, certified, and numbered insured mail.

Disposition: Accountable mail receipts: Destroy after 2 years. Other documents: Destroy after 3 months. series 102-11. for additional information on mail room operations.

101-14. Office Financial Files. Documents on the participation of offices in matters concerning the expenditure of funds incidental to the performance of the mission of the office,

such as itineraries and cost estimates for travel and notifications to budget offices of funds required for travel; requests for long distance telephone funds, notifications from budget offices of telephone funds that are available, and reports of long-distance telephone calls; receipts for pay checks and other documents relating to the distribution of checks to individual employees; receipts for savings bonds and other documents on distribution of savings bonds directly to individual employees; and comparable papers.

Disposition: Destroy after 1 year or on discontinuance, whichever is first.

101-15. Office Service and Supply Files. Documents on ordinary supplies and equipment used by an office; office space and utilities; communications, transportation, custodial or other services required by an office; and to the general maintenance of an office. Included are: Requests to supply activities for supplies, receipts for supplies and equipment, and similar papers on office supply matters; requests and other documents on issue of keys and/or locks to an office; requests for publications and blank forms, and other papers on supply and distribution of publications to an office; documents relating to local transportation required by, or available to, an office; requests for office space and similar documents on office space; requests for installation of telephones, floor plans showing location of office telephone extensions; requests for change to telephone directories, and similar papers; documents on the modification, repair, or change of office heating, lighting ventilation, cooling, electrical, and plumbing systems; documents on painting, partitioning, repairing, or other aspects of maintaining the office physical structure; and documents on other logistical type services required by, or provided to, an office.

Disposition: Destroy 1 year after completion of action.

101-16. Office Property Record Files. Cards, lists, hand receipts, or comparable documents showing accountable property charged to the office.

Disposition: Destroy when superseded, obsolete, or when the property is turned in, whichever is first.

101-17. Office Equipment Approval and Utilization Files. Documents on 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.

Disposition: Destroy when superseded, obsolete, or upon disposal of the related item of equipment, whichever is first.

101-18. Classified Matter Inventory Reporting Files. Documents used to report the results of physical inventories conducted to assure all classified matter is accounted for.

Disposition: Destroy when 2 years old. See series 209 for more details. GRS 18, Item 4

101-19. Security Classification Regrading Files Documents authorizing the regrading of security classified documents.

Disposition: Retire to the WNRC 2 years after final action. Destroy when 5 years old. See series 209 for more details.

101-20. Office Management System Files. Documents related to the use and approval of a miniaturization system, a word processing system, or similar system.

Disposition: Destroy when system is no longer in effect.

101-21. Office Space Assignment Records Files. Documents reflecting administrative space assigned to an office. Included are space assignment records and similar or related documents.

Disposition: Destroy when superseded or obsolete.

101-22. Publications Request Files. Requests for publications, photos, and general information including applications or form requests with copies of acknowledgments and replies.

Disposition: Destroy requests, replies, and related information 3 months after annual file cut off.

## 102. OFFICE ADMINISTRATIVE FILES

102-01. Reference Publication Files. Copies of publications issued by other government agencies, and nongovernmental organizations maintained for general reference with an office. Not to be confused with documents described under series 103-08.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference purposes, except that accountable publications shall be returned to supply channels.

102-02. Technical Material Reference Files. Copies of technical materials, such as motion pictures, sound recordings, still photographs, transparencies, charts, and maps retained for reference purposes only.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference, except that accountable publications shall be returned to supply channels.

102-03. Reading Files. Copies of outgoing communications, arranged chronologically, and maintained for periodic review by staff members. This does not apply to chronological reading files of Top Officials. See series 102-16 for more details.

Disposition: Destroy when no longer needed for reference purposes.

102-04. Office Message Reference Files. Copies of incoming and outgoing messages maintained in numerically or chronological order for reference purposes in offices other than the Cables Division, WHS, and official record copies of messages that must be filed in the

appropriate mission files of the office.

Disposition: Destroy after 1 year. Earlier destruction is authorized.

102-05. Policy and Precedent Files. Extra copies of documents establishing policy or 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 of procedure, examples of typical cases, and other documents duplicated in functional files.

Disposition: Destroy individual documents when superseded or obsolete. Destroy entire file on discontinuance of organizational elements to which it relates.

102-06. Publications Files. Publications, manuscripts and associated papers on publications issued by the OSD.

Disposition: a. Retire record copies to the WNRC 2 years after file cut off. Transfer to the National Archives after 25 years. b. Destroy duplicate copies 1 year after issuance of the publication. c. Case files. Destroy when no longer needed for reference.

102-07. Nonpolicy Administration Files. Correspondence, transmittal memoranda, instructions, and other related material of a non-policy nature on internal administration and operations.

Disposition: Cut off when superseded or obsolete; destroy 3 years after cut off.

102-08. Messenger Service Records Files. Messenger service records including daily logs, assignment records and instructions, dispatch records, delivery receipts, EXCLUSIVE of receipts for Secret and Top Secret classified Defense information, route sheets, and related and similar documents.

Disposition: Cut off annually; destroy 2 months after files cut off.

102-09. Mailing Lists Files. Mailing lists and related material.

102-09.1. Correspondence, request forms, and other records on changes in mailing lists.

Disposition: Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner. GRS 13, Item 4a

102-09.2. Card list.

Disposition: Destroy individual cards when canceled or revised. GRS 13, Item 4b

102-09.3. Address plates, stencils, or tapes.

Disposition: Destroy or correct individual address plate, stencil, or tape when canceled or revised.

102-10. Postal Records Files

102-10.1. Records relating to incoming and out-going registered mail pouches.

Disposition: Destroy when 1 year old. GRS 12, Item 5a

102-10.2. Applications for postal registration and certificates of declared value of matter subject to postal surcharge.

Disposition: Destroy when 1 year old. GRS 12, Item 5b

102-10.3. Receipts for incoming and out-going registered and insured mail.

Disposition: Destroy when 1 year old. GRS 12, Item 5a

102-10.4. Return receipts for registered, insured, and special delivery mail.

Disposition: Destroy when 1 year old. GRS 12, Item 5a

102-10.5. Reports of loss, rifling, delay, wrong delivery, or other improper treatment of mail.

Disposition: Destroy when 1 year old. GRS 12, Item 5c. Note: Except when Secret or Top Secret information is involved; then transfer to related investigation case folder. See series 210-01.

102-11. Mail Control Files. Mail Control Records and Supporting papers.

102-11.1. Records consisting of receipts and routing information on incoming and outgoing mail when used as indices to correspondence files.

Disposition: Destroy when 1 year old. GRS 12, Item 6a

102-11.2. Statistical reports used on outgoing mail (air mail, special delivery, registered, foreign and parcel post over 4 pounds).

Disposition: Destroy when 6 months old. GRS 12, Item 6b

102-11.3. Requisitions for postage or stamps, exclusive of copies used as supporting documents to payment voucher.

Disposition: Destroy when 6 months old. GRS 12, Item 6c

102-11.4. Production reports on mail handling and work performed with compilations derived there from.

Disposition: Destroy when 1 year old. GRS 12, Item 6d

102-11.5. Records relating to remittances and other valuable enclosures received in incoming mail by mailroom.

Disposition: Destroy when 6months old. GRS 12, Item 6f

102-11.6. Records and receipts for mail and packages received.

Disposition: Destroy when 6 months old. GRS 12, Item 6f

102-12. Electrical Messages File. Records of electronically transmitted messages.

102-12.1. Incoming and outgoing electrically transmitted messages, other than those relating to routine matters of internal administration and operation.

Disposition: a. Permanent. Retire copies of messages and related papers 6 months after file cut off to the WNRC. Transfer to the National Archives when 30 years old. b. Destroy all other copies 6 months after transmission or receipt.

102-12.2. Incoming and outgoing electrically transmitted messages relating to routine matters of internal administration and operation.

Disposition: a. Cut off annually; dispose of record copies 2 years after cut off. b. Destroy all other copies 6 months after transmission. GRS 13, Item 3

102-12.3. Operating records of message units, including logs, registers, correspondence, performance reports and related records, exclusive of Top Secret and Secret classified Defense information receipts and destruction reports.

Disposition: Cut off annually. Destroy 6 months after cut off.

102-13. Program Progress Files. Records on program progress and accomplishment, including related planning records and other backup case records. These files contain all significant programs, program objectives, planned milestones, progress reports, and related documents.

Disposition: a. Case files are permanent. Cut off when no longer needed for current business, retire copies 2 years after cut off to the WNRC. Transfer to the National Archives when 30 years



old. b. Destroy duplicate copies and non-record materials 6 months after cut off, unless part of a case file.

102-14. Implementation Files. Records on the implementation of procedures, systems, methods and standards, and associated matters that result in operational and administration changes.

Disposition: a. Cut off case files when no longer needed for current business, hold in the CFA 3 years and retire to the WNRC. Destroy when 30 years old. b. Destroy duplicate copies and non-record material 6 months after file cut off, unless part of a case file.

102-15. Informational Records Files. Informational records such as administrative memoranda, courtesy copies of correspondence and publications circulated for informational purposes only, including work sheets and papers, drafts, stenographic notebooks, tape or wire recordings, feeder reports that are transcribed to basic date reports temporary or interim material, and all other data used only as notes for preparing record material, exclusive of concurrences of coordination copies, or copies associated with case material.

Disposition: Destroy these materials 90 days after serving the purpose that they are collected.

102-16. Chronological Reading Files. Outgoing correspondence arranged in chronological order prepared for office routing to assist in dissemination of information.

Disposition: Destroy 1 year after monthly, quarterly, or semiannual cut off, except those maintained in the offices of the Secretary of Defense, immediate offices of the Heads of each OSD Component, and the Heads of those organizations under OSD for administrative support, which are permanent. Retire to the WNRC 3 years after cut off and transfer to the National Archives when 40 years old.

102-17. White House Correspondence Files.

102-17.1. White House Correspondence of a routine non-policy nature with no long-term value.

Disposition: Cut off every 6 months. Retire to the WNRC when 1 year old; destroy when 7 years old.

102-17.2. White House correspondence relating to substantive policy-related matters.

Disposition: Cut off every 6 months; retire to the WNRC 2 years after cut off. Transfer to the National Archives when 25 years old. NB: The Freedom of Information Act does not apply to the President, the White House Office, and the President's principal advisors. Mail of this nature referred to the OSD is personal mail and should be maintained separately from regular mail, as a courtesy for the White House, and it shall be returned thereto upon request. It may be transferred to the National Archives only if approved by the White House.

102-18. Congressional Correspondence (NC1-330-79-1).

102-18.1. Correspondence of a routine nature with no historical value. Congressional inquiries originated by Armed Forces personnel, the public, or members of Congress, that are forwarded to the OSD for reply. Examples include letters regarding the Office of Civilian Health and Medical Program of the Uniformed Services benefits for dependents, rejections for military service, requests for information about commissary privileges for retirees and retirement benefit programs, physician pay bonus program eligibility, and public inquiries as to how and where military equipment can be purchased, discrimination complaints, and public inquiries on Defense spending.

Disposition: Retire to the WNRC when 1 year old; destroy when 7 years old.

102-18.2. Correspondence of a substantial nature with historical significance. Congressional inquiries originated by Armed Forces personnel, the public, or members of Congress, that are forwarded to the OSD for reply. They are primarily originated by Congress and pertain to substantial policy issues such as plans, objectives, or responsibilities. Examples include letters between Congress and the Secretary of Defense outlining the appropriations history of weapons projects, international programs, DoD IT programs, international incidents such as the seizure of vessels or aircraft shootdowns, intelligence operations, war reserves, Defense contract awards, and important investigations.

Disposition: Permanent. Retire to the WNRC 1 year after close of the case; transfer to the National Archives when 20 years old.

102-19. Special Studies (NC1-330-80-11).

102-19.1. Reports and correspondence on formal inquiries or investigations for other than personnel or security reasons. Documents accumulated by special task forces or committees appointed for these tasks that do not fall in other identifiable functional areas.

Disposition: Permanent. Reports of the task groups or committee, retire to the WNRC when no longer needed for reference; transfer to the National Archives when 30 years old.

102-19.2. Reference and other non-record material accumulated in the study.

Disposition: Destroy when no longer needed for reference.

103. COMMON MISSION FILES

General policy and administrative files relating directly to the mission of an OSD functional element that are distinct from office administrative and management files. They are to be used only as needed. (NI-330-92-1, except where otherwise noted.)

103-01. Policy Files (NI-330-93-1). These files accumulate in the offices of the Secretary and Deputy Secretary of Defense, immediate offices of the Under and Assistant Secretaries of Defense, or any element of any OSD Component involved in making, promulgating, or analyzing policy relating to a Component's mission. They are not to be confused with Policy and Precedent (102-05), Publications (102-06), or Instruction (103-02) files and include the following:

103-01.1. Issuances such as memorandums and letters or other correspondence that announce, modify or change, rescind, or explain any process, procedure, or function.

Disposition: Permanent. Retire to the WNRC when superseded or obsolete.

103-01.2. Analyses, studies, and substantive correspondence and memos that evaluate or assist in the evaluation of a process, procedure, or function.

Disposition: Permanent. Retire to the WNRC when superseded or obsolete.

103-01.3. Routine background materials accumulated in the course of formulating or analyzing policy. They may consist of reference papers, extra copies of reports or other documents, and correspondence of a transitory or informational nature only. (File substantive background papers under 103-01.2.)

Disposition: Destroy when no longer needed for reference.

103-02. Instruction Files. Documents on preparing, coordinating, issuing, and interpreting directives, regulatory instructions and comparable instructional material. These files accumulate in offices responsible for preparation and interpretation of instructions and include coordinating actions, studies, interpretations, and published record copies of instructions, such as regulations, supplements, memoranda, circulars, pamphlets, and bulletins; Standard Operating Procedures (SOPs) or similar issuances; messages used for expeditious interim changes to instructions; technical newsletters or comparable media used to forward semiofficial and authoritative instructions; and official training materials.

Disposition: Permanent. Cut off annually or when superseded or obsolete, as reference needs require. Retire to the WNRC 5 years after cut off. See section 213 for master copy of directives.

103-03. Administrative Files. Documents on the overall or general routine administration of a Component's activities, but exclusive of official personnel files pertaining to individuals described in this Instruction.

These files generally include the following:

103-03.1. Routine comments on regulations, directives, or other publications prepared by another office with primary responsibility. If comments result in additional action affecting

the mission or functions of the office, documents should be filed with the appropriate mission function files.

103-03.2. Evaluations of suggestions that do not result in issuing an instruction or establishing a project.

103-03.3. 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.

103-03.4. Extracts of reports of inspections, surveys, or audits that pertain to the operation of the mission or functions.

103-03.5. Comments on or contributions to news releases or other media furnished to publicize and promote the mission or functions.

Disposition: Destroy after 5 years or discontinuance, whichever is first.

103-04. Agreement Files (N1-330-92-1). Agreements, memoranda of agreement (MOA), memoranda of understanding (MOU), and similar documents between the OSD Components and WHS and the Military Services, the Defense Agencies, Federal Agencies, non-Federal organizations or agencies, BUT NOT FOREIGN GOVERNMENTS. 801-04.2. These agreements are negotiated to provide for continued support and understanding between recognized organizations in the Department of Defense or within OSD concerning administrative, personnel, training and other matters. Included are the agreements, agreement checklists, amendments to agreements, review comments, related correspondence, and similar documents.

Disposition: a. Office requesting and office providing support: (1) Agreements involving transfer of personnel spaces and training shall be destroyed 6 years after superseded, cancellation, or termination of the agreement. (2) Agreements involving other forms of support shall be destroyed upon suppression, cancellation or termination. b. Reviewing offices: Destroy 1 year after superseded, cancellation, or termination, or when no longer needed, whichever is sooner.

103-05. Orientation and Briefing Files. Documents used in orientations and briefings given to visitors and newly assigned individuals about the mission, functions, and physical layout of an office. Included are photographs, transparencies or viewgraphs, copies of specially prepared handouts, and related or similar documents.

Disposition: Destroy when superseded or obsolete.

103-06. Committee Files. Records Created by Advisory Commissions, Committees, Councils, Boards and Other Groups Established under the Federal Advisory Committee Act (FACA). [NOTE: The term "advisory committee" as defined by FACA means any committee, board, commission, council, conference, panel, task force, or other similar group, or any

subcommittee or other subgroup which is (1) established by statute or reorganization plan or (2) established or utilized by the President, or (3) established or utilized by one or more agencies or officers of the Federal government. This term does not apply to any committee which is composed wholly of full-time officers or employees of the Federal government.]

103-06.1. Committee Chairman or Secretariat Files. Files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as:

- Original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components.
- Agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed.
- One copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files.
- Correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission.
- Substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data).
- Questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by Item IIA (may include data maintained electronically).
- Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act .
- Documentation of subcommittees, working groups, or other subgroups of advisory committees, that support their reports and recommendations to the full or parent committee. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records.
- Documentation of formally designated subcommittees and working groups. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records.

Disposition: Office of committee chairman or secretariat, whichever is designated office of record, transfer to the National Archives on termination of the Commission. Earlier transfer is authorized for commissions operating for 3 years or longer. GRS 26, Item 2a.

103-06.2. Committee Administrative Files. These files pertain to the offices of other committee members and relate to routine committee activities and/or do not contain unique information of historical value, included are:

- Correspondence, reference and working files of Commission staff [excluding files covered by 103-06.1].

- Audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events.
- Other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.
- Extra copies of records described in 103-06.1, e.g. copies of meeting agenda and minutes distributed to commission members and staff, files accumulated by agencies on interagency bodies other than the secretariat or sponsor.

Administrative records generated by an advisory committee – records relating to budget, training, supply or similar housekeeping or facilitation functions – may be disposed of in accordance with this schedule. Administrative records having retention periods outlasting the life of the committee such as payroll, personnel, and contract records will be transferred to the office providing administrative support.

Disposition: Destroy/Delete when 3 years old. [Note: Prior to termination NATIONAL ARCHIVES, in consultation with the Records and Declassification Division and Committee Staff, will review records to identify files that warrant permanent retention.] GRS 26, Item 2b.

103-07. Staff Visit Files. Documents on scheduled or special visits (but not inspections, surveys, or audits) for performing staff or technical supervision or for conducting studies. This description is not applicable to visits made in connection with a specific process or case that 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.

Disposition: Destroy when 5 years old, except files on recurring staff visits shall be destroyed on completion of the next visit.

103-08. Reference Paper Files. Documents used to facilitate, control, or supervise the performance of a specific function, process, or action as distinguished from those official records necessary for documenting performance of a function, process, or action they are used with. Reference paper files consist of the following types of documents:

103-08.1. Notes, drafts, feeder reports, news clippings, similar working papers, and other materials accumulated for preparation of a communication, a study, an investigation, a survey, an inspection, or other action. This description does not include official and quasi-official recommendations, coordinating actions, and other documents that contribute to or result from preparation of the communication or other record.

Disposition: Cut off on completion of the communication, study, survey report, or other action. Destroy in blocks after an additional 3 months, 6 months, or 1 year. Earlier destruction is authorized.

103-08.2. Cards, listings, indexes, and similar documents used for facilitating and controlling work.

Disposition: Destroy when no longer needed to facilitate or control work.

103-08.3. Copies of technical documents, intelligence documents, emergency plans, mobilization plans, and similar reproduced materials that do not fall within the description for reference publication files.

Disposition: Destroy when superseded, obsolete, or no longer needed for reference.

103-08.4. Documents received for general information purposes that require no action and are not required for documentation of specific functions.

Disposition: Destroy after 1 year. Earlier destruction is authorized.

103-08.5. Extra copies of documents maintained by action officers that reflect actions taken by the action officer. Such files should not be established unless ABSOLUTELY NECESSARY.

Disposition: Destroy after 1 year. Earlier destruction is authorized.

103-08.6. Copies of documents accumulated by supervisory offices, such as chiefs of directorates, divisions, branches, or separate offices. These documents duplicate the record copy filed elsewhere in lower level offices of the same organizational element that are responsible for performing the action, process, or function. Such files should be established ONLY WHEN NECESSARY, and not in offices of the SAME organizational element.

Disposition: Destroy after 1 year. However, documents in the active file that require additional action or relate to reopened cases should be brought forward for filing in the current file. Earlier destruction is authorized.

103-09. Official Visits Files (NI-330-93-6). These files pertain to both foreign and domestic visitors but not consultants, contractors, or the officials of other Government Agencies visiting in connection with special projects or other mission-related matters. They may consist of letters, memorandums or other correspondence; schedules or itineraries; lists of points of contact; and information on clearances and liaison activities required to obtain official approval for visits. Also included may be duplicate copies of travel orders, papers accumulated in the process of arranging billeting, transportation, messing and other purely logistical arrangements to support visitors, and documents relating to the selection and activities of escort officers.

Disposition: Cut off after completion of visit, hold in the CFA for 5 years and destroy. Earlier destruction is authorized if no longer needed for reference purposes.

103-10. General Accounting Office/Inspector General (GAO/IG) Audit Report Files (NI-330-93-6). These are copies of GAO/IG audit reports and other correspondence used to track the processing of inspection activities in connection with ongoing programs. Not to be confused with series 101-02., Office Inspection and Survey Files. This provides a central, discrete file of

these reports for use by action offices.

Disposition: a. Action copies. Cut off and retire to the WNRC when no longer needed for oversight or action; destroy after 15 years. b. Information copies. Destroy when no longer needed for reference purposes.

103-11. Legislative Branch Relations Files (NI-330-93-6). These files are used to maintain material pertaining to the preparation and submission of reports to and testimony and hearings before Congress as well as background papers containing comments on proposed legislation affecting programs. They are not to be confused with papers maintained under series 102-18., Congressional Correspondence, or series 1000, Office of the Assistant Secretary of Defense (Legislative Affairs).

Disposition: Cut off upon presentation or submission; destroy when 5 years old. Earlier destruction is authorized when no longer required for reference purposes.

103-12. Schedules of Daily Activities. Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.

Disposition: a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files ( See 102-14 for calendars of high Government officials). Destroy or delete when 2 years old. GRS 23, Item 5a. b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files. Destroy or delete when no longer needed for convenience of reference. GRS 23, Item 5b

103-13. Transitory Records. Records of short-term interest (180 days or less), including in electronic form (e.g., e-mail messages), which have minimal or no documentary or evidential value. Included are such records as:

- Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply;
- Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material;
- Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records;
- Records documenting routine activities containing no substantive information, such as routine notifications of meetings, scheduling of work-related trips and visits, and other scheduling related activities;
- Suspense and tickler files or 'to-do' and task lists that serve as a reminder that an action is required on a given date or that a reply to action is expected, and if not received, should be traced on a given date.



Disposition: Destroy immediately, or when no longer needed for reference, or under a predetermined schedule or business rule (e.g., implementing the auto-delete feature of “live” electronic mail systems). GRS 23, Item 7

103-14. Schedules of Daily Activities for High Level Officials. Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by high-level Government officials while serving in an official capacity, created and maintained in hard copy or electronic form, excluding materials determined to be personal. [Note: High level officials include the heads of departments and independent agencies; their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.]

Disposition: a. Records containing substantive information relating to official activities, the substance of which has been incorporated into official files: Destroy or delete when 2 years old. (GRS 23, Item 5a.) b. Records documenting unique substantive information relating to official activities submit on SF 115 to NARA.