

SERIES 1900

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

1900. DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA) (NC1-330-87-1 and NC1-330-88-2)

Functional files of the OSD on the DoDEA. This does not include the personnel files of educator or administrative personnel assigned to the DoDEA Headquarters or its schools. Files described herein may be further subdivided by use of a decimal suffix, e.g., 1904-10.1. through 1904-10.4., etc.

1901. RESERVED (103., Common Mission Files.)

1902. GENERAL SCHOOL ADMINISTRATION FILES

1902-01. Student Administration Files (N1-330-87-1). Documents on student administration. File folder headings could include: Scholarship and/or Financial Aid; Graduation Requirements; Field Trips, Placement; etc. Series 1903 for actual individual student folders.

Disposition: Cut off at end of school year. Destroy after 1 year, unless needed for further reference, in which case bring forward to current file (1902-01).

1902-02. Curriculum Files. Material on general curriculum development to include agendas, documents developed and created in task group meetings, minutes, and recommendations applicable to all curriculum areas. These files shall also include general working papers on the particular curriculum for an individual school year. To encourage standardization throughout DoDEA, the outline that follows should be used for curriculum materials: Arts and Humanities; Career and/or Vocational Education; Compensatory Education; Computer Education; Early Childhood Education; Preschool; Kindergarten; Foreign Language and/or Intercultural Education; Health; Drug and/or Alcohol Abuse; Nurse's Meetings; Health Reports; Immunizations; Language Arts and/or English as a Second Language; Mathematics; Media Center (Audiovisual); Music; Physical Education; Pupil Personnel Services; Home and/or Hospital Instruction; Reading and/or Reading Improvement Specialist; Science; Social Studies.

Disposition: a. Cut off task group working materials at end of school year and hold 1 year, then destroy. b. Summaries of minutes keep until next task group meets, then destroy. c. Curriculum review materials: destroy 1 year after publication. d. All other materials: destroy when no longer needed for reference.

1902-03. Special Education Files. General non-policy material including reports, correspondence on the planning and development of special education. This includes speech, learning disabilities, etc. The following subdivisions are authorized: Special

Education Monitoring; Special Education Census; Case Study Committee; Talent and Gifted; Related Services.

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

1902-03.1. Mediation and Hearing Results Files. Material on special education mediations and hearings other than that contained in the individual student record.

Disposition: Cut off after final decision. a. OSD: Retire to the WNRC after 5 years. destroy when 20 years old. b. All other offices: Hold 3 years and destroy when no longer needed for further reference.

1902-04. Seven-Year Curriculum Development Plan Files. Material on the planning and subsequent issuance of the Seven-Year Curriculum Development Plan.

Disposition: Cut off at end of year; destroy after 1 year or when no longer needed for reference, whichever is sooner.

1902-05. Course Offering File. Material on the individual school's course offerings. Includes schedules and lists of courses.

Disposition: Cut off at end of year, destroy after 1 year, or when no longer needed for reference, whichever is sooner.

1902-06. Independent Study Course Files. Material on proposals for or actual independent study courses. Materials on individual students shall be filed in the student folder.

Disposition: Cut off at end of school year, destroy after 1 year or when no longer needed for reference, whichever is sooner.

#### 1902-07. Testing Files

1902-07.1. For all DoDEA office files, material on test administration procedures, region and school-wide, as well as test results with summary analysis for general and specially administered tests are filed here. The school offices may file correspondence, documents and/or materials on semester exam schedules here.

Disposition: Cut off at end of school year. Hold in the CFA 6 additional years. Earlier destruction is authorized.

1902-07.2. Annual Testing Program. Documents for the proceedings leading up to the test administration, monitor, and test results including individual reports for the system, region, and/or school.

Disposition: Cut off at end of school year. Destroy when 6 years old or when no longer needed for reference, whichever is later.

1902-08. Reserved

1902-09. School-Wide Action Plan Files. All material on the School-Wide Action Plan, to include documents on the school improvement plan.

Disposition: Cut off at end of school year. a. Schools: Maintain 5 years then destroy. b. Other offices: destroy after 1 year.

1902-10. RESERVED

1902-11. In-service Files. Includes training and staff evaluation material. Information on in-service programs conducted by the school region, or other outside sources.

Disposition: Destroy when 5 years old or 5 years after completion of specified program, whichever is sooner.

1902-12. Special Program Files. Nonpolicy Material, in a general sense, on special programs related to education such as the Very Special Arts Festival, Teacher-in-Space, Artist in Residence programs.

Disposition: Cut off at end of year, destroy after 1 year or when no longer needed for reference, whichever is later.

1902-13. Research Program Files. Material on the planning and development of research programs; i.e., research and innovation projects, individual project proposals, etc.

Disposition: a. Approved projects: destroy 2 years after completion, or when no longer needed, whichever is first. b. All others: cut off at end of year, destroy after 1 year or when no longer needed for reference, whichever is later.

1902-14. Summer School Files. Material on the planning and implementation of a summer school program.

Disposition: Cut off at end of year, destroy after 1 year or when no longer needed for reference, whichever is later.

1903. ELEMENTARY SCHOOL FILES

1903-01. Elementary School Student Record Files (N1-330-99-1). Documents on enrollment and registration (record copy of DSF 100 and documentation enrollment category), standardized achievement tests, grades, report cards, attendance and reading records, teachers' comments, parental correspondence, other notes, or related information.

No personal information that might result in embarrassment, inconvenience, or unfairness should be kept in these records. All records on special education must be maintained in 1903-03.

Disposition: Destroy 5 years after transfer, withdrawal, or death (TWD) of student. Files may be purged of all information except report cards or other records that document academic promotion or retention data. When student transfers to another school, a copy of the record may be released to parent and/or student for handcarrying. If transferred outside DoDEA, an official copy shall be provided on receipt of an authorized request.

1903-02. Health Record Files. Includes Student Health Records (DSF 120), immunization records (DSF 122), parental permission forms, screening results, sports physicals, physician referrals, medication instructions consent forms, copies of accident reports.

Disposition: Place in student record file (1903-01.) upon TWD of student.

1903-03. Elementary School Special Education Files (N1-330-89-1). Documents pertaining to special education, to include preferrals and referral forms and documentation, test protocols, Individual Education Plans, Case Study Committee reports and plans and evaluation reports and summaries of correspondence with parents (including invitations to meetings and permission for assessments), file access records, cross-reference location information and, when appropriate, samples of student's work.

Disposition: Cut off on TWD of student. Retain in the CFA 5 years, then destroy.

1903-04. Ancillary Service Files. Documents on supplemental services (Talented and Gifted (TAG), English as a Second Language (ESL), Compensatory Ed, Reading Improvement Specialist (RIS), etc.) to include consultation and referrals, test protocols, case study committee process forms, progress and evaluation reports and summaries, teachers' notes, general correspondence, and samples of student's work.

Disposition: Place in student record file (1903-01.) upon TWD of student.

1903-05. Registration Card Files. Copies of Sponsor and/or Pupil Registration Cards (DSF 100) reflecting enrollment verification, sponsoring agency, and emergency locator information. Record copy is kept in the student record file with appropriate documentation of enrollment category (original copy preferred by not mandatory).

Disposition: Destroy when superseded.

1903-06. Teacher Class Register Files. Grade books reflecting daily, weekly, semester, or annual scholastic marks and averages, attendance, and withdrawal information.

Disposition: Cut off at end of school year. Destroy after 1 year.

1903-07. Master Student List Files. A listing of all students, by grade, enrolled in grades K-8, by school year. The list shall annotate when the student entered or withdrew if either action occurs during the school year. If student attends for entire year, name is sufficient.

Disposition: Cut off at end of school year. Hold in the CFA. Destroy after 25 years.

#### 1904. SECONDARY SCHOOL FILES

1904-01. Secondary School Student Record Files. Documents including enrollment and registration forms, DS Form 200 (reflecting grades and credits, standardized achievement tests, attendance), discipline actions, health information, copies of report cards, letters of recommendation and correspondence with parents and/or similar and related information. No personal information that might result in unfairness shall be maintained in these records. All records on special education shall be maintained in 1904-06.

Disposition: a. DSF 200: cut off on graduation, transfer, withdrawal, or death (GTWD) of student. transfer DSF 200 to regional office after 4 years. Retire to FRC after 1 year. destroy when 50 years old. b. All other records: cut off on GTWD of student. Destroy after 5 years. When student transfers to another school, a copy of the record may be released to the parent/student for handcarrying. If the student transfers to a school outside the DoDEA, an official copy shall be provided upon receipt of an authorized request.

1904-02. Transcript Files. This file consists solely of the student's permanent record (transcript), DSF 200. This is an optional file; the transcript may be maintained in the student record file (1904-01.).

1904-03. Transcript Request Files. Request forms and correspondence authorizing release of academic records and actions taken.

Disposition: Cut off at end of school year. Destroy after 2 years.

1904-04. Registration Card Files. Sponsor and/or Pupil Registration Cards (DSF 100) reflecting enrollment verification, sponsoring agency, and emergency locator information.

Disposition: Transfer current card to student record file upon GTWD of student. A copy of current card should be maintained in the student folder to authorized release of records. Destroy when superseded.

1904-05. Health Record Files. Documents including health record (DSF 120), immunization certificate (DSF 122), TB/first aid parental permission forms, screening results, sports physicals, physician referrals, medication instructions, consent forms, and copies of accident reports.

Disposition: Cut off at end of school year. Transfer to student record file upon GTWD

of student. Copies may be released to student and/or parent for handcarrying to next school with an official copy provided upon authorized request.

1904-06. Secondary School Special Education Files (N1-330-89-1). Documents pertaining to special education programs to include prereferral and referral forms and documentation, test protocols, Individual Education Progress (IEPs), Case Study Committee (CSC) reports and minutes, assessment plans and evaluation reports and summaries, correspondence with parents (including invitations to meetings and permission for assessments), file access records, cross-reference locator information and when appropriate, samples of the student's work.

Disposition: Cut off upon GTWD of student. Hold in the CFA 5 years, then destroy.

1904-07. Ancillary Service Files. Documents on supplemental student services TAG, English as a Second Language (ESL)), to include consultation and referrals, test protocols, CSC process forms, progress and evaluation reports and summaries, teachers' notes and general correspondence, and samples of student's work.

Disposition: Transfer to student record folder upon GTWD of student.

1904-08. Report Card Files. Consolidated office files containing copies of report cards that reflect scholastic grades, promotion, of retention.

Disposition: One copy shall be maintained in the individual student record; all others released to student upon withdrawal of transfer or destroyed at end of school year, whichever is appropriate.

1904-09. Attendance and Discipline Files. Documents reflecting attendance and disciplinary actions, to include teacher referrals, tardy and/or admission slips, correspondence to and from parents, and similar related information.

Disposition: Cut off at end of school year. Upon GTWD of student, transfer to student record (1904-01.).

1904-10. Teacher Class Register Files. Grade books reflecting daily, weekly, semester, or annual scholastic marks and averages, attendance, withdrawal information.

Disposition: Cut off at end of school year. Destroy after 5 years.

1905. PANAMA STUDENT RECORDS. REMOVED.

1906. GENERAL SUPPLY ACCOUNTING

These files pertain to policy and support necessary for the effective and efficient operation of the general supply accounting activities of DoDEA (N1- 330-87-1).

1906-01. Hand Receipt Account Serial Number Files Register (DODACC).

Registers recording school and activity record account serial numbers and indicating each designation and activity to which assigned.

Disposition: Destroy after 5 years.

1906-02. Hand Receipt Account Serial Number Files List (DODACC). Lists issued periodically that reflect current account serial numbers assigned within the regional geographical area.

Disposition: Destroy when superseded.

1906-03. Stock Record Account Authorization Control Files. Background material consisting of documents on requests for authorization and assignment of, or cancellation of stock record account serial numbers and information concerning audit status accountability and transfers of accountability.

Disposition: Destroy 2 years after termination of account.

1906-04. Authorized Supply Code Files. Document on the assignment of authorized organization supply codes to each school, organization or activity authorized to maintain property on an organization property records. Included are registers and related papers.

1906-04.1. Registers.

Disposition: Destroy 1 year after cancellation of all supply codes listed on the sheet or in the bound register.

1906-04.2. Other Files.

Disposition: Destroy after 2 years.

1906-05. Property Officer and/or Custodian Designation Files. Documents reflecting the designation of property officers. Included are letters of appointment and revocation.

Disposition: Destroy 2 years after termination of appointment.

1906-06. Stock Level Control Files. Documents on the establishment and amending of stock levels at regional warehouse.

Disposition: Destroy after 1 year.

1906-07. Supply or Equipment Authorization Files. Documents on requests for authorizations for allowances or authority to exceed or change existing authorizations.

Disposition: Destroy when incorporated in a numbered publication or on recession, whichever is sooner.

1906-08. Stock Record Account Files. Accounts of regional warehouse operations constituting organizational or activity property accounts, custodial records and other documentation of accountable supply distribution activity. Regional stock account files are the basic records showing by item the receipt, disposal and quantities of supplies on hand. These accounts are kept by an accountable officer.

Disposition: Destroy after 2 years. All documents covered by subsequent consolidations, remove and bring forward to current year.

1906-09. Hand Receipt Jacket. Document that may be accumulated by the accountable officer that reflect regional property held on memorandum receipts, consisting of property issue slips, turn-in slips, individual and consolidated memorandum receipts, and related papers.

Disposition: Individual school of activity hand receipts and related papers: Destroy on inclusion in a consolidated hand receipt or on turn-in of the property issued or other satisfactory accounting of responsibility.

1906-10. Property Book and Supporting Document. Documents reflecting the description, receipt, and turn-in of property that the 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 the property book.

Disposition: Destroy after 2 years. Open document numbers in the supporting document file, transfer to the current fiscal and/or calendar year document file.

1906-11. Document Register Files. Registers listing the document number and type of supply action taken on documents that support entries to the property book. Included are non-expendable and expendable and/or durable registers for supply actions, and similar forms.

Disposition: Destroy after 2 years. Open document number, extract into current fiscal and/or calendar year document register (first entries of new register) in original document sequence.

1906-12. Officer Nonaccountable Property Files. Documents on the receipt and issue of property that is not recorded on an accountable stock record account of the region or on a memorandum receipt account of the region such as stock cards, property issue and turn-in slips, and shipping documents.

Disposition: Destroy after 2 years or on turn-in of equipment, or after other proper settlement of responsibility, or consolidation, whichever is applicable.



1906-13. Property Records Inspection and Inventory Reporting Files. Information relating to inspections and inventories (including annual, change of PBO, cyclic) of property records. Included are reports, replies, and related information.

Disposition: a. Offices conducting inspection: destroy after 3 years. b. Offices inspected: destroy after 1 year.

1906-14. Property Accountability Transfer. Documents attesting to the transfer of property accountability from one accountable officer to another. Included are certificates of transfer, inventory lists, and related documents.

Disposition: Destroy after 2 years.

1906-15. Equipment Record Card. Documents maintained to provide a perpetual inventory of selected major or end items of equipment and for the purpose or retaining timely data for required equipment reports.

Disposition: Destroy 2 years after equipment is removed from agency control.

1906-16. Equipment Loan Files. Document reflecting loan of equipment, or material to or from other Government Agencies. Included are requests, approvals, reports, agreements, and related documents. This description does not include documents required to be filed in property accounts.

Disposition: Destroy 2 years after turn-in or other satisfactory accounting.

1906-17. Reports of Survey Files. Reports that describe the circumstances and recommended actions concerning the loss, damage, or destruction of Government property. Included are reports of survey and supporting documents.

Disposition: a. Reports fixing pecuniary liability: destroy 5 years after final action. Others: destroy after 3 years.

1906-18. Report of Survey Control Register. Registers and related documents maintained to control reports of survey.

Disposition: Destroy after 5 years.

1906-19. 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 count cards, copies of reports of survey, and related documents.

Disposition: Destroy after 2 years.

1906-20. Relief From Responsibility (Liability Admitted) Files. Retained unit copies of statements of charges of cash collection vouchers on property that has been lost,

damaged, or destroyed, and that liability is admitted by the responsible individual.

Disposition: a. DD Form 1131: Destroy 3 months after completion. b. DD Form 362: Destroy 3 months after verification that all amounts have been collected.

1906-21. Fund Accountability Files. Records having direct relation to the fund accountability, including, but not limited to: Statement of Agent Officer's Account (DD Form 1081), Reimbursement Vouchers (SF 1129), unannounced inspection and verification reports, quarterly reviews for needs of funds, and informal registers.

Disposition: Cut off at end of fiscal year. destroy after 2 years.

1906-22. Imprest Fund Transaction Files. Individual purchase request (DS Form 3953, DS Form 2496, DS Form 3161), SF 1165, and any other papers that may occur to support the appropriate transaction (e.g., vendor's invoice, Memorandum for Record).

Disposition: Destroy 1 year after expiration of fiscal year in which the transactions were executed.

1906-23. Bulk Fund Purchase Request Files. Individual bulk fund purchase requests.

Disposition: Destroy 1 year after expiration of fiscal year transactions executed.

#### 1907. SUPPLY CONTROL AND QUANTITATIVE MATERIAL REQUIREMENTS FILES (N1 330-87-1)

1907-01. Investment Item Forecasting Files. Documents created in forecasting and computing the requirements for individual investment and selected items of material. Planning documents that provide guidance in computing the requirements for the item, and related papers.

Disposition: Destroy 3 years after superseded or 1 year after obsolete, discontinuance, or removal, whichever is sooner.

1907-02. Material Allowance Files. Documents reflecting allowances of material required by and authorized for schools to accomplish both administrative and educational missions. They are used in computing quantitative requirements for material and documents such as operational projects, communications pertaining to the authorization documents, and copies of other plans that provide a basis for computing quantitative requirements.

Disposition: Destroy 3 years after superseded or obsolete of the basic documents.

#### 1908. SELF-SERVICE SUPPLY CENTER FILES (N1-330-87-1)

1908-01. Account Authorization Files and Ledger. Documents on the establishment of monetary credit authorization for school and activity supplicants drawing supplies from a self-service supply center.

Disposition: Destroy 1 year after posting authorization to customers ledger and ledger card.

1908-02. Authorized Supply Representative Card Files. Card identifying individuals as authorized supply representatives, correspondence relating to issuance of monetary credits, and correspondence relating to the account.

Disposition: a. Obsolete Cards: Destroy after posting entries to the register. b. Remaining Files: Destroy after 2 years.

1909. SUPPLY ITEM IDENTIFICATION FILES (N1-330-87-1)

1909-01. Supply Item Identification Files. Documents on proposed original item identification or proposed changes, revisions, transfers, and cancellations of basic names, definitions, descriptions, references, and illustrations for inclusion in supply catalogs. Included are requests for nomenclature and Federal stock numbers, name and description transmittal forms, reference drawing or illustration sketches, coordination or collaborating actions, and similar documents pertaining to the proposed item identification.

Disposition: Destroy 4 years after completion of action.

1910. STOCK CONTROL AND REQUISITION FILES (N1-330-87-1)

1910-01. Due-In Document Files. Documents reflecting quantity and type of material due-in that are used as a record of due-in shipments, as a notification of shipment or for purposes of warehouse space utilization planning. Included are copies of requisitions, shipping and delivery orders, and similar documents, but excluding such documents when filed with vouchers to the stock record account. Disposition: Destroy 6 months after receipt of shipment, or when files have served their purpose, whichever is sooner.

1910-02. Due-In Document Register Files. Registers recording due-in shipments or notices of shipment.

Disposition: Destroy 1 year after date of last fiscal year entry.

1910-03. Car Arrival Reporting Files. Documents used to initiate diversions of shipments or immediate reshipment such as car arrival reports.

Disposition: Destroy 3 months after diversion of reshipment.

1910-04. Requisition Suspense and Status Files. Documents maintained by the requisitioner that reflect the supply status of requisitions. Included are copies of requisitions, supply status cards, follow-up data, and reconciliation of open requisitions.

Disposition: Destroy 1 year after completion of action, on cancellation of requisition or move to completed document file.

1910-05. Issue History Files. Documents reflecting the record of each material request release order and all supply actions taken on the request. These documents may be in the form of hard copy, punched card, or tape.

Disposition: Destroy after 2 years.

1910-06. Requisition Register Files. Registers maintained to record requisitions submitted for supplies to be furnished by procurement activities.

Disposition: Destroy after 1 year.

1910-07. Requisition Reference Files. Extra copies of requisitions that are maintained by the activity responsible for initiating them.

Disposition: Destroy when no longer needed but no later than 6 months after disapproval of requisition or completion of supply action.

1910-08. Packaging and Handling Deficiency Reporting Files. Reports submitted by receiving activities on deficiencies in the preservation, packaging, marking, or handling of supplies, equipment, or materials. Included are reports of packaging and handling deficiencies, reports and corrective action and related papers.

Disposition: Destroy after 1 year.

1910-09. Regional Station Supply Reporting Files. Reports concerning the status of supply, excess stock, and the redistribution of stock, including station stock status report, and report on the status of equipment.

Disposition: Destroy after 2 years.

1910-10. Stock Inventory and Reconciliation Files. Stock balance sheets or comparable work papers used for the purposes of inventory, reconciliation, or adjustment of stock balances.

Disposition: Destroy after 2 years.

1910-11. Warehouse Stock Availability Reporting Files. Reports prepared periodically listing stock availability balances, which are used primarily for ascertaining availability of supplies to satisfy quantities called for on requisitioning documents and for effecting release of quantities previously due out.

Disposition: Destroy after 3 months, or on completion of next report, whichever is sooner.

1910-12. Warehouse Stock Status and Transaction Analysis Reporting Files. Reports reflecting current balances on a warehouse's stock records or summarizing individual transactions. Included are depot stock individual transactions. Included are depot stock status reports and depot transaction analysis reports.

Disposition: Destroy after stocks depleted.

1910-13. Model (Service) Stock Files. Documents Maintained as a record of predetermined quantities of specified items reserved for issue to individuals or activities. Included are model stock lists and revisions thereof, property issue slips, and property turn-in slips.

Disposition: Destroy after stocks depleted.

1910-14. Equipment Table Files. Tables or lists that govern the issue of equipment and supplies to schools and organizations. Included are tables of organization, tables of equipment, and tables of allowances.

Disposition: Destroy when superseded or obsolete.

1910-15. Material Handling Equipment Use Files. Documents containing data for use in establishing utilization requirements for materials handling equipment. Included are daily records of materials handling equipment operations, copies of materials handling equipment utilization reports and similar documents.

Disposition: Destroy after 2 years.

1910-16. Customer Supply Assistance Reporting Files. Reports of visits made by regional supply assistance personnel relative to supply assistance provided schools and activities.

Disposition: Destroy after 2 years.

1910-17. BOSS Supply Operation Reporting Files. Reports and related documents on supply operations and accumulated by CSA and regional staff offices.

Disposition: Destroy after 2 years.

1910-18. Equipment Management Survey Files. Documents accumulated as a result of conducting on-site review of equipment use and needed for reconciling property accountability records and authorization documents. Included are copies of survey reports, letters of authorization for turn-in and requisitioning of equipment, computer printouts of adjustments and excesses, key punch worksheets, and similar or related documents.

Disposition: Destroy after next survey.

1911. MAINTENANCE FILES (N1-330-87-1)

1911-01. Maintenance Summary and Managements Files. Documents on the summarization of data to the general management of maintenance operations and functions. Copies of various operationally prepared funds (control copies) containing detailed data of value in managing such aspects of maintenance as forecasting workloads, scheduling work for orderly flow, worktime standards and routing of work, parts supply, cost control, quality control, operation improvement are reviewed, analyzed, and summarized.

Disposition: a. Consolidated reports and summarizations: Destroy when no longer needed. b. Feeder Reports: Destroy on extraction of necessary data.

1911-02. Maintenance Request Files. Documents used to request maintenance services to report accomplishment of modification work orders to record maintenance performed.

Disposition: Destroy on return or issue of related equipment.

1911-03. Maintenance Request Register Files. Documents used to record and control maintenance work; usually in the form of registers.

Disposition: Destroy 6 months after last entry.

1911-04. Exchange Tag Files. Documents (normally tags) used as receipts for replacement of parts or components.

Disposition: Destroy on return of issue of related equipment.

1911-05. Shop Property Account Files. Documents accumulating in tool rooms, parts rooms, and exchange points making maintenance items more accessible to maintenance personnel. Included are stock record cards, property issue, and turn-in slips and similar documents.

Disposition: Destroy after 2 years.

1911-06. Shop Locator Record Files. Location sheets, cards, tags, and other documents constituting a part of a location, inventory, or identification system for equipment sent to shops, or utilized as a check or inventory for such equipment.

Disposition: Reusable forms should be used until filled.

1911-07. Preventive Maintenance (PM) Schedule Files. Documents used for scheduling periodic PM services tests and calibration of equipment. Transfer with related

equipment.

Disposition: Destroy after transfer of information to other records or on disposition of equipment, whichever is sooner.

1911-08. Equipment Inspection and Maintenance Worksheet Files. Documents reflecting the performance of PM inspections, services, diagnostic checkouts, and spot check inspection of equipment.

Disposition: Destroy when posted to logbook; entered on a new form; or completion of next check or test. If needed for inspection data purposes, destroy when no longer required.

## 1912. STORAGE FILES (N1-330-87-1)

1912-01. Warehouse Planning and Layout Files. Warehouse, shed, or open storage space planning and layout diagrams, or comparable papers on space planning and layout.

Disposition: Destroy when superseded or obsolete.

1912-02. Locator Record Files. Documents constituting a part of a location system for supplies and equipment, or used as a check or inventory of stock location. Included are space control sheets, location sheets, location cards, bin tags, and comparable documents.

Disposition: Destroy when superseded or obsolete.

1912-03. Warehouse Receiving Files. Car or container arrival reports, shipping documents, tallies, or comparable documents retained for the purpose of car spotting, the assignment of labor and equipment, unloading of supplies, and other purposes connected with the receipt of supplies at depot warehouses.

Disposition: Destroy 3 months after receipt of shipment or when no longer needed, whichever is sooner.

1912-04. Warehouse Shipping Files. Shipping documents, tallies, reports of outbound freight, work assignment sheets used for stock piling, copies of stock or packing tags, or comparable documents retained by the warehouse after shipment and used for the purpose of picking and loading stock for shipment.

Disposition: Destroy 3 months after shipment or when no longer needed, whichever is sooner.

1912-05. Labor Pool and Equipment Operating Files. Documents on assignment and utilization of labor and equipment for warehousing activities. Included are work assignment sheets, working reports of the operation of materials handling equipment, daily work reports showing date, shift, cars or trucks loaded or unloaded and comparable

documents.

Disposition: Destroy after 6 months.

1912-06. Storage Reporting Files. Reports on overall storage operations, made to higher headquarters such as depot space and operating monthly materials handling, and similar reports.

Disposition: Destroy after 2 years.

1912-07. Supply Item Reference Files. Standard nomenclature lists, interchangeable stock numbers, lists or cards, standard stock catalogs, and similar shipment and fund cited.

Disposition: Destroy when superseded or obsolete.

1912-08. Transportation Fund Cite and Control Files. Documents constituting a system of control of the identification of separate shipments and fund cited.

Disposition: Destroy 6 months after date of last shipment.

1912-09. Packing, Boxing and Crating Files. Documents on assembling, protecting, packing, blocking, boxing, and crating articles for shipment. Included are manuals, specifications, lists, bulletins, instructions, and similar documents.

Disposition: Destroy after 3 months.

1912-10. Box and Crate Work Order Files. Box and crate shop work orders and supporting papers initiating all work performed by this activity and reflecting the status of work in process, in terms of materials and man-hours consumed and work accomplished.

Disposition: Destroy after 3 months.

1912-11. Storage Register Files. Voucher assignment registers, shipping control registers, tally number registers, and comparable devices maintained for storage control purposes.

Disposition: Destroy after 1 year.

### 1913. TRANSPORTATION FILES (N1-330-87-1)

1913-01. Transportation Files (N1-330-87-1). Copies of transportation contracts, transportation budget and funding, summaries of reimbursable costs, field trips, internal control, driver education, etc.

Disposition: Cut off annually. Destroy after 2 years.



1914. DEFENSE RETAIL INTERSERVICE SUPPORT PROGRAM (DRIS FILES)  
(N1-330-87-1)

1914-01. Defense Retail Interservice Support Program (DRIS) Files (N1-330-87-1). Documents on agreements between DoDEA and Military Services or other Federal Agencies.

Disposition: Destroy 1 year after close of the last calendar year covered by the agreements.

1915. FACILITIES FILES (N1-330-87-1)

Documents on the acquisition of real estate by purchase leases, transfers, and space assignments.

Disposition: Destroy 6 years after approval of the completed real estate audit and disbursement is consummated.

1915-01. Facilities Administrative Files. Documents on the overall administration of facilities activities to include but not limited to program and budget documents.

Disposition: Destroy after 2 years.

1915-02. Facility Specification Files. Documents specifying educational specifications for major construction projects to include sketches.

Disposition: Destroy when no longer needed.

1915-03. Facilities Construction Files. Contains non-policy procedures and standards documents on facilities.

Disposition: Destroy when no longer needed for reference.

1915-04. Space Management Files. Records on the allocation, utilization, and release of space under DoDEA control and related reports to other agencies.

1915-04.1. Building plans and related records on space utilization, planning assignment, or adjustment.

Disposition: Destroy 2 years after termination of assignment when the lease is canceled or when plans are superseded or obsolete.

1915-04.2. Space plan file and related material used in space planning, assignment, and adjustment.

Disposition: Destroy 2 years after cut off.

1915-04.3. Correspondence files relating to space and maintenance matters of an administrative or operating nature.

Disposition: Destroy 3 years after cut off.

1916. SAFETY AND SECURITY FILES (N1-330-87-1)

Records on the safety and physical security of personnel, students, and material that DoDEA is responsible.

Disposition: Destroy when 2 years old.