



SERIES 1200 – USW (ACQUISITION & SUSTAINMENT)

SERIES TITLE: UNDER SECRETARY OF WAR FOR ACQUISITION AND SUSTAINMENT FILES (USW(A&S))

SERIES DESCRIPTION: Records described in this series relate to the policy and support necessary for the effective and efficient operation of the acquisition and sustainment activities of the Department of War. Includes, but is not limited to the following:

- Acquisitions
- Advanced technology
- Logistics
- Installation management
- Military construction
- Occupational health management
- Utilities and energy management
- Business management modernization
- Document services
- Economic utilization; and
- Nuclear, chemical, and biological defense programs

SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS: File Numbers within the 1200 Series reflect the mission of OUSW(A&S) and components with similar missions, such as the Office of Local Defense Community Cooperation (formerly called Office of Economic Adjustment (OEA)), Defense Innovation Unit (DIU), and the Defense Advanced Research Project Agency (DARPA).

RECORDS CATEGORY: 1201

CATEGORY TITLE: General Procurement Files

CATEGORY DESCRIPTION: General files pertaining to procurement overview. **NOTE:** See 1202 for specific/operational files pertaining to procurement.

FILE NUMBER: 1201-01

FILE TITLE: Standards

FILE DESCRIPTION: Records on the development and establishment of standardized specifications, standards, and nomenclature of items of supply used in military or civilian production and supply matters. Includes development papers, coordination records and other related and associated record material.

DISPOSITION: Permanent. Cut off upon acceptance and promulgation of specifications, and/or standard item description. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1201-12a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1201-12a



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FILE NUMBER: 1201-02

FILE TITLE: Standards – Inactive Project Files

FILE DESCRIPTION: Inactive project file records on the development and establishment of standardized specifications, standards, and nomenclature of items of supply used in military or civilian production and supply matters.

DISPOSITION: Temporary. Cut off upon acceptance and promulgation of specifications. Destroy 3 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1201-12b

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1201-12b

FILE NUMBER: 1201-03

FILE TITLE: Facility Records

FILE DESCRIPTION: Records on overall program planning on acquisition, care, maintenance, construction, allocation, transfer, and release of real property.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1201-14a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER(s): 1201-14a

FILE NUMBERS: 1201-04 – 1201-08 – RESERVED

FILE NUMBER: 1201-09.1 – Consolidated into 208-01

FILE NUMBER: 1201-09.2a – Consolidated into 208-05

FILE NUMBER: 1201-09.2b – Consolidated into 208-05

FILE NUMBER: 1201-09.3 – Consolidated into 206-13

FILE NUMBER: 1201-09.4.1.1 – Consolidated into 206-09.1

FILE NUMBER: 1201-09.4.1.2 – Consolidated into 206-09.1

FILE NUMBER: 1201-09.4.2 – RESCINDED

FILE NUMBER: 1201-09.4.3 – Consolidated into 206-09.2

FILE NUMBER: 1201-09.5.1 – Consolidated into 204-01

FILE NUMBER: 1201-09.5.2 – Consolidated into 204-01

FILE NUMBER: 1201-09.6a – Consolidated into 206-09.1

FILE NUMBER: 1201-09.6b – Consolidated into 206-09.2

FILE NUMBER: 1201-09.6c – Consolidated into 206-09.1

FILE NUMBER: 1201-09.6d – Consolidated into 206-09.1

FILE NUMBER: 1201-10.1 – Consolidated into 206-09.1

FILE NUMBER: 1201-10.2 – Consolidated into 206-09.1

FILE NUMBER: 1201-10.3 – Consolidated into 208-06.3 and 208-06.4

FILE NUMBER: 1201-11.1 – Consolidated into 208-14.1

FILE NUMBER: 1201-11.2 – Consolidated into 208-14.2

FILE NUMBER: 1201-11.3.1 – Consolidated into 206-09.1

FILE NUMBER: 1201-11.3.2 – Consolidated into 206-09.1

FILE NUMBER: 1201-12c – RESCINDED

FILE NUMBER: 1201-13.1 – Consolidated into 208-05

FILE NUMBER: 1201-13.2 – Consolidated into 208-05



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FILE NUMBER: 1201-13.3 – Consolidated into 208-05

FILE NUMBER: 1201-14b – RESCINDED

FILE NUMBER: 1201-15a – Consolidated into 204-01

FILE NUMBER: 1201-15b – Consolidated into 204-01

FILE NUMBER: 1201-15c – Consolidated into 204-01

FILE NUMBER: 1201-15d – Consolidated into 204-01

FILE NUMBER: 1201-15e – Consolidated into 204-01

RECORDS CATEGORY: 1202

CATEGORY TITLE: Procurement Files

CATEGORY DESCRIPTION: Specific/operational files pertaining to procurement.

FILE NUMBER: 1202-01

FILE TITLE: Procurement Policy

Records consisting of decisions, directives, instructions, guidelines, and supporting documentation on the initiation, development, and establishment of procurement policies, standards, criteria, or guidelines. Included are policy matters affecting new techniques and procedures, interpretations, or published regulations, weapons systems procurement, tailoring of contract types, structuring or unique clauses, consistent policy application, Government-wide policy, and proposed innovations.

DISPOSITION: Permanent. Cut off when superseded, obsolete, or no longer needed for reference. Transfer to NARA 25 years after cutoff

NOTE: Destroy reproduced copies when superseded or revised unless part of a case file and reference copies of matters not published by the Department of War when no longer required for reference.

AUTHORITY: NC1-330-77-011, item 1202-01a

PRIVACY ACT: Not Applicable

FILE NUMBER: 1202-02

FILE TITLE: Procurement Management

FILE DESCRIPTION: These files contain documents governing overall procurement management, administrative review, and improvement progress, development for input to personnel training and career development courses.

DISPOSITION: Temporary. Cut off and destroy upon supersession, inactivation of training program, or when all necessary action completed, as applicable.

AUTHORITY: NC1-330-77-011, item 1202-02

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1202-02a

FILE NUMBER: 1202-03.1

FILE TITLE: Procurement Analysis and Planning – Approved

FILE DESCRIPTION: Documents pertaining to possible improvements and modifications. These files consist of analyses and reports of existing policies, possible improvements and modifications, status or foreign procurement policies and procedures, and matters on the U.S./Canadian Productions and Development Sharing Program that have been approved.

DISPOSITION: Temporary. Cut off and destroy when incorporated into approved policy or procedure.

AUTHORITY: NC1-330-77-011, item 1202-03a



OSW Records Disposition Schedules

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1202-03a

FILE NUMBER: 1202-03.2

FILE TITLE: Procurement Analysis and Planning – Disapproved

FILE DESCRIPTION: These files consist of analyses and reports of existing policies, possible improvements and modifications, status or foreign procurement policies and procedures, and matters on the U.S./Canadian Productions and Development Sharing Program which have been disapproved.

DISPOSITION: Temporary. Cut off annually in year when plan is disapproved. Destroy 3 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1202-03b

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1202-03b

FILE NUMBER: 1202-04.1

FILE TITLE: Small Business and Economic Utilization Policy

FILE DESCRIPTION: Policy files on small business, labor surplus areas, minority business enterprise, and a military procurement information office to facilitate access of information to the aforementioned activities.

DISPOSITION: Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1202-04a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1202-04a

FILE NUMBER: 1202-04.2

FILE TITLE: Small Business and Economic Utilization Case Files

FILE DESCRIPTION: Case Files on small business, labor surplus areas, minority business enterprise, and a military procurement information office to facilitate access of information to the aforementioned activities.

DISPOSITION: Permanent. Cut off on close of case. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1202-04b

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1202-04b

FILE NUMBER: 1202-04c – RESCINDED per GRS Transmittal 29

FILE NUMBER: 1202-05.1

FILE TITLE: Contract Administration Services

FILE DESCRIPTION: Contract administration and monitoring records. Includes focal point correspondence, monitoring of component contract administration, liaison matters, and plan cognizance program files. These are the working files of the office directly responsible for contract administration and monitoring of the activities of the Component elements of the Department of War.

DISPOSITION: Temporary. Cut off annually. Destroy 15 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1202-05b

PRIVACY ACT: Not Applicable



OSW Records Disposition Schedules

FILE NUMBER: 1202-05.2

FILE TITLE: Contract Administration Services- Policies and Directives

FILE DESCRIPTION: Record copies of coordination policies, and procedural directives, focal point correspondence, monitoring of component contract administrations, liaison matters and the plant cognizance program. These are the working files of the office directly responsible for contract administration and monitoring of the activities of the Component elements of the Department of War.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1202-05a

PRIVACY ACT: Not Applicable

FILE NUMBER: 1202-06.1 – Use 1202-11, 1202-12, and 1202-13, as applicable.

FILE NUMBER: 1202-06.2 – Use 1202-11, 1202-12, and 1202-13, as applicable.

FILE NUMBER: 1202-06.3 – Use 1202-11, 1202-12, and 1202-13, as applicable.

FILE NUMBER: 1202-06.4 – Use 1202-11, 1202-12, and 1202-13, as applicable.

FILE NUMBER: 1202-07

FILE TITLE: Contract Support Services

FILE DESCRIPTION: These are files of special projects on contractual matters such as special studies, technical evaluations, and reviews or commercial and industrial contract activities.

DISPOSITION: Temporary. Cut off upon completion; destroy 15 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1202-07

PRIVACY ACT: Not Applicable

FILE NUMBER: 1202-08

FILE TITLE: Defense Property Accountability System (DPAS) Master File

FILE DESCRIPTION: Information system containing data about DoW real and personal property assets to ensure property accountability and financial requirement of the services (Army, Navy, and Marine Corps) and Defense agencies. System allows property accountability, management, and financial reporting. Users can generate general ledger transactions, compute depreciation, perform accountable records processing, report financial status, account for government furnished property, and report disposals. Information in this system is received, processed, and/or transferred electronically from systems representing military and civilian logistics, supply, base operations support, contract administration, business management, finance and accounting, asset tracking, equipment management, facilities, resources infrastructure and data collection. The following data is contained within DPAS:

- Authorizations
- Document registers
- Catalog information (received from other systems or user generated for non-NSN items)
- Hand receipt information (receipts, turn-in, transfers, and inventory tracking and status)
- Accounting (depreciation and general ledger data)
- Maintenance and utilization (preventive maintenance schedules and actions, work orders, warranty, loan, and lease data)
- User history data.

DISPOSITION: Temporary. Cut off and destroy after the necessary information has been transferred to the subsequent master file and verified, or when no longer needed for legal, audit or operational purposes.

AUTHORITY: N1-330-07-002, item 1



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PRIVACY ACT: Not Applicable

FILE NUMBER: 1202-09 – RESCINDED by GRS 23

FILE NUMBER: 1202-10 – Consolidated into 206-09.1

FILE NUMBER: 1202-11

FILE TITLE: Shared Transformation Information System (STARS) Master File

FILE DESCRIPTION: Information System designed to enable the development, implementation, publication, and communication of laws, policies, and needed changes in the Federal Acquisition Regulation (FAR) and DoD FAE Supplement (DFARS). System contains information related to rulemaking process, including:

- STARS, FAR and DFARS Case Files
- Document metadata information

DISPOSITION: Temporary. Cut off and destroy after the necessary information has been transferred to the records management application and verified, filed, or when no longer needed for operational purposes.

AUTHORITY: N1-330-06-002, item 1

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER(s): 1206-06.1, 1206-06.2, 1206-06.3, 1206-06.4

FILE NUMBER: 1202-12

FILE TITLE: Shared Transformation Information System (STARS) Case Files

FILE DESCRIPTION: Records generated by STARS relating to rulemaking process. Included are:

- Committee Reports
- Federal Register notices, proposed rules, interim rules, final rules, and related public comments
- Substantive drafts and approved revisions, coordination, and staffing changes to the regulations, reports, legal opinions, memoranda, and correspondence
- Document metadata information
- System specifications, file specifications, codebooks, record layouts, user guides, output specifications, and other technical information required to use the system.

DISPOSITION: Permanent. Cut off upon close of case and transfer closed case files to the systems record management application. Pre-accession annually to NARA, in accordance with the standards of 36 CFR 1228.270. Transfer legal custody to NARA 10 years after cutoff.

AUTHORITY: N1-330-06-002, item 2

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER(s): 1206-06.1, 1206-06.2, 1206-06.3, 1206-06.4

FILE NUMBER: 1202-13

FILE TITLE: Defense Federal Acquisition Regulations (DFARS) and FARS Case Files (Outputs)

FILE DESCRIPTION: Routine outputs generated by the STARS system, such as non-substantive chat scripts, video or images from chat rooms, and workflow tracking information used to control or record the status of correspondence, rules, reports, or other records.

DISPOSITION: Temporary. Cut off when case file is transferred to the system's record management application. Destroy 2 years after cutoff.

AUTHORITY: N1-330-06-002, item 3



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PRIVACY ACT: Not Applicable

FORMER FILE NUMBER(s): 1206-06.1, 1206-06.2, 1206-06.3, 1206-06.4

FILE NUMBER: 1202-14

FILE TITLE: Approved Applications for Admission to the Trusted Capital Digital Marketplace (TCDM)

FILE DESCRIPTION: Applications approved for inclusion into the TCDM, a federal information system established to connect sources of private capital (referred to as 'Capital Providers') with vetted domestic companies (referred to as 'Capability Providers') designed to meet DoW requirements to identify and protect technology sectors critical to the U.S. defense industrial base, domestic manufacturing and limiting foreign access to critical technology. The master file includes, but is not limited to, applications identifying:

- Company name
- Entity type
- Vendor capabilities
- Foreign influence information
- Business proprietary, tax, and financial information provided by Capital Providers or Capability Providers

DISPOSITION: Cut off upon annual acceptance into program. Destroy 20 years after cutoff.

AUTHORITY: DAA-0330-2021-0007-0001

PRIVACY ACT: Not Applicable

FILE NUMBER: 1202-15

FILE TITLE: Denied Applications for Admission to the Trusted Capital Digital Marketplace (TCDM)

FILE DESCRIPTION: Applications submitted by Capability Providers or Capitol Providers that are denied inclusion into the TCDM because they are deemed as not meeting criteria for participation, due to inability to meet criteria or remediate conflicts necessary for participation.

DISPOSITION: Cut off annually upon notification of denial or upon inactivity. Destroy 3 years after cutoff.

AUTHORITY: DAA-0330-2021-0007-0002

PRIVACY ACT: Not Applicable

RECORDS CATEGORY: 1203

CATEGORY TITLE: Installations and Housing Files

CATEGORY DESCRIPTION: These records involving the responsibilities of this office to budget for, construct or acquire, administer, maintain, and dispose of installations and housing as appropriate. Plans, policies, and program administration are involved DoW-wide.

FILE NUMBER: 1203-01

FILE TITLE: Facilities Planning and Programming

FILE DESCRIPTION: Documents on policy criteria review, analysis, program administration of such matters as housing programs (family and bachelor), homeowner assistance, real property, military construction and housing budgeting, and legislature.

DISPOSITION: Temporary. Cut off after supersession by later review. Destroy 5 years after cutoff. **NOTE:** Use 103-01 for policy records pertaining to this topic.

AUTHORITY: NC1-330-77-011, item 1203-01b

PRIVACY ACT: Not Applicable



OSW Records Disposition Schedules

FILE NUMBER: 1203-02

FILE TITLE: Construction Standards and Design

FILE DESCRIPTION: These files contain documents concerning physical standards and design criteria for DoW facilities, architectural engineering activities, cost standards, environmental pollution control, utility plants, and Base Master Planning matters.

DISPOSITION: Temporary. Cut off upon supersession. Destroy 5 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1203-02

PRIVACY ACT: Not Applicable

FILE NUMBER: 1203-03.1

FILE TITLE: Construction Operations Files – Congressional Correspondence

FILE DESCRIPTION: Congressional correspondence on base development, construction acquisition systems. Here congressional correspondence on construction can also be found.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1203-03a

PRIVACY ACT: Not Applicable

FILE NUMBER: 1203-03.2

FILE TITLE: Construction Operations Files – Surveillance or Acquisition

Documents on surveillance or acquisition as it relates to base development, and/or construction acquisition systems.

DISPOSITION: Temporary. Cut off after last entry. Destroy 7 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1203-03b

PRIVACY ACT: Not Applicable

FILE NUMBER: 1203-04

FILE TITLE: Facilities Management Files

FILE DESCRIPTION: Administrative procedures, directives, correspondence, studies required to manage real property facilities, natural resources, and Public Domain Lands.

DISPOSITION: Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1203-04

PRIVACY ACT: Not Applicable

RECORDS CATEGORY: 1204

CATEGORY TITLE: Supply, Maintenance and Services Files

CATEGORY DESCRIPTION: These records involving supply management.

FILE NUMBER: 1204-01

FILE TITLE: Supply Management Policy

FILE DESCRIPTION: Records consisting of decisions, Directives, instructions, guidelines and supporting documentation on the initiation, development, and establishment of supply policies of the Department of War. Included are policy matters affecting provisioning; its cataloging, distribution, utilization, and disposal; systems effectiveness, foreign aid, and resources for supply system operations. Automated Logistic Systems functions and related files as controlled by this office.



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DISPOSITION: Permanent. Cut off when cancelled or superseded. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1204-01

PRIVACY ACT: Not Applicable

FILE NUMBER: 1204-02

FILE TITLE: Transportation and Warehousing Policy Files

FILE DESCRIPTION: Records consisting of decisions, Directives, Instructions, guidelines, and supporting documentation on the initiation, development, and establishment or transportation and warehousing policy. Included are policy matters concerning traffic management, containerization, material handling, international transportation, highways for National Defense, postal transportation, single manager supervision, administrative-use vehicles, storage and warehousing, preservation, and packaging. Correspondence, memos for record, and other communications are filed with applicable policy matters.

DISPOSITION: Permanent. Cut off when cancelled or superseded. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1204-02

PRIVACY ACT: Not Applicable

FILE NUMBER: 1204-03

FILE TITLE: Maintenance Policy Files

FILE DESCRIPTION: Records consisting of decisions, directives, instructions, guidelines, and supporting documentation on the initiating, development, and establishment of maintenance policies of the Department of War. This pertains to documents establishing technical concepts, criteria and latest technology, equipment performance, and readiness and support planning.

DISPOSITION: Permanent. Cut off when cancelled or superseded. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1204-03

PRIVACY ACT: Not Applicable

FILE NUMBER: 1204-04.1

FILE TITLE: Subsistence Management – Policy

FILE DESCRIPTION: These files have to do with the establishment of policy matters on basic daily food allowances for the Armed Forces, food service and related systems, food equipment, facilities, procurement, and distribution. Fees on training and career development program for food handlers, and for the monitoring of food service accounting and reporting for the Armed Services.

DISPOSITION: Permanent. Cut off when canceled or superseded. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1204-04a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1204-04a

FILE NUMBER: 1204-04.2

FILE TITLE: Subsistence Management – Food Planning Board

FILE DESCRIPTION: Food Planning Board minutes. This Board is sponsored to assist in the discharge of those duties related to the establishment of policy matters on basic daily food allowances for the Armed Forces, food service and related systems, food equipment, facilities, procurement, and distribution.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1204-04b

PRIVACY ACT: Not Applicable



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FORMER FILE NUMBER: 1204-04b

FILE NUMBER: 1204-04.3

FILE TITLE: Subsistence Management – Training

FILE DESCRIPTION: These files have to do with fees on training and career development program for food handlers.

DISPOSITION: Temporary. Cut off annually; destroy 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1204-04c

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1204-04b

FILE NUMBER: 1204-04.4

FILE TITLE: Subsistence Management – Food Service Accounting Reports

FILE DESCRIPTION: These reports pertain to the monitoring of food service accounting and reporting for the Armed Services.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA when 25 years old.

AUTHORITY: NC1-330-77-011, item 1204-04d

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1204-04c

FILE NUMBER: 1204-05

FILE TITLE: Petroleum Matters – Policy

FILE DESCRIPTION: Documents on the DoW petroleum policy guidance, systems, and procedures. Inspections reports on surveillance of industry in meeting standards and ability to satisfy defense needs. It also contains documents on products and petroleum facilities.

DISPOSITION: Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1204-05a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1204-05a

FILE NUMBER: 1204-06

FILE TITLE: Petroleum Matters – Oil Policy Committee Working Group

FILE DESCRIPTION: Files of the Oil Policy Committee Working Group. This committee assists in the formulation of policy and management systems.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1204-05b

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1204-05b

FILE NUMBER: 1204-07

FILE TITLE: Petroleum Matters – Inspection Reports

FILE DESCRIPTION: Inspections reports on surveillance of industry in meeting standards and ability to satisfy defense needs. It also contains documents on products and petroleum facilities.

DISPOSITION: Temporary. Cut off and destroy 3 years after superseded by a subsequent report, or when 5 years old, whichever is later.



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AUTHORITY: NC1-330-77-011, item 1204-05c

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1204-05c

RECORDS CATEGORY: 1205

CATEGORY TITLE: Production Engineering and Materiel Acquisition

CATEGORY DESCRIPTION: Those records involving engineering and material acquisition.

FILE NUMBER: 1205-01

FILE TITLE: Technical Director Files

FILE DESCRIPTION: Defense Acquisition Board (DAB) proceedings, minutes, etc. This board reviews and makes recommendations on all large system acquisitions for the Department of War. Papers that monitor various acquisition programs of the Department of War, reports, projections costs, test facilities, etc. Documents on applications engineering and manufacturing technology necessary to perform this mission.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 40 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1205-01b

PRIVACY ACT: Not Applicable

FILE NUMBER: 1205-02

FILE TITLE: Ships, Weapons, Electronics, and Associated Systems Files

FILE DESCRIPTION: These files contain all the documents necessary to manage subject matter acquisitions or foreign military sales. They include development concepts, program budget decisions, and necessary fiscal and logistics guidance, as well as budget planning figures and approved budget data. Progress towards meeting the planned milestones of the DAB is also monitored and progress recorded in these files. Case files of special interest to the Department of War may be included.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 50 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1205-02

PRIVACY ACT: Not Applicable

FILE NUMBER: 1205-03

FILE TITLE: Aircraft and Missiles Files

FILE DESCRIPTION: These files contain all the documents necessary to manage subject matter acquisitions or foreign military sales. They include development concepts, program budget decisions, and necessary fiscal and logistics guidance. Budget planning milestones of the DAB are also monitored, and progress recorded in these files. Inspection reports, studies, and other documents such as technical articles measuring industrial preparedness related to aircraft and missiles are found in these offices. Case files or special interest to the Department of War may be included. Documents establishing priorities and allocations are also included under this File Number.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 50 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1205-03

PRIVACY ACT: Not Applicable

FILE NUMBER: 1205-04.1

FILE TITLE: Industrial Preparedness and Munitions Production Files – Central Files

FILE DESCRIPTION: Central files of documents on industrial preparedness and munitions production.



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DISPOSITION: Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1205-04a

PRIVACY ACT: Not Applicable

FILE NUMBER: 1205-04.2

FILE TITLE: Industrial Preparedness and Munitions Production Files – All Other Documents

FILE DESCRIPTION: All other files of documents on industrial preparedness and munitions production. Includes inspections or other reports of the ability of industry to respond to defense needs under different postures. Documents describing new manufacturing technology, budget cycle input on related acquisitions, corrective actions necessary, and status thereof.

DISPOSITION: Temporary. Cut off annually. Destroy 20 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1205-04b

PRIVACY ACT: Not Applicable

FILE NUMBER: 1205-05

FILE TITLE: Product and Production Engineering Files

FILE DESCRIPTION: Documents on quality and reliability, value, and cost engineering. These papers consist of studies, suggestions, standards, programs, and directives to assure reliability, a threshold of quality and value engineering techniques to minimize costs without loss of quality. Also included are papers on technical data resources, standardization programs, aimed at reducing the variety of product, and product part non-interchangeability.

DISPOSITION: Temporary. Cut off annually, or when technology or standards are overcome by improvements, whichever is earlier. Destroy 15 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1205-05

PRIVACY ACT: Not Applicable

FILE NUMBER: 1205-06

FILE TITLE: Management Evaluation and Material Control

FILE DESCRIPTION: Studies, directives, program management papers, and correspondence on management evaluation and material control. Included are the DoW Management Improvement Program, Logistics Performance Measurement and Evaluation System, the Integrated Engineering System Industrial Priorities and Allocations, impact determination (such as may be caused by labor strife or fuel shortage) and related papers.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1205-06

PRIVACY ACT: Not Applicable

RECORDS CATEGORY: 1206

CATEGORY TITLE: Special Assistant's Files

CATEGORY DESCRIPTION: Files originating from or received by Special Assistants within OUSW(A&S) or OUSW(R&E).



OSW Records Disposition Schedules

FILE NUMBER: 1206-01

FILE TITLE: Plans and Programs Files

FILE DESCRIPTION: Studies, plans, correspondence, and Directives necessary to perform objectives of this office. Preparation of strategic studies and plans; budget input, program planning, resource management, and studies of financial aspects of DoW programs issued by or impacting upon the installations and logistics missions.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 40 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1206-01

PRIVACY ACT: Not Applicable

FILE NUMBER: 1206-02

FILE TITLE: International Programs

FILE DESCRIPTION: Documents in the nature of studies, reports, agreements, and directives necessary for the management of international programs. Directives managing the Military Assistance Program (MAP), cooperative logistic support arrangements with treaty members, international co-production arrangements, NATO Armaments Production and Logistics Programs, International Logistics Systems, and Material Allocations - U.S. versus International Requirements. These files also contain Civil Emergency Planning documents involving logistic plans for this contingency.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 50 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1206-02

PRIVACY ACT: Not Applicable

FILE NUMBER: 1206-03 – Consolidated into 103-01.1 or 103-01.2, as applicable.

RECORDS CATEGORY: 1207

CATEGORY TITLE: Administrative Matters

CATEGORY DESCRIPTION: Records related to Installation and Logistics administration.

FILE NUMBER: 1207-01 – RESCINDED

FILE NUMBER 1207-02.1

FILE TITLE: Industrial Management and Logistics Audit Reports

FILE DESCRIPTION: Audit reports required to manage the aspects of Installations and Logistics (I&L) functions. Includes:

- Inspections and audit reports both internally administered or conducted by GAO.
- Management systems, directive procedures and reports
- Follow-up correspondence to audit reports, check-off procedures, exchanges with the GAO and similar material.

DISPOSITION: Temporary. Cut off after file is closed and all proposed action is completed. Destroy 10 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1207-02b

PRIVACY ACT: Not Applicable



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FILE NUMBER: 1207-02.2

FILE TITLE: Industrial Management and Logistics Audit Reports Policy

FILE DESCRIPTION: Directives, studies and policy pertaining to Industrial Management and Logistics Functions administered by OUSW(AT&L).

DISPOSITION: Permanent. Cut off when superseded or obsolete. Transfer to NARA 30 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1207-02a

PRIVACY ACT: Not Applicable

FILE NUMBER: 1207-03

FILE TITLE: Logistics System Office

FILE DESCRIPTION: These files contain documents necessary to coordinate logistic function in the Department of War; to formulate DoW Logistics Plan with input from Components; to sponsor the Logistics Systems Policy Committee, including its minutes and working papers; and to initiate a research program and technical system support. The files consist of reports, studies, correspondence and the like to accomplish these tasks. **NOTE:** Use 103-01 for policy documents related to this topic.

DISPOSITION: Permanent. Cut off when superseded or obsolete. Transfer to NARA 30 years after cutoff

AUTHORITY: NC1-330-77-011, item 1207-03a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1207-03a

FILE NUMBER: 1207-04

FILE TITLE: Logistics System Policy Committee

FILE DESCRIPTION: These files contain documents necessary to coordinate logistic function in the Department of War; to formulate DoW Logistics Plan with input from Components; to sponsor the Logistics Systems Policy Committee, including its minutes and working papers; and to initiate a research program and technical system support. The files consist of reports, studies, correspondence and the like to accomplish these tasks. **NOTE:** Use 103-01 for policy documents related to this topic.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 40 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1207-03b

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1207-03b

RECORDS CATEGORY: 1208

CATEGORY TITLE: Office of Local Defense Community Cooperation (formerly called Office of Economic Adjustment (OEA)) Files

CATEGORY DESCRIPTION: Files pertaining to the mission of the Office of Local Defense Community Cooperation.

FILE NUMBER: 1208-01

FILE TITLE: Economic Impact Minimization Files

FILE DESCRIPTION: Studies, reports, correspondence, and evaluations of the economic impact of proposed or suggested base closures or reduction programs which are the subject of congressional or widespread public interest.

DISPOSITION: Permanent. Cut off annually and transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1208-01b



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PRIVACY ACT: Not Applicable

FORMER FILE NUMBER(s): 1208-01a, 1806-13

FILE NUMBER: 1208-02

FILE TITLE: Economic Impact Minimization Files – Other Files

FILE DESCRIPTION: Other files, such as special problems studies and possible changes in procurement programs.

DISPOSITION: Temporary. Cut off annually; destroy 20 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1208-01a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1208-01b

FILE NUMBER: 1208-03

FILE TITLE: Military Base Reuse Studies and Community Planning Assistance Programs- Successful Applications and Proposals

FILE DESCRIPTION: Project files containing records relating to funding of associated grants or cooperative agreements authorized by 10 U.S.C. § 2391 program activities, authorities relating to other areas of interest, including Guam, the Commonwealth of the Northern Mariana Islands, and assistance furthering economic development conveyance property transfers. Records include, but are not limited to:

- Project directives and authority including “determination and findings”
- Pre-award evaluation reports, panelists comments, review ratings or scores
- Applications, forms, and budget documents
- Technical review committee packages
- Notice of award or equivalent and terms and conditions
- Post-award monitoring (desk audits, on-site visits) and supporting documentation
- Amendment requests and actions if any
- Payment requests and supporting documentation
- Interim and final reports (performance and financial)
- Deliverables
- Audit reports
- Memorandums for the record
- Summary reports and the like

DISPOSITION: Permanent. Cut off after the closeout of the project and/or the end of the federal interest, whichever is later. Transfer to the National Archives 15 years after cut off.

AUTHORITY: DAA-0330-2024-0002

PRIVACY ACT: Not Applicable

RECORDS CATEGORY: 1209

CATEGORY TITLE: Energy, Environment and Safety

CATEGORY DESCRIPTION: Records of the EE&S office, which coordinates and directs the efforts of the various subordinate offices herein described. Includes, but is not limited to, coordination for the Department of War and with the Council for EPA on matters related to the environmental programs of the Department of War; as well as coordination with the Highway Traffic Safety Administration, National Transportation Safety Board (NTSB), and FAA on matters related to the occupational health and safety



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programs of the Department of War. Most of these matters originated with national laws that are implemented by Federal regulations promulgated by the above Agencies.

FILE NUMBER: 1209-01

FILE TITLE: Environmental Quality Policy

FILE DESCRIPTION: Policy issuance pertaining to the examination of every DoW action which has environmental ramifications to include analyses of the impact and consideration of courses of action. Examples are base closures, realignments, exercises, operations, construction projects, and land use planning.

DISPOSITION: Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-01a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-01.1

FILE NUMBER: 1209-01.2 – Moved to 1209-07

FILE NUMBER: 1209-01.3 – Consolidated into 1209-02

FILE NUMBER: 1209-01.3.1 – Consolidated into 1209-02

FILE NUMBER: 1209-01.3.2 – Consolidated into 1209-03

FILE NUMBER: 1209-01.4 – Consolidated into 1209-03

FILE NUMBER: 1209-01.5 – Consolidated into 103-14

FILE NUMBER: 1209-01.6 – Moved to 1209-06

FILE NUMBER: 1209-02

FILE TITLE: Environmental Quality Environmental Impacts

FILE DESCRIPTION: Environmental Impact Assessments (EIA) and Environmental Impact Statements (EIS)

DISPOSITION: Temporary. Cut off after completion of action/matter assessed. Destroy 1 year after cutoff.

AUTHORITY: NC1-330-77-011, items 1209-01c and 1209-01c (1)

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER(s): 1209-01.3, 1209-01.3.1

FILE NUMBER: 1209-02.1 – Moved to 1209-08

FILE NUMBER: 1209-02.2 – Moved to 1209-09

FILE NUMBER: 1209-02.3 – Moved to 1209-10

FILE NUMBER: 1209-02.4 – RESCINDED

FILE NUMBER: 1209-03

FILE TITLE: Environmental Quality Environmental Impact Assessments

FILE DESCRIPTION: Draft and/or final environmental assessment documents, including negative declarations.

DISPOSITION: Temporary. Cut off after completion of the action. Destroy 7 years after cutoff.

AUTHORITY: NC1-330-77-011, items 1209-01c2 and 1209-01d

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-01.3.2, 1209-01.4

FILE NUMBER: 1209-03.1 – Consolidated into 1209-11



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FILE NUMBER: 1209-03.2 – Moved to 1209-12

FILE NUMBER: 1209-03.3 – Consolidated into 1209-11

FILE NUMBER: 1209-03.4 – Consolidated into 1209-11

FILE NUMBER: 1209-03.5 – Consolidated into 1209-13

FILE NUMBER: 1209-03.6 – Consolidated into 1209-13

FILE NUMBER: 1209-04

FILE TITLE: Solid Waste Management

FILE DESCRIPTION: The DoW program to comply with the Solid Waste Disposal Act of 1970; policy in relation to the Act, the implementation of guidelines and the estimation of costs. This includes source separation programs, the storage and collection of waste such as metal and paper, the resource recovery facilities, thermal processing of waste, and the beverage container policy.

DISPOSITION: Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-04

PRIVACY ACT: Not Applicable

FILE NUMBER: 1209-05

FILE TITLE: Categorical Programs

FILE DESCRIPTION: The development of DoW guidelines and policy directives to comply with Federal regulations issued pursuant to the Radiation Health and Safety Act of 1968, the Noise Control Act of 1972, and the Federal Insecticide, Fungicide, Rodenticide Act of 1972.

DISPOSITION: Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-05

PRIVACY ACT: Not Applicable

FILE NUMBER: 1209-06

FILE TITLE: Environmental Quality Annual Reports

FILE DESCRIPTION: Annual environmental report of DoW to OMB, and reviews incident thereto.

DISPOSITION: Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-01f

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-01.6

FILE NUMBER: 1209-07

FILE TITLE: Environmental Quality Procedures / Methodologies

FILE DESCRIPTION: Procedures and methodology documents examining every DoW action that may have environmental ramifications to include analyses of the impact and consideration of courses of action. Examples are base closures, realignments, exercises, operations, construction projects, and land use planning.

DISPOSITION: Temporary. Cut off and destroy when superseded or obsolete.

AUTHORITY: NC1-330-77-011, item 1209-01b

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-01.2

FILE NUMBER: 1209-07.1 – Moved to 1209-17



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FILE NUMBER: 1209-07.2 – Moved to 1209-18

FILE NUMBER: 1209-07.3 – Moved to 1209-19

FILE NUMBER: 1209-07.4.1 – RESCINDED

FILE NUMBER: 1209-07.4.2 – RESCINDED

FILE NUMBER: 1209-08

FILE TITLE: Air Programs – Policy

FILE DESCRIPTION: Issuances, directives pertaining to DoW programs developed or policy direction implementing air pollution abatement.

DISPOSITION: Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-02a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-02.1

FILE NUMBER: 1209-09

FILE TITLE: Air Programs – Emitters

FILE DESCRIPTION: Identification of emitters and/or sources pertaining to air pollution abatement; the identity of all emitters and noncompliance major and minor sources, monitoring the service efforts to bring into compliance. The identification of activities requiring Air Pollution Episode Plans and the assurance that necessary coordination has taken place with local and State officials. Some examples are programs to control open burning of munitions, ships smoke and tube blowing, coal conversion and jet engine test cells.

DISPOSITION: Temporary. Cut off after compliance attained. Destroy 5 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-02b

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-02.2

FILE NUMBER: 1209-10

FILE TITLE: Air Programs – State and Local Coordination

FILE DESCRIPTION: Coordination with State and Local officials on Air Pollution abatement programs.

DISPOSITION: Temporary. Cut off annually. Destroy 5 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-02c

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-02.3

FILE NUMBER: 1209-11

FILE TITLE: Water Pollution Abatement

FILE DESCRIPTION: Programs developing and policy direction implementing Federal regulations pertaining to the Water Pollution Control Act (WPCA), the Coastal Zone Management Act (CAMA), and or Section 101 of the Safe Drinking Water Act (SDWA). Includes:

- Policy, issuance documents implementing the program.
- Spill Prevention Control and Countermeasures plans.
- Spill contingency plans.

DISPOSITION: Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-03a, 1209-03c, 1209-03d



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PRIVACY ACT: Not Applicable

FORMER FILE NUMBER(s): 1209-03.1, 1209-03.3, 1209-03.4

FILE NUMBER: 1209-12

FILE TITLE: Water Pollution Abatement – DoW Comments

FILE DESCRIPTION: DoW comments on proposed Federal regulations on programs developed and policy direction implementing Federal regulations pertaining to the Water Pollution Control Act (WPCA), the Coastal Zone Management Act (CZMA), and/or Section 101 of the Safe Drinking Water Act (SDWA).

DISPOSITION: Temporary. Cut off when final regulation is promulgated. Destroy 5 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-03b

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-03.2

FILE NUMBER: 1209-13

FILE TITLE: Water Pollution Abatement – NPDES

FILE DESCRIPTION: Compliance status on National Pollutant Discharges Elimination System (NPDES). Includes status reports on compliance, schedules, and programs for compliance with Federal laws and regulations.

DISPOSITION: Temporary. Cut off annually. Destroy 5 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-03e

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER(s): 1209-03.5, 1209-03.6

FILE NUMBER: 1209-14

FILE TITLE: Safety and Occupational Health Policy and Guidelines

FILE DESCRIPTION: Policy and guidelines for DoW implementation of Occupational Safety and Health Act (OSHA) of 1970, Executive Order 12196 and appropriate Federal regulations.

DISPOSITION: Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-06a

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-06.1

FILE NUMBER: 1209-15

FILE TITLE: Safety and Occupational Health – Coordination and Comments

FILE DESCRIPTION: Coordination with and comments to OSHA, NTSB, FAA on proposed standards and regulations, as well as periodic statistical reports.

DISPOSITION: Temporary. Cut off annually. Destroy 5 years after cutoff.

AUTHORITY: NC1-330-77-011, item 1209-06b

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-06.1

FILE NUMBER: 1209-16

FILE TITLE: Safety and Occupational Health – Guidelines

FILE DESCRIPTION: Inspection, abatement, reporting, and budget guidelines for DoW activities.

DISPOSITION: Temporary. Cut off annually. Destroy 5 years after cutoff.



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AUTHORITY: NC1-330-77-011, item 1209-06c

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-06.1

FILE NUMBER: 1209-17

FILE TITLE: Energy Policy

FILE DOCUMENT: Documents on preparing, coordinating, issuing, and interpreting policy, directives, regulatory instructions, and comparable records on the energy program in the Department of War.

DISPOSITION: Permanent. Cut off when no longer needed for reference. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-79-004, item 1209-07.1

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-07.1

FILE NUMBER: 1209-18

FILE TITLE: NATO Energy Files - Conservation

FILE DESCRIPTION: Studies reports, analyses made to measure energy conservation, and the effectiveness or current practices or proposed plans.

DISPOSITION: Temporary. Cut off annually. Destroy 15 years after cutoff.

AUTHORITY: NC1-330-79-004, item 1209-07.2

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-07.2

FILE NUMBER: 1209-19

FILE TITLE: NATO Energy Files - NATO Tariffs and Budget

FILE DESCRIPTION: Documents which monitor the NATO Tariffs and NATO Budget. This consists of copies of charges paid for pipeline storage and transportation, as well as payments for repairs and maintenance, and copies of the contributions of each NATO nation towards these expenses.

DISPOSITION: Temporary. Cut off each fiscal year. Destroy 3 years after cutoff.

AUTHORITY: NC1-330-79-004, item 1209-07.3a

PRIVACY ACT: Not Applicable

FILE NUMBER: 1209-20

FILE TITLE: NATO Energy Files – CEPS Policy

FILE DESCRIPTION: Documents that recommend policy on the Central Europe Pipeline System (CEPS) operations.

DISPOSITION: Permanent. Cut off when no longer needed for reference. Transfer to NARA 25 years after cutoff.

AUTHORITY: NC1-330-79-004, item 1209-07.3b

PRIVACY ACT: Not Applicable

FORMER FILE NUMBER: 1209-07.3.2