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USAID Washington Disposition Schedule Chapter 16: General Support Services Records

A Mandatory Reference for ADS Chapter 502

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USAID WASHINGTON DISPOSITION SCHEDULE

CHAPTER 16 GENERAL SUPPORT SERVICES RECORDS – These records are cutoff annually, by fiscal year, unless stated otherwise.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
16100	<u>Building and Occupant Safety Records</u> - Material regarding protection of buildings and occupants from damage or injury. Includes fire drills and civilian defense measures such as designation of shelter areas, etc.	Temporary. Destroy when 3 yrs. old. (GRS 18, Item 28)
16110	<p data-bbox="212 277 1619 310"><u>Telephone Use Records</u></p> <p data-bbox="212 342 1619 375">a. General Correspondence on telephone and radio service, not involving interagency agreements.</p> <p data-bbox="212 431 1619 464">b. Interagency agreements for USAID use of telephone facilities.</p> <p data-bbox="212 586 1619 618">c. Telephone installation or service general files.</p> <p data-bbox="212 708 1619 740">d. Telephone statements and toll slips.</p> <p data-bbox="212 829 1619 862">e. Telephone directories.</p>	<p data-bbox="1619 342 1997 431">Temporary. Cut off files annually. Destroy when 3 yrs. old. (GRS 12, Item 2.b.)</p> <p data-bbox="1619 431 1997 586">Temporary. Cut off files after termination of agreement. Destroy 2 yrs. after expiration or cancellation of agreement. (GRS 12, Item 2.e.)</p> <p data-bbox="1619 586 1997 708">Temporary. Destroy 1 yr. after audit or when 3 yrs. old, whichever is sooner. (GRS 12, Item 2.d.2.)</p> <p data-bbox="1619 708 1997 829">Temporary. Destroy 3 yrs. after period covered by related account.(GRS 3, Item 10)</p> <p data-bbox="1619 829 1997 922">Temporary. Destroy when superseded or obsolete. (non-record)</p>
16120		
16130		
16140		
16150		
16160	<p data-bbox="212 922 1619 954"><u>Equipment and Supplies Records</u></p> <p data-bbox="212 954 1619 987">a. General routine correspondence regarding receipt, transfer, and assignment of personal property.</p> <p data-bbox="212 1011 1619 1044">b. Requisitions for supplies and equipment from current inventory.</p> <p data-bbox="212 1076 1619 1109"> 1) Stockroom Copies.</p> <p data-bbox="212 1198 1619 1230"> 2) Requesting office copy.</p> <p data-bbox="212 1287 1619 1320">c. Requisition Register showing receipt and progress of pending requisitions.</p> <p data-bbox="212 1377 1619 1409">d. Inventory listing of supplies and equipment.</p>	<p data-bbox="1619 954 1997 1011">Temporary. Destroy when 2 yrs. old. (GRS 3, Item 2)</p> <p data-bbox="1619 1011 1997 1076">Temporary. Cutoff files when order is complete.</p> <p data-bbox="1619 1076 1997 1198">Temporary. Destroy 2 yrs. after completion or cancellation of requisition. (GRS 3, Item 8.a.)</p> <p data-bbox="1619 1198 1997 1287">Temporary. Destroy when 6 months old. (GRS 3, Item 8.b.)</p> <p data-bbox="1619 1287 1997 1377">Temporary. Destroy when 6 months old. (GRS 3 Item 8.b.)</p> <p data-bbox="1619 1377 1997 1469">Temporary. Destroy 2 yrs. from the date of the list. (GRS 3, Item 9.a.)</p>
16170		
16180		
16190		
16200		
16210		

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16220	e. Reports of surveys of personal property.	Temporary. Destroy 2 yrs. after date of survey action. (GRS 3, Item 9.c.)
16230	f. Property pass files authorizing removal to personal custody of government property.	Temporary. Destroy 3 months after expiration or revocation. (GRS 18, Item 12)
16240	g. Files of Reports of Excess Personal Property (SF 120) and correspondence relating to personal property disposal.	Temporary. Destroy when 3 yrs. old. (GRS 4, Item 2)
16250	h. Quarterly Utilization and Disposal of Excess and Surplus Personal Property Reports.	Temporary. Destroy when 3 yrs. old. (GRS 4, Item 2)
16260	i. Excess Property Disposal Record, describing model number, acquisition cost, and market value.	Temporary. Destroy when 3 yrs. old. (GRS 4, Item 2)
	j. Case files on sales of surplus property, comprising invitations, bids, acceptance, listings of materials, evidence of sales, and related correspondence:	
16270	1) Transactions of \$25,000 or less.	Temporary. Destroy 3 yrs. after final payment. (GRS 4, Item 3.b.)
16280	2) Transactions of more than \$25,000.	Temporary. Destroy 6 yrs. after final payment. (GRS 4, Item 3.a.)
16290	3) Transactions of more than \$25,000, which represent departure from established sales or disposal procedures.	Temporary. Send report of files to M/AS/FMD
16300	k. Material documenting ownership or custody of aircraft by USAID, including assignment to a particular overseas office, flight plan summary, detachment and disposition.	Temporary. Destroy 5 yrs. after aircraft leaves USAID control.
16310	l. Invoices and related files used for stores accounting, including returns and reports.	Temporary. Destroy when 3 yrs. old. (GRS 8, Item 3)
16320	m. Listings and work papers used in accumulating stores accounting data.	Temporary. Destroy when 2 yrs. old (GRS 8, Item 4)
16330	n. Plant accounting cards, reports, ledgers, and inventories covering household type equipment and furnishings.	Temporary. Destroy 3 yrs. after item is withdrawn from plant account. (GRS 8, Item 5)

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16340	o. Plant accounting reports, ledgers, and inventories covering office equipment and furnishings.	Temporary. Destroy 3 yrs. after item is withdrawn from plant account. (GRS 8, Item 5)
16350	p. General administrative correspondence relating to acquisition, use and release of office equipment and furnishings.	Temporary. Destroy when 2 yrs. old.(GRS 3, Item 2)
<u>Library Service Files</u>		
16360	a. General correspondence regarding library operation and service.	Temporary. Destroy when 2 yrs. old.
16370	b. Library accessions records showing publications received.	Temporary. Destroy when no longer needed.
16380	c. Control cards for items charged from library.	Temporary. Destroy when no longer needed.
<u>Motor Pool Operation Files</u>		
16390	a. Annual Motor Vehicle Report (SF 82) and other reports regarding vehicles and motor pool operations.	Temporary. Destroy 3 yrs. after date of report.(GRS 10, Item 4)
16400	b. Material regarding motor vehicle accidents.	Temporary. Destroy 6 yrs. after case is closed. (GRS 10, Item 5)
16410	c. Vehicle Dispatch Register, showing time, destination, and driver of vehicle, or individual trip tickets reflecting use of vehicles (except copies used in collection of funds).	Temporary. Destroy when 1 yr. old.
16420	d. Correspondence regarding maintenance and operation of vehicles.	Temporary. Destroy when 2 yrs. old. (GRS 10, Item 1)
16430	e. Operating records on individual vehicles.	Temporary. Destroy when 3 months old. (GRS 10, Item 2.a.)
16440	f. Maintenance records on individual vehicles.	Temporary. Destroy when 1 yr. old. (GRS 10, Item 2.b)
16450	g. Material regarding individual employee operation of Government-owned vehicles, including application forms, drivers' tests, authorization to use, and safe-driving awards.	Temporary. Destroy 3 yrs. after separation of employee or 3 yrs. after recision of authorization to operate government-owned vehicle, whichever is sooner.(GRS 10, Item 7)

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16460	h. Vehicle Release Files, including Certification of Release, or evidence of safe, transfer or exchange.	Temporary. Destroy 4 yrs after vehicle leaves agency custody. (GRS 10, Item 6)
	<u>Reproduction and Distribution Services Files</u>	
16470	a. Correspondence pertaining to printing and distribution unit regarding administration and operation of the office.	Temporary. Destroy when 2 yrs. old (GRS 13, Item 1)
16480	b. Agency reports to Joint Committee on Printing regarding operation and equipment inventories of printing facility.	Temporary. Destroy when 3 yrs. old. (GRS 13, Item 5.a.)
16490	c. Control registers, logs, and forms pertaining to requisitions and work orders for printing.	Temporary. Destroy 1 yr. after close of fiscal yr. in which compiled or 1 yr. after filing of register, whichever is applicable. (GRS 13, Item 3)
16500	d. Requisitions for printing, binding, etc., to Government Printing Office: Copy of requisition, invoice, specification, and related papers.	Temporary. Destroy 3 yrs. after completion or cancellation of order.
	e. Job or project case files covering planning and execution of duplication, collating, and binding (except GPO jobs, for which see above):	
16510	1) Jobs performed by Agency.	Temporary. Destroy 1 yr. after completion of job. (GRS 13, Item 2.a)
16520	2) Commercial contract jobs.	Temporary. If over \$2,000, destroy 6 yrs. and 3 months after final payment. If \$2,000 or less, destroy 3 yrs. after final payment.(GRS 3, Item 3)
	f. Mailing and distribution lists and related material:	
16530	1) Correspondence, request forms, and other records regarding changes in mailing lists.	Temporary. Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner. (GRS 13 Item 4.a.)
16540	2) Card lists.	Temporary. Destroy individual cards when cancelled or revised. (GRS 13 Item 4.b.)
16550	3) Plate or stencil lists (including the plate or stencil).	Temporary. Destroy after appropriate revision of mailing list or after 3 months,

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		whichever is sooner. (GRS 13 Item 4.a.)
16560	<p>Space Files a. General correspondence files of the office responsible for space and maintenance matters, including warehousing, pertaining to its own operation and administration.</p>	Temporary. Destroy when 2 yrs. old. (GRS 11, Item 1)
16570	<p>b. Records regarding allocation, utilization, occupancy, and release of space under USAID control: 1) Building plans and related records utilized in space planning, assignment, and adjustment.</p>	Temporary. Destroy 2 yrs. after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete. (GRS 11, Item 2.a)
16580	<p>2) Cards on individual occupants.</p>	Temporary. Destroy credentials 3 months after return to issuing office. (GRS 11, Item 4.a.)
16590	<p>c. Space reports, including but not limited to, Annual Report of Real Property Owned by U.S Government (SF 1166), listing land, buildings, and other facilities; Non-Residential Real Property Report; Summary of Number of Installations owned by United States as of end of fiscal year (GSA Form 1209); Quarterly Agency Space Report (D.C and adjacent areas), providing current information on USAID utilization of space in and around D.C.; General Purpose and Other Space Managed by GSA (GSA Form 1731) -- estimated amounts to be transferred to GSA to finance space for expansion and other purposes, etc.</p>	Temporary. Destroy when 3 yrs. old (GRS 11, Item 2.b.(1))
16600	<p>d. Records documenting Agency use, custody, or rental of office space, indicating square footage held, organizational component in the space, dates of occupancy, and location or address.</p>	Temporary. Destroy 2 yrs. after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete. (GRS 11, Item 2.a)
16610	<p>e. Lease files on domestic and overseas offices. Copies of leases, renewals, termination notices, and related papers.</p>	Temporary. Cut off files when lease terminates. Destroy 3 yrs. after lease terminated or is cancelled, or 3 yrs. after conclusion of litigation (if any) whichever is later.
16620	<p>f. Papers used in space planning, assignment, and adjustment, including space requests, surveys, floor plans, moving schedules, and issuance of passes and permits (to conference rooms, dining rooms, etc.).</p>	Temporary. Destroy 2 yrs. after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.

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16630	<u>Real Property Files</u> - Title papers documenting the acquisition and disposition of overseas real property (by purchase, donation, exchange, or otherwise), including abstract or certification of title or equivalent and related correspondence.	(GRS 11, Item 2.a) Permanent. Cut off at end of FY when inventory is disposed of. Hold in office for 3 yrs. then retire to WNRC. Transfer to NARA in 5 yr. blocks when most recent record is 10 yrs. old.
GRS 3, Item 18 (also GRS 4,5; 8,8; 10,8; 11,6; 12,9; 13,7)	<u>Electronic Mail and Word Processing System Copies</u> - Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. <ul style="list-style-type: none"> a. Copies that have no further administrative value after the record keeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy. b. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy. 	Temporary. Destroy/delete within 180 days after the record keeping copy has been produced. Temporary. Destroy/delete when dissemination, revision, or updating is completed.