

## CHAPTER 7. PROPERTY MANAGEMENT AND ACQUISITION

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
<b>4000</b>	<b>AGENCY AIRCRAFT MANAGEMENT</b>		
	The records described below are generated in activities pertinent to the development, utilization, and maintenance of the agency's aircraft fleet, including rental aircraft. They relate to the allocation of FAA aircraft resources; the operation of agency and rental aircraft; and the performance of related maintenance, modification, standardization, and engineering functions.		
	1. <b>General Correspondence Files.</b> Routine correspondence about reports and studies, replies to request for information and related material maintained by the agency office of primary interest relating to its responsibilities for planning, development, direction, and evaluation of national agency aircraft management policies and programs.	<b>Transfer to FRC</b> when 4 years old. <b>Destroy</b> when 7 years old.	NC1-237-77-3 Item 12 Approved 12/2/77
	2. <b>Regional Aircraft Management Files.</b> Correspondence, reports, and other documents maintained by offices responsible for managing regional agency aircraft programs.		
	a. FAA aircraft assignment and issue files.	<b>Destroy</b> 2 years after being superseded or after conclusion of assignment.	II-NNA-1017 Item 20 Approved 7/15/1954
	b. Work orders, workload reports, and other data, which reflects man-hour and utilization and maintenance costs.	<b>Destroy</b> when 2 years old.	II-NNA-1017 Item 21 Approved 7/15/1954
	c. Correspondence and reports pertaining to the use of FAA owned and rental aircraft.	<b>Destroy</b> when 2 years old.	II-NNA-1017 Item 22 Approved 7/15/1954
<b>4010</b>	<b>AGENCY AIRCRAFT REQUIREMENTS</b>		<b>OPR Action needed to request disposition authority.</b>
<b>4020</b>	<b>AIRCRAFT ASSIGNMENT</b>		<b>OPR Action needed to request disposition authority.</b>
<b>4030</b>	<b>AIRCRAFT UTILIZATION</b>		<b>OPR Action needed to request disposition authority.</b>
<b>4040</b>	<b>AGENCY AIRCRAFT OPERATION (INCLUDES RENTAL AIRCRAFT)</b>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. <b>Pilot Proficiency and Qualification Files.</b> Documents reflecting proficiency of personnel authorized to operate agency aircraft, including FAA Form 4040-2, Pilot/Flight Engineer/Navigator Flight Record and Record of Flight Check, or equivalent forms, and related correspondence.	<b>Destroy</b> 1 year after pilot's separation or transfer from agency. [Note: The record may be offered to the employee for own use upon transfer or separation.]	II-NNA-1017 Item 74 Approved 6/22/54
	2. <b>Aircraft Rental Files.</b> Correspondence, reports, authorization cards, proposals, and other documents relating to the rental of aircraft.	<b>Destroy</b> when 5 years old.	II-NNA-912 Item 12 Approved 6/11/54
	3. <b>FAA Aircraft Request and Use Record - FAA Form 4040-6.</b> Documents providing records of passengers carried on board FAA Aircraft, including request and justification for rental aircraft and purpose of flight.	<b>Destroy</b> when 1 year old.	NC1-237-82-1 Item 1 Approved 10/29/81
<b>4100</b>	<b>AGENCY AIRCRAFT MAINTENANCE AND MODIFICATION</b>		
	1. <b>General Correspondence Files.</b> Routine correspondence about reports and studies, replies to request for information and related material maintained by the agency office of primary interest relating to its responsibilities for planning, development, direction, and evaluation of national agency aircraft management policies and programs.	<b>Transfer to FRC</b> when 4 years old. <b>Destroy</b> when 7 years old.	NC1-237-77-3 Item 12 Approved 12/2/77
	2. <b>Aircraft Maintenance Instruction Files.</b> Manuals, circular memorandums, change orders, aircraft electronic equipment modifications, field maintenance bulletins, safety circulars, avionics test equipment modifications, and related aircraft and avionics maintenance directives, with supporting case files, if any.		
	a. Record set maintained by the issuing or controlling office.	<b>Transfer</b> superseded or canceled case files to FRC when 4 years old. <b>Destroy</b> when 10 years old.	NC1-237-77-3 Item 13(a) Approved 12/2/77
	b. All others.	<b>Destroy</b> when superseded or canceled.	NC1-237-77-3 Item 13(b) Approved 12/2/77
	3. <b>Aircraft Historical Files.</b> Documents maintained for the purpose of reflecting a complete record of condition and serviceability of agency aircraft, such as aircraft log books (blue copy), inspection and maintenance records, malfunction and defect reports, airworthiness applications, and supporting papers, and including related aircraft card files.		

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. When aircraft is transferred or sold as surplus.	<b>Transfer</b> related file with aircraft.	II-NNA-752 Item 10 Approved 6/11/54
	b. When aircraft is scrapped or otherwise destroyed.	<b>Destroy</b> at the same time as the aircraft.	II-NNA-752 Item 10 Approved 6/11/54
	<b>4. Current Aircraft Record.</b>		
	a. When aircraft is transferred or sold as surplus.	<b>Transfer</b> related file with aircraft.	II-NNA-752 Item 11 Approved 6/11/54
	b. When aircraft is scrapped or otherwise destroyed.	<b>Destroy</b> at the same time as the aircraft.	II-NNA-752 Item 11 Approved 6/11/54
	<b>5. Engine and Propeller Historical Files.</b> Documents maintained to provide a complete record of condition and serviceability of agency aircraft engines and propellers, such as log books, repair and maintenance records, and forms AC 4100-184 and AC 4100-184-1 or equivalent.		
	a. When engine or propeller is transferred or sold as surplus.	<b>Transfer</b> related file with engine or propeller.	II-NNA-752 Item 12 Approved 6/11/54
	b. When engine or propeller is scrapped or otherwise destroyed.	<b>Destroy</b> related file at same time.	II-NNA-752 Item 14 Approved 6/11/54
	<b>6. Aircraft Services Files.</b> Forms, bulletins, card records, and other documents used in the maintenance, modification, and servicing of agency aircraft at the Aeronautical Center.		
	a. Aircraft cost record indicating parts used in aircraft maintenance.	<b>Destroy</b> when 1 year old.	II-NNA-752 Item 6 Approved 6/11/54
	b. Aircraft, employee-hour cost record indicating number of employee-hours spent to repair aircraft.	<b>Destroy</b> when 1 year old.	II-NNA-752 Item 8 Approved 6/11/54
	c. Aircraft gas and oil cost record.	<b>Destroy</b> when 1 year old.	II-NNA-752 Item 9 Approved 6/11/54
	d. Aircraft stock control and locator cards.	<b>Destroy</b> when part to which card applies is discontinued as a stock item.	II-NNA-752 Item 7 Approved 6/11/54
<b>4140</b>	<b>INTEGRATED MATERIAL MANAGEMENT PROGRAM</b>		<b>OPR Action needed to request disposition authority.</b>
<b>4200</b>	<b>AIRCRAFT LOAN GUARANTEE PROGRAM</b>		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	1. <b>History of Loan Guarantee Program Files.</b> Memorandum, agenda, reports, master copy of manual, and statistical summaries documenting the policies, procedures, and coordination of the loan guarantee program.	<b>PERMANENT. Offer to NARA.</b> Program is no longer in existence. Authority will be withdrawn with next update of this order.	NC1-237-85-1 Item 1 Approved 2/10/86
	2. <b>General Correspondence Files.</b> Correspondence, memorandum, reports, and other records relating to the daily administration of the loan guarantee program.	<b>Transfer to FRC</b> when 4 years old. <b>Destroy</b> when 8 years old. Program is no longer in existence. Authority will be withdrawn with next update of this order.	NC1-237-85-1 Item 2 Approved 2/10/86
	3. <b>Aircraft Loan Guarantee Records.</b> Case files for loans, which have been paid in full and applications for loans, which have been denied or withdrawn.	<b>Transfer to FRC</b> when 5 years old. <b>Destroy</b> when 10 years old. Program is no longer in existence. Authority will be withdrawn with next update of this order.	NC1-237-85-1 Item 3 Approved 2/10/86
<b>4250 SUPPLY SUPPORT SYSTEMS</b>			
	<b>Supply Management Files.</b> Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201a of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).		
	a) Copies received from other units for internal purposes or for transmission to staff agencies.	<b>Destroy</b> when 2 years old.	GRS 3 Item 4(a)
	b) Copies in other reporting units, and related working documents.	<b>Destroy</b> when 1 year old.	GRS 3 Item 4(b)
<b>4400 ACQUISITION AND PROCUREMENT</b>			
The records described below relate to all aspects of the procurement, materiel, and real property functions of the agency. They pertain to the acquisition, management, storage, distribution, transfer, and disposal of real and personal property; the assignment and utilization of administrative and technical space; and motor vehicle management.			
	1. <b>General Correspondence Files.</b> Correspondence, reports, and related documents accumulated in the administration and operation of agency procurement functions, including contracting and contract administration, but EXCLUDING files described elsewhere in this paragraph.	<b>Destroy</b> when 2 years old.	GRS 3 Item 2

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	2. <b>Real Property Title Files.</b> Original deeds, abstracts or certificates of title, survey notes, maps, correspondence, and related Papers documenting the acquisition of real property by FAA and predecessor agencies by purchase, condemnation, donation, or otherwise.		
	a. Records relating to property acquired after December 31, 1920, other than abstract or certificate to title.	<b>Destroy</b> 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.	GRS 3 Item 1(a)
	b. Abstract of certificate of title.	<b>Transfer</b> to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.	GRS 3 Item 1(b)
	3. <b>Routine Procurement Files.</b> Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than Real Property and Tax Exempt records covered elsewhere in this schedule) [NOTE: Given the complexities of the rules on procurement, agencies should involve procurement officials when deciding which of the sub-items to apply to a particular series of records.]		
	a. Procurement or Purchase organization copy, and related papers.		
	(1) Transaction dated on or after July 3, 1995 (the effective date of the Federal Acquisition Regulations (FAR) rule defining "simplified acquisition threshold").		
	(a) Transactions that exceed the simplified acquisition threshold and all construction contracts exceeding \$2,000.	<b>Destroy</b> 6 years and 3 months after final payment.	GRS 3 Item 3(a)(1)(a)
	(b) Transactions at or below the simplified acquisition threshold and all construction contracts at or below \$2,000.	<b>Destroy</b> 3 years after final payment.	GRS 3 Item 3(a)(1)(b)
	(2) Transactions dated earlier than July 3, 1995.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(a) Transactions that utilize other than small purchase procedures and all construction contracts exceeding \$2,000.	<b>Destroy</b> 6 years and 3 months after final payment.	GRS 3 Item 3(a)(2)(a)
	(b) Transactions that utilize small purchase procedures and all construction contracts under \$2,000.	<b>Destroy</b> 3 years after final payment.	GRS 3 Item 3(a)(2)(b)
	b. Obligation copy.	<b>Destroy</b> when funds are obligated.	GRS 3 Item 3(b)
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	<b>Destroy</b> upon termination or completion.	GRS 3 Item 3(c)
	d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	<b>Destroy</b> or delete when 5 years old.	GRS 3 Item 3(d)
	4. <b>Procurement Document Copy Files.</b> Copies of contracts, purchase orders, and other procurement documents, exclusive of those covered in item (3) above, used by procurement offices for administrative purposes.	<b>Destroy</b> after completion of related transaction.	GRS 3 Item 3(c)
	5. <b>Solicited and Unsolicited Bids and Proposals Files.</b>		
	a. Successful bids and proposals.	<b>Destroy</b> with related contract case files.(see item 4400 of this schedule)	GRS 3 Item 5(a)
	b. Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.	<b>Destroy</b> 1 year after date of award or final payment, whichever is later.	GRS 3 Item 5(b)(1)
	c. Relating to transactions above the small purchase limitations in 48 CFR Part 13.		
	(1) When filed separately from contract case files.	<b>Destroy</b> when related contract is completed.	GRS 3 Item 5(b)(2)(a)
	(2) When filed with contract case files.	<b>Destroy</b> with related contract case file.(see item 3 of this schedule)	GRS 3 Item 5(b)(2)(b)
	d. Cancelled solicitation files.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers that were opened before the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	<b>Destroy</b> 5 years after date of cancellation.	GRS 3 Item 5(c)(1)
	(2) Unopened bids.	<b>Return</b> to bidder.	GRS 3 Item 5(c)(2)
	(3) Lists or card files of acceptable bidders.	<b>Destroy</b> when superseded or obsolete	GRS 3 Item 5(d)
	6. <b>Canceled Bid Files.</b> Case files on bids for which no contract was awarded and bids subsequently canceled.	<b>Destroy</b> 1 year after cancellation.	NC1-237-77-3 Item 58 Approved 12/2/77
	7. <b>Bidder Qualification Files.</b> Bidder mailing lists, bidders list applications, reports, financial statements, and related correspondence reflecting bidder qualifications.	<b>Destroy</b> when superseded or canceled.	GRS 3 Item 5(d)
	8. <b>Procurement Report Files.</b> Volume and workload reports of procurement operations and procedures.	<b>Destroy</b> when 2 years old.	GRS 3 Item 4(a)
	9. <b>Catalog Files.</b> Catalogs, federal supply schedules, and other publications used in procurement operations.	<b>Destroy</b> when superseded, obsolete, or no longer needed.	Nonrecord
	10. <b>Public Printer Files.</b> Records relating to requisitions on the Printer, and all supporting papers.		
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	<b>Destroy</b> 3 years after completion or cancellation of requisition.	GRS 3 Item 6(a)
	b. Accounting copy of requisition.	<b>Destroy</b> 3 years after period covered by related account.	GRS 3 Item 6(b)
	11. <b>Non-personal Requisition File.</b> Requisitions for non-personal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts.)	<b>Destroy</b> when 1 year old.	GRS 3 Item 7
	12. <b>Inventory Requisition File.</b> Requisitions for supplies and equipment for current inventory.		

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	a. Stockroom copy.	<b>Destroy</b> 2 years after completion or cancellation of requisition.	GRS 3 item 8(a)
	b. All other copies.	<b>Destroy</b> when 6 months old.	GRS 3 Item 8(b)
	<b>13. Inventory Files.</b>		
	a. Inventory lists.	<b>Destroy</b> 2 years from date of list	GRS 3 Item 9(a)
	b. Inventory cards.	<b>Destroy</b> 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.	GRS 3 Item 9(b)
	c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the General Records Schedule.	<b>Destroy</b> 2 years after date of survey action or date of posting medium.	GRS 3 Item 9(c)
	<b>14. Telephone Records.</b> Telephone statements and toll slips.	<b>Destroy</b> 3 years after period covered by related account.	GRS 3 Item 10
	<b>15. Contractors' Payroll Files.</b> Contractors' payrolls (Construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.	<b>Destroy</b> 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.	GRS 3 Item 11
	<b>16. Tax Exemption Files.</b> Tax exemption certificates and related papers.	<b>Destroy</b> 3 years after period covered by related account.	GRS 3 Item 12
	<b>17. Unsuccessful Grant Application Files.</b> Applications, correspondence, and other records relating to unsuccessful rejected or withdrawn applications.	<b>Destroy</b> 3 years after rejection or withdrawal	GRS 3 Item 13
	<b>18. Grant Administrative Files.</b> Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.	<b>Destroy</b> when 2 years old.	GRS 3 Item 14



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	19. <b>Contract Appeals Case Files.</b> Contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.		
	a. Records created before October 1, 1979.	<b>Destroy</b> 6 years, 3 months, after final action on decision.	GRS 3 Item 15(a)
	b. Records created after September 30, 1979.	<b>Destroy</b> 1 year after final action on decision.	GRS 3 Item 15(b)
	20. <b>Contractor's Statement of Contingent or Other Fees.</b> Standard Form 119, Contractor's Statement of Contingent or Other Fees, or statement instead of the form, filed separately from the contract case file and maintained for enforcement or report purposes.	<b>Destroy</b> when superseded or obsolete.	GRS 3 Item 16
	21. <b>Small and Disadvantaged Business Utilization Files.</b> Correspondence, reports, studies, goal statements, and other records relating to the small and disadvantaged business utilization program, as required by P.L. 95-507.	<b>Destroy</b> when 3 years old.	GRS 3 Item 17
	22. <b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping 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.		
	a. Copies that have no further administrative value after the recordkeeping 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 recordkeeping copy.	<b>Destroy/delete</b> within 180 days after the recordkeeping copy has been produced.	GRS 3 Item 18
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	<b>Destroy/delete</b> when dissemination, revision, or updating is completed.	GRS 3 Item 18

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4402	FAA PROCUREMENT MANUAL		OPR Action needed to request disposition authority.
4405	PROCUREMENT AUTHORITIES AND RESPONSIBILITIES		OPR Action needed to request disposition authority.
4410	OFFICE SUPPLIES		OPR Action needed to request disposition authority.
4415	PROCUREMENT REQUEST		OPR Action needed to request disposition authority.
4420	REAL PROPERTY ACQUISITION		OPR Action needed to request disposition authority.
4423	LEASES, LICENSES, AND PERMITS		OPR Action needed to request disposition authority.
4426	PURCHASE, CONDEMNATIONS, AND TRANSFER		OPR Action needed to request disposition authority.
4430	PERSONAL PROPERTY ACQUISITION		OPR Action needed to request disposition authority.
4431	ADVERTISED CONTRACTS		OPR Action needed to request disposition authority.
4432	NEGOTIATED CONTRACTS		OPR Action needed to request disposition authority.
4433	OPEN MARKET PURCHASING		OPR Action needed to request disposition authority.
4435	CONTRACT CLAUSES, BONDS, INSURANCE, AND TAXES		OPR Action needed to request disposition authority.
4436	FOREIGN PURCHASES		OPR Action needed to request disposition authority.

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<b>Item No.</b>	<b>Title and Description of Records</b> (All Records Series are temporary except where indicated)	<b>Disposition</b>	<b>Authority</b>
4437	<b>ACQUISITIONS FROM GOVERNMENT SOURCES</b>		OPR Action needed to request disposition authority.
4440	<b>CONTRACTUAL SERVICES</b>		OPR Action needed to request disposition authority.
4441	<b>LEASED COMMUNICATIONS</b>		OPR Action needed to request disposition authority.
4442	<b>TRANSPORTATION</b>		OPR Action needed to request disposition authority.
4443	<b>CONSTRUCTION</b>		OPR Action needed to request disposition authority.
4444	<b>CONCESSIONS (CONTRACTING)</b>		OPR Action needed to request disposition authority.
4445	<b>OTHER SERVICES</b>		OPR Action needed to request disposition authority.
4450	<b>CONTRACT ADMINISTRATION</b>		OPR Action needed to request disposition authority.
4453	<b>INSPECTION, ACCEPTANCE, AND DELIVERY</b>		OPR Action needed to request disposition authority.
4455	<b>CONTRACT MODIFICATION</b>		OPR Action needed to request disposition authority.
4456	<b>PAYMENTS</b>		OPR Action needed to request disposition authority.
4457	<b>CLAIMS AND DISPUTES</b>		OPR Action needed to request disposition authority.
4458	<b>LIQUIDATED DAMAGES</b>		OPR Action needed to request disposition authority.

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4459	TERMINATION		OPR Action needed to request disposition authority.
4470	SPECIAL PROGRAMS		OPR Action needed to request disposition authority.
4471	DEFENSE PRIORITIES AND MATERIALS ACQUISITION		OPR Action needed to request disposition authority.
4472	SMALL BUSINESS		OPR Action needed to request disposition authority.
4473	LABOR SURPLUS AREAS		OPR Action needed to request disposition authority.
4474	LABOR STANDARDS COMPLIANCE		OPR Action needed to request disposition authority.
4500	LOGISTICS		OPR Action needed to request disposition authority.
4510	MATERIEL IDENTIFICATION, SPECIFICATIONS, AND STANDARDIZATION		OPR Action needed to request disposition authority.
4560	PROVISIONING		OPR Action needed to request disposition authority.
4570	CATALOGING		OPR Action needed to request disposition authority.
4580	AGREEMENTS		OPR Action needed to request disposition authority.
4590	DEFENSE READINESS LOGISTICS ACTIVITIES		OPR Action needed to request disposition authority.
4600	PERSONAL PROPERTY MANAGEMENT		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	<p>1. <b>General Correspondence Files.</b> Correspondence, reports, and related papers documenting the administration and operation of materiel and property management functions such as utilization, inventory, distribution, identification, provisioning, warehousing, and transportation, and including programs for the management of buildings, space, and motor vehicles, but EXCLUDING files described elsewhere in this paragraph.</p>	<b>Destroy</b> when 4 years old.	NC-174-163 Item 2 Approved 3/29/74
	<p>2. <b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping 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.</p>		
	<p>a. Copies that have no further administrative value after the recordkeeping 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 recordkeeping copy.</p>	<b>Destroy/delete</b> within 180 days after the recordkeeping copy has been produced.	GRS 3 Item 18
	<p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p>	<b>Destroy/delete</b> when dissemination, revision, or updating is completed.	GRS 3 Item 18
	<p>3. <b>Property Management Report Files.</b> Reports generated in property and supply management activities, other than those specifically covered elsewhere.</p>		
	<p>a. FAA Depot report file indicating property on hand, items shipped, items received, and other shipment data.</p>	<b>Destroy</b> when 10 years old.	NC1-237-77-3 Item 93 Approved 12/2/77
	<p>b. Reports on supply requirements and procurement matters submitted for supply management purposes.</p>	<b>Destroy</b> when 2 years old.	GRS 3 Item 4
	<p>4. <b>Plant and Stores Account Files.</b> Documents recording characteristics and worth of items of equipment.</p>		

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5.	<b>Plant, Cost, and Stores General Correspondence Files.</b> Correspondence files of units responsible for plant, cost, and stores accounting operations.	<b>Destroy</b> when 3 years old.	GRS 8 Item 1
6.	<b>Stores Accounting Files.</b> Stores accounting returns and reports.	<b>Destroy</b> when 3 years old.	GRS 8 Item 3
7.	<b>Plant Accounting Files.</b> Plant account cards and ledgers, other than those pertaining to structures. [NOTE: Plant accounting cards and ledgers pertaining to structures are not covered under the GRS. Agencies must schedule these records.]	<b>Destroy</b> 3 years after item is withdrawn from plant account.	GRS 8 Item 5
8.	<b>Stores Invoice Files.</b> Invoices or equivalent papers used for stores accounting purposes.	<b>Destroy</b> when 3 years old.	GRS 8 Item 2
9.	<b>Stores Accounting Background Files. Work papers</b> used in accumulating stores accounting data.	<b>Destroy</b> when 2 years old.	GRS 8 Item 4
10.	<b>Requisition Files.</b> Documents showing evidence of requisition, issue, delivery, and receipt of supplies, equipment, and services.	<b>Destroy</b> when 2 years after completion or cancellation of requisition.	GRS 3 Item 8(a)
11.	<b>Depot Requisition Files.</b> Documents maintained by the FAA Depot.		
	a. Requisition files consisting of procurement request forms.	<b>Destroy</b> 2 years after completion or cancellation of request.	GRS 3 Item 3
	b. Requisition and shipping files.	<b>Destroy</b> when 6 months old.	GRS 3 Item 3
12.	<b>Depot Voucher Files.</b> Debit vouchers, invoices, packing slips, shipment receipts, and related registers, maintained by the FAA Depot.	<b>Destroy</b> when 6 years 3 months old.	GRS 6 Item 1
13.	<b>Employee Property Issue Files.</b> Documents, including card files, showing property and equipment charged out to personnel, including employee receipts.	<b>Destroy</b> 6 months after item is returned.	II-NNA-1017 Item 198 Approved 7/13/54
14.	<b>Property Record Receipt Files.</b> Copies of purchase orders maintained as regional property record receipts.	<b>Destroy</b> when 2 years old.	GRS 8 Item 2
15.	<b>Field Supply and Equipment Files.</b> Vouchers, purchase orders, copies of vendors bills, memorandum copies of bills of lading, and other documents pertaining to the acquisition, transfer, and disposal of equipment and supplies maintained by air traffic field facilities, aviation safety district offices, airport district offices, and airway facilities flight standards field office.		

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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Records relating to equipment transactions.	<b>Destroy</b> 2 years after equipment is released from district office.	NC1-237-79-2 Item 1 Approved 2/8/79
	b. Records relating to supply transactions.	<b>Destroy</b> when 2 years old.	II-NNA-912 Item 1(a) Approved 6/11/54
	c. Work order cost sheets pertaining to the construction, modification, or dismantling of equipment and facilities.	<b>Destroy</b> after work is completed.	II-NNA-1306 Item 14 Approved 8/10/54
	16. <b>Project Materials Files.</b> Correspondence, reports, and other documents accumulated by the FAA Depot relating to the receipt, custody, shipment, modification, testing, repairing, and reconditioning of materiel, parts, and other components used in the establishment and maintenance of aids to air navigation.		
	a. General correspondence files.	<b>Destroy</b> when 3 years old.	GRS 8 Item 1
	b. Stock control card files.	<b>Destroy</b> 3 years after card is completed or stock item obsolete.	GRS 8 Item 2
	c. Washington purchase order or equivalent.	<b>Destroy</b> when 5 years old.	GRS 8 Item 2
	d. Aeronautical Center purchase order file, or equivalent.	<b>Destroy</b> when 3 years old.	GRS 8 Item 2
	e. Monthly work order progress charts.	<b>Destroy</b> when 5 years old.	II-NNA-752 Item 18 Approved 6/11/54
	f. Project complement charts.	<b>Destroy</b> 5 years after chart is completed.	II-NNA-752 Item 19 Approved 6/11/54
	g. Drawings and specifications of construction equipment.	<b>Destroy</b> when no longer required for current operations.	Nonrecord
	17. <b>Provisioning Files.</b> Documents maintained by the FAA Depot in provisioning actions required to support end items of materiel.		
	a. Provisioning case files.	<b>Retain</b> for life cycle of equipment to which applicable. <b>Transfer to FRC</b> 1 year after end of life cycle. <b>Destroy</b> when 5 years old.	N1-237-86-1 Item 1 Approved 3/26/86

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Replaceable parts lists.	<b>Retain</b> for life cycle of equipment to which applicable. <b>Transfer to FRC</b> 1 year after end of life cycle. <b>Destroy</b> when 5 years old.	N1-237-86-1 Item 2 Approved 3/26/86
4620	<b>USE AND REPLACEMENT STANDARDS</b>		<b>OPR Action needed to request disposition authority.</b>
4622	<b>NAME PLATES</b>		<b>OPR Action needed to request disposition authority.</b>
4630	<b>INVENTORY MANAGEMENT</b>		
	<b>Inventory Files.</b> Documents maintained to provide replenishment, stock control, and property maintenance data.		
	a. Inventory lists.		
	b. Annual inventories.	<b>Destroy</b> 2 years from date of list.	GRS 3 Item 9(a)
	c. Inventory cards.	<b>Destroy</b> 2 years after; 1) discontinuance of item, 2) stock balance is transferred to new card or recorded under a new classification, or 3) equipment is removed from agency control.	GRS 3 Item 9(b)
	d. Report of survey files and other papers used for adjustment of inventory records.	<b>Destroy</b> 2 years after date of survey or date of posting medium.	GRS 3 Item 9(c)
4631	<b>INVENTORY MANAGEMENT, PROPERTY TRANSFER</b>		<b>OPR Action needed to request disposition authority.</b>
4633	<b>PHYSICAL INVENTORY</b>		<b>OPR Action needed to request disposition authority.</b>
4635	<b>CONTRACTOR INVENTORY</b>		<b>OPR Action needed to request disposition authority.</b>
4640	<b>SURVEY AND ADJUSTMENTS</b>		<b>OPR Action needed to request disposition authority.</b>



Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
<b>4650</b>	<b>LOGISTICS SYSTEMS AND ACCOUNTABILITY</b>		
	1. <b>Personal Property In-Use Accountability Files.</b> Documents accumulated by property accountability officers and property custodians in the management, accountability, and physical control of personal property in-use in the agency.		
	a. Detail property record (card, tape, printout, log, etc.) reflecting physical and financial characteristics of personal property in use.	<b>Destroy</b> after disposal of related property or its transfer to other accountability.	II-NNA-1017 Item 193 Approved 7/13/54
	b. Code sheets, punch cards and other media used merely for transmitting data to tape.	<b>Destroy</b> or <b>delete</b> when 2 years old, or 2 years after the date of the last entry, whichever is applicable.	GRS 23 Item 8
	2. <b>Master Project Materiel Case Files.</b> Documents accumulated by regional Logistics Divisions in the management and control of project materiel required in the establishment and modification of facilities in the National Airspace System.	<b>Destroy</b> 1 year after project has been capitalized.	II-NNA-1017 Item 119 Approved 7/13/54
<b>4660</b>	<b>REAL PROPERTY MANAGEMENT</b>		
	1. <b>Cartographic Records Prepared During Intermediate Stages of Publication.</b> Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	<b>Destroy</b> when no longer needed for revision.	GRS 17 Item 1
	2. <b>Architectural Drawings of Temporary Structures and Buildings</b> or of Buildings Not Critical to the Mission of the Agency. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	GRS 17 Item 3

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. <b>Contract Negotiation Drawings.</b> Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.	<b>Destroy</b> when the final working/as-built drawings have been produced.	GRS 17 Item 5
	4. <b>Space Assignment Plans.</b> Outline floor plans indicating occupancy of a building.	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	GRS 17 Item 6
	5. <b>Engineering Drawings of Routine Minor Parts.</b> Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams. Applies only to those drawings that are filed separately or if readily separable from a larger file.	<b>Destroy</b> when superseded, or after the structure or object has been retired from service.	GRS 17 Item 8
	6. <b>Drawings Reflecting Minor Modifications.</b> Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings. Applies only to those drawings that are filed separately or if readily separable from a larger file.	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	GRS 17 Item 9
	7. <b>Paint Plans and Samples.</b> Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings. [NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting a Standard Form (SF) 115 to NARA.]	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	GRS 17 Item 10
	8. <b>Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.</b>	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	GRS 17 Item 4
<b>4665 SPACE MANAGEMENT</b>			
	1. <b>General Correspondence Files.</b> Consists of correspondence, reports, and related papers documenting space management activities EXCLUDING record files described elsewhere below.	<b>Destroy</b> when 2 years old	GRS 11 Item 1
	2. <b>Space and Buildings Maintenance Files.</b> Documents relating to the acquisition, allocation, utilization, and release of space, and related matters.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Building plan files and related records utilized in space planning, assignment, and adjustment.	<b>Destroy</b> 2 years after termination of assignment, when lease is canceled, or when plans are superseded or obsolete.	GRS 11 Item 2(a)
	b. Agency Reports to GSA	<b>Destroy</b> when 2 years old.	GRS 11 Item 2(b)(1)
	c. Copies in subordinate reporting units and related work papers.	<b>Destroy</b> when 1 year old.	GRS 11 Item 2(b)(2)
	d. Requests for building and equipment maintenance services, excluding fiscal copies.	<b>Destroy</b> 3 months after work is performed or requisition canceled.	GRS 11 Item 5
	e. Rental questionnaire files relating to occupancy and rental of Government-owned buildings.	<b>Destroy</b> questionnaires 2 years after being superseded; <b>Destroy</b> related correspondence after 3 years.	GRS 11 Item 2(a)
	3. <b>Cartographic Records Prepared During Intermediate Stages of Publication.</b> Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	<b>Destroy</b> when no longer needed for revision.	GRS 17 Item 1
	4. <b>Architectural Drawings of Temporary Structures and Buildings</b> or of Buildings Not Critical to the Mission of the Agency. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	GRS 17 Item 3
	5. <b>Contract Negotiation Drawings.</b> Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.	<b>Destroy</b> when the final working/as-built drawings have been produced.	GRS 17 Item 5
	6. <b>Space Assignment Plans.</b> Outline floor plans indicating occupancy of a building.	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	GRS 17 Item 6

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	7. <b>Engineering Drawings of Routine Minor Parts.</b> Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams. Applies only to those drawings that are filed separately or if readily separable from a larger file.	<b>Destroy</b> when superseded, or after the structure or object has been retired from service.	GRS 17 Item 8
	8. <b>Drawings Reflecting Minor Modifications.</b> Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings. Applies only to those drawings that are filed separately or if readily separable from a larger file.	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	GRS 17 Item 9
	9. <b>Paint Plans and Samples.</b> Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings. [NOTE: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting a Standard Form (SF) 115 to NARA.]	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	GRS 17 Item 10
	10. <b>Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.</b>	<b>Destroy</b> when superseded or after the structure or object has been retired from service.	GRS 17 Item 4
<b>4670 MOTOR VEHICLE MANAGEMENT</b>			
	1. <b>General Correspondence Files</b> consists of correspondence, reports, and related papers documenting motor vehicle management activities EXCLUDING record files described elsewhere below.	<b>Destroy</b> when 2 years old	GRS 10 Item 1
	2. <b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping 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.		

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	a. Copies that have no further administrative value after the recordkeeping 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 recordkeeping copy.	<b>Destroy/delete</b> within 180 days after the recordkeeping copy has been produced.	GRS 10 Item 8(a)
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	<b>Destroy/delete</b> when dissemination, revision, or updating is completed.	GRS 10 Item 8(b)
	3. <b>Motor Vehicle Management Files.</b> Documents relating to the management, operation, and maintenance of motor vehicles.		
	a. Motor vehicle operating files.	<b>Destroy</b> when 3 months old.	GRS 10 Item 2(a)
	b. Motor vehicle maintenance files.	<b>Destroy</b> when 1 year old.	GRS 10 Item 2(b)
	c. Motor vehicle ledger and work sheets providing cost and expense data.	<b>Destroy</b> 3 years after discontinuance of ledger or date of worksheet.	GRS 10 Item 3
	d. Motor vehicle report files (other than accident, operating, and maintenance reports).	<b>Destroy</b> 3 years after date of report.	GRS 10 Item 4
	e. Motor vehicle accident files maintained by transportation offices.	<b>Destroy</b> 6 years after case is closed.	GRS 10 Item 5
	f. Vehicle release and transfer files.	<b>Destroy</b> 4 years after vehicle leaves agency custody.	GRS 10 Item 6
	g. Motor vehicle operator's files. Includes driver's test, authorizations to use vehicles, safe driver's award, and related correspondence.	<b>Destroy</b> 3 years after separation of employee or 3 years after recession of authorization to operate government-owned vehicle, whichever is earlier.	GRS 10 Item 7
4680	<b>PROPERTY REPORTING ANALYSIS</b>		<b>OPR Action needed to request disposition authority.</b>
4700	<b>MATERIEL RECEIPT, STORAGE, AND ISSUE</b>		<b>OPR Action needed to request disposition authority.</b>
4714	<b>OFFICE SUPPLIES</b>		<b>OPR Action needed to request disposition authority.</b>

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
4730	<b>HANDLING MATERIEL</b>		OPR Action needed to request disposition authority
4770	<b>TRAFFIC MANAGEMENT</b>		
	1. <b>Bill of Lading Files.</b> Government and commercial bills of lading and supporting papers maintained by transportation units.		
	a. Issuing office.	<b>Destroy</b> 6 years after period of account.	GRS 9 Item 1(c)
	b. All others.	<b>Destroy</b> when 1 year old.	Nonrecord
4800	<b>UTILIZATION AND DISPOSAL (PERSONAL PROPERTY)</b>		
	1. <b>General Correspondence Files.</b> Correspondence, reports, and related documents pertaining to the administration and operation of activities dealing with the redistribution and disposal of excess and surplus property, EXCLUDING files described elsewhere below.	<b>Destroy</b> when 2 years old.	GRS 4 Item 1
	2. <b>Surplus Property Case Files.</b> Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.		
	a. Transactions of more than \$25,000.	<b>Destroy</b> 6 years after final payment.	GRS 4 Item 3(a)
	b. Transactions of \$25,000 or less.	<b>Destroy</b> 3 years after final payment.	GRS 4 Item 3(b)

Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	3. <b>Real Property Files.</b> Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.	Transfer to new custodian upon completion of sale, trade, donation proceedings, or acceptance of purchase money mortgage.	GRS 4 Item 4
<b>4830</b>	<b>EXCESS PROPERTY REPORTING</b>		
	1. <b>Reports of Excess Personal Property.</b>	<b>Destroy</b> when 3 years old.	GRS 4 Item 2
	2. <b>Reports of Excess Real Property</b>	<b>Destroy</b> 1 year after disposal of property.	NC-174-163 Item 7 Approved 3/29/74
<b>4900</b>	<b>PERSONAL SERVICES</b>		<b>OPR Action needed to request disposition authority.</b>
<b>4910</b>	<b>COMMISSARY</b>		<b>OPR Action needed to request disposition authority.</b>
<b>4920</b>	<b>MESSING</b>		<b>OPR Action needed to request disposition authority.</b>
<b>4930</b>	<b>HOUSING</b>		
	1. <b>Housing General Correspondence Files.</b> Correspondence files pertaining to the maintenance and management of housing projects.	<b>Destroy</b> when 2 years old.	GRS 15 Item 1

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	2. <b>Electronic Mail and Word Processing System Copies.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping 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.		
	a. Copies that have no further administrative value after the recordkeeping 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 recordkeeping copy.	<b>Destroy/delete</b> within 180 days after the recordkeeping copy has been produced.	GRS 15 Item 3
	b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.	<b>Destroy/delete</b> when dissemination, revision, or updating is completed.	GRS 15 Item 3
	3. <b>Housing Maintenance and Repair Files.</b> Maintenance and repair records for individual units.		
	a. Summary card or ledger record.	<b>Destroy</b> 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control.	GRS 15 Item 2(a)
	b. Work orders, requisitions, and related papers involved in repair and maintenance work.	<b>Destroy</b> 3 fiscal years following close of fiscal year in which work is done.	GRS 15 Item 2(b)
	4. <b>Housing Management Files.</b> Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data.	<b>Destroy</b> when 2 years old.	GRS 15 Item 3
	5. <b>Housing Lease Files.</b> Copies of leases, renewals, termination notices, and related documents.	<b>Destroy</b> 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs, or (b) litigation is concluded, whichever is later	GRS 15 Item 4
	6. <b>Housing Assignment and Vacancy Card Files.</b>		
	a. Individual tenant cards.	<b>Destroy</b> when tenant vacates unit.	GRS 15 Item 5(a)



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Item No.	Title and Description of Records (All Records Series are temporary except where indicated)	Disposition	Authority
	b. Individual housing unit cards.	<b>Destroy</b> 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control.	GRS 15 Item 5(b)
	7. <b>Housing Inventory Files.</b> Furnishing inventory files, pertaining to items included in furnished units.	<b>Destroy</b> 3 fiscal years after close of fiscal year in which inventory is superseded.	GRS 15 Item 6
	8. <b>Housing Application Files</b> (other than copies in lease files).		
	a. Rejected application files.	<b>Destroy</b> 1 year from date of rejection.	GRS 15 Item 7(a)
	b. All others.	<b>Destroy</b> when 2 years old.	GRS 15 Item 7(b)
<b>4940</b>	<b>LAUNDRY AND DOMESTIC SERVICES</b>		<b>OPR Action needed to request disposition authority.</b>
<b>4950</b>	<b>CONCESSIONS</b>		<b>OPR Action needed to request disposition authority.</b>
<b>4960</b>	<b>SUPPORTING SHOP SERVICES</b>		<b>OPR Action needed to request disposition authority.</b>