DISTRICT OF COLUMBIA
DEPARTMENT OF CORRECTIONS

Program Statement

OPI: OICCA
Number: 2000.2
Date: April 6, 2001
Subject: Retention and Disposal of Department Records

1. **PURPOSE AND SCOPE.** To issue a Records Retention Schedule and emergency implementation procedures for a record disposition and disposal program for the DCDC. A records disposition program provides for the effective and efficient management of records no longer needed in office space to conduct current business.

   This directive does not contain procedures for management of microfiche, audiovisual and electronic records.

2. **PROGRAM OBJECTIVES.**

   a. Records will be disposed of in compliance with the *Records Retention Schedule* (Attachments 1 and 2).

   b. Temporary records whose authorized retention periods have expired will be promptly disposed of, usually by destruction or occasionally by authorized donation to eligible persons or organizations.

   b. Records no longer needed in the office space but not yet eligible for final disposition will be timely and systematically transferred to a designated records storage site.

   c. The identification, retiring, transfer and retrieval of records at the Washington National Records Center (WNRC) shall be timely implemented.

3. **DIRECTIVES REFERENCED**

   D.O. 1300.1A "Freedom of Information Act (FOIA) and Privacy Act," (4/5/78)

4. **AUTHORITY**

   a. D.C. Code Chapter 29 "Public Records Management" §§ 1-2901, 2902 and 2906

b. District Personnel Manual (DPM), Chapter 31A, "Records Management and Privacy of records.

5. STANDARDS REFERENCED

a. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-1E-01.

b. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-1E-01

c. American Correctional Association (ACA) 3rd Edition Standards for Adult Correctional Institutions: 3-4092

d. American Correctional Association 3RD Edition Standards for Adult Community Release Services: 3ACRS-1E-01

6. RESPONSIBILITIES

a. **THE RECORDS MANAGEMENT OFFICE (DCRMO) for the District of Columbia Government.** Provides oversight for the DCDC records management program. This agency is responsible for appraising all District records, approving their disposition, providing program assistance and records center storage, evaluating records management programs and serving as the custodian of permanent records.

b. **DCDC RECORDS ADMINISTRATOR.** In accordance with D.C. Code § 1-2906, an employee shall be designated as the Records Management Officer of the Agency, who shall carry out the records management program activities and serve as liaison to the D.C. Public Records Administrator. Program responsibilities include issuing up-to-date records management program directives, staff training and monitoring of the program to ensure compliance with the DCDC policy and procedures, and D.C. government statues and regulations. The DCDC Records Management Officer shall :

1) Lead and manage a department-wide records management program.

2) Develop records management policies, procedures, guidance and training materials.

3) Coordinate the approval of the Department's records disposition schedules and training materials.

4) Coordinate records management issues with other D.C. Government agencies.

5) Serve as the DCDC Vital Records Officer and coordinate with the department's

emergency management program.

6) Ensure that designated DCDC staff are aware of their records management responsibilities.

7) Conduct periodic evaluations of the records management programs within the DCDC.

8) Implement approved records dispositions, ensuring that no records are destroyed without proper authorization as specified by the D.C. Records Schedule.

9) Inventory and schedule records created and maintained by the DCDC.

10) Systematically review records disposition schedules, file plans, and procedures on a triennial basis to ensure that they are current and update them as necessary.

11) Conduct a program of regular internal records management reviews to assist programs in implementing appropriate records management procedures.

c. **The DCDC General Counsel** shall assist in determining what records are needed to provide adequate and proper documentation of Department activities and in specifying appropriate retention for records. The Inspector General shall assist in determining the retention of Department records that may be needed for internal audit purposes. Department managers are responsible for ensuring that their programs are properly documented and that records created by their program areas are managed according to relevant regulations and policies.

d. **DCDC Executives, Wardens, Administrators and Office Chiefs** shall:

1) Ensure that this directive is implemented and adhered to within their respective areas of program responsibility.

2) Each Executive Manager, Warden, Administrator or office chief shall conduct an annual Internal Review, documenting compliance with procedures contained within this directive.

e. All **DCDC employees and contract staff** shall:

1) Safeguard all records they create, collect or maintain commensurate with the risk and magnitude of the harm that would result from the loss, misuse, unauthorized access to or modification of information. Appropriate safeguard's shall be adopted to ensure confidentiality and overall security as required in PS 1300.1B "Freedom of Information Act (FOIA) and Privacy Act".

2) Conduct work in accordance with D.C. Government records management regulations and DCDC records management policy and procedures.

3) Create and manage the records necessary to document their official activities. This includes creating appropriate records documenting meetings, conversations, electronic mail messages, telephone calls and other forms of communication that affect the conduct of official Department business.

4) Destroy records ***only*** in accordance with approved records disposition schedules, and remove records from the DCDC ***only*** with authorization.

5) File personal papers and nonrecord materials separately from official DCDC records.

f. The DCDC Training Administrator shall, in consultation with the Records Administrator, develop and administer training for identified employees to ensure that requirements of this Program Statement are met.

7. REQUIREMENTS

a. **RECORDS MANAGEMENT.** Records Management means the managerial activities involved with respect to records creation, records maintenance and use, and records disposition in order to achieve adequate and proper documentation of the policies and transactions of the District Government, and effective and economical management of agency operations.

in setting forth records management responsibilities, District law requires each agency head to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency, that are designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities

b. **RECORDS.** As the basic administrative tool by which the Government does its work, records are a basic component of each agency's information resources.

1) Records are important because they: protect the legal, financial, and other rights of the Government and its citizens; ensure continuity and consistency in administration; assist agency officials and their successors in making informed policy and program judgments; provide information required by the Congress and others to oversee the agency's activities; and document the agency's organization, structure, and achievements.

2) Records are made or received by a District agency either to comply with a law or to conduct public business. As a result, they belong to the Government rather than to

individuals, and their legal disposition depends on the prior approval of the Archivist of the District of Columbia.

3) Records are, or should be, preserved because they constitute evidence or contain information of value. They document an agency's organization, functions, and activities or the persons, places, things, or matters dealt with by an agency. Agency records' value falls into three overlapping categories:

a) **Administrative Value**

All records have administrative value because they are necessary to conduct the agency's current business. The duration of this value may be long or short. Some records, such as program directives, have long-term administrative value. Others, such as messenger service files, have short-term administrative value. Many records at operating levels have short-term administrative value because they are correspondence duplicated elsewhere, reports summarized at higher agency levels, or logs serving as temporary controls.

b) **Fiscal Value**

Along with general administrative value, some records may have fiscal value. Records with fiscal value document the agency's financial transactions and obligations. They include budget records, which show how expenditures were planned; voucher or expenditure records, that indicate the purposes for which funds were spent; and accounting records, that classify and summarize agency expenditures.

c) **Legal Value**

Besides administrative and fiscal value, records may also have legal value. Special concern for legal value applies only to temporary records, because if records are permanent they will always be available to protect legal rights. The DCRS designates as temporary many records with legal value, such as those relating to contracts, claims, property disposal, payroll, and civilian personnel.

Some legal values relate to records that the law requires the Government to create and maintain in the course of its operations. Others, however, are quite broad and do not necessarily involve an agency's operations. Instead they are intended to protect the rights of individuals and organizations. Such records are useful in documenting legally enforceable rights or obligations of the Government and persons directly affected by an agency's activities.

Examples of records with legal value include formal decisions and legal opinions; documents containing evidence of actions in particular cases, such as claims papers and legal dockets; and documents involving legal agreements, such as leases, titles, and contracts. They also include records relating to criminal investigations, workers' compensation, exposure to hazardous material,

and the issuance of licenses and permits. Still other examples include records relating to loans, subsidies, and grants; entitlement programs such as food stamps and social security; and survivor benefits in Government pension and other programs.

4) Records vary widely in their physical form or characteristics. They may be on paper, electronic, audiovisual, microform, or other media.

5) According to the life cycle concept, records go through three basic stages: (1) creation (or receipt), (2) maintenance and use, and (3) disposition.

   a) **Disposition** means those actions taken regarding District records after they are no longer needed in office space to conduct current agency business.

   b) **Disposal** refers to only those final actions taken regarding temporary records that expire after their retention periods. It normally means destruction of the record content, such as by recycling or burning the record. It is the final action taken regarding expiration of a temporary records retention period. The term is also used occasionally to mean the transfer of temporary records from District control by donating them to an eligible person or organization after receiving the DCRMO's approval.

   c) **Scheduling** records is the process of developing a document that provides mandatory instruction for what to do with records no longer needed for current government business. This document is the DCDC Records Retention Schedule.

6) Most records cannot and should not be kept permanently or even for long periods. All records, regardless of media, fall into one of two categories for disposition purposes:

   a) **Temporary records.** These should be destroyed, or in rare instances donated, after a fixed period of time or after occurrence of a specified event. The time may range from a few months to many years. Most District records are temporary.

   b) **Permanent records.** These are sufficiently valuable for historical or other purposes to warrant continued preservation by the District Government. Relatively few District records are permanent, although the exact percentage differs from agency to agency.

7) Nonrecord Materials

   a) Only the Records Administrator shall determine record or nonrecord status, after obtaining any necessary advice from the agency's legal counsel. The following guidelines apply to nonrecords:

(1) Nonrecord materials should not be filed together with records.

(2) Nonrecord materials should be destroyed when no longer needed for reference.

(3) DCRMO's approval is not required to destroy such materials.

b) Nonrecord materials currently include:

(1) Information copies of correspondence, directives, forms, and other documents on which no administrative action is recorded or taken.

(2) Routing slips and transmittal sheets adding no information to that contained in the transmitted material.

(3) Tickler, follow up, or suspense copies of correspondence, provided they are extra copies of the originals.

(4) Duplicate copies of documents maintained in the same file.

(5) Extra copies of printed or processed materials for which complete record sets exist, such as current and superseded manuals maintained outside the office responsible for maintaining the record set.

(6) Catalogs, trade journals, and other publications that are received from other Government agencies, commercial firms, or private institutions and that require no action and are not part of a case on which action is taken.

(7) Physical exhibits, artifacts, and other material objects lacking evidential value.

8) **Personal Papers**

a) Some Government employees, especially executives, senior staff, scientists, and other specialists, accumulate and keep various personal papers at the office. The maintenance of personal papers in agency space and equipment requires agency approval and also compliance with District and agency requirements. If kept there, such personal papers must be clearly designated as such and maintained separately from records.

b) Personal papers are documentary materials belonging to an individual that are not used to conduct agency business. They relate solely to an individual's personal and private affairs or are used exclusively for that individual's convenience. They may refer to or comment on the subject matter of agency business, provided they are not used to conduct that business. In contrast to both records and nonrecord materials, personal papers are not Government-

owned. Certain documentary materials are clearly personal and may readily be identified and claimed as such. Categories of personal papers include:

c) Materials accumulated by an individual before joining Government service that are not later used to conduct Government business. Examples include previous work files, political materials, and reference files.

(1) Materials brought into or accumulated in the office that are not used to conduct agency business and that relate solely to an individual's family matters, outside business pursuits, professional activities, or private political associations. Examples include family and personal correspondence, volunteer and community service records, literature from professional organizations, and manuscripts and drafts of articles and books.

(2) Work-related materials, such as diaries, journals, notes, personal calendars, and appointment schedules, that are not prepared, received, or used in the process of transacting agency business. Although these materials contain work-related information, they are personal papers if they are claimed as such and serve only the individual's own purpose (e.g., as reminders and personal observations about work-related and other topics). This category is the most difficult to distinguish from agency records because of its work-related content.

d) Some materials appearing to be personal papers could prove to be agency records. Determining their record status depends on all the circumstances of their creation, maintenance and use, and disposition.

e) Even though documentary materials may have designations such as "personal," "confidential," or "private," they are records if they are created or received by the agency to conduct Government business and if they are preserved or appropriate for preservation because they document the agency's organization, functions, and activities or contain information on the persons, places, things, or matters dealt with by the agency.

f) Employees shall be careful not to mix personal papers with District records. Although personal papers may be destroyed or removed at the owner's discretion, it is illegal to destroy or remove records without proper authorization.

9. PROCEDURES.

Each employee and manager of the DCDC shall manage records throughout their life cycle that includes the following components:

a. Records Creation/Collection. An official record shall be created to appropriately document all department functions, policies, decisions, procedures and essential transactions.

b. Records Maintenance and Use. Record filing, indexing and storage shall be maintained in accordance with DO 1210.1A, "Department of Corrections Standard Filing System", dated September 1, 1974.

c. Records Disposition

1) DCDC records that match those identified in the overall District of Columbia Government Records Retention Schedule are listed in Attachment 1. This schedule shall be strictly and timely adhered to for the disposition and disposal of identified records.

2) In addition, DCDC specific records are identified in the DCDC Records Retention Schedule (Attachment 2). This schedule shall be strictly and timely adhered to for the disposition and disposal of identified records.

2) Employees shall not destroy any records that are not included on the Records Retention Schedule. In this instance, the employee shall consult with the DCDC Records Administrator for disposition guidance.

3) Requested changes to the Records Retention Schedule (i.e., to include records not contained in the Records Retention Schedule or to transfer, retain or destroy records for a different time period) must be submitted to the DCDC Records Administrator for change approval by the DCRMO.

3) Identify and segregate files that are targeted for storage, transfer, or destruction.

10. Storage of Records Outside of the Office

a. Each employee must pack records in the original filing order or a logical order that requires minimum retrieval time.

1) Only boxes of the type and size contained on page 1 of Attachment 2 can be used.

2) Pack the boxes as if they are file drawers. They should be in the same order in which are maintained in active files.

3) Place letter-size records in the box with labels facing the numbered end. The numbered end should be opposite the stapled end.

4) Place legal-size records in the box so that the labels face the left of the box as you face the numbered end.

5) Leave all guides and tabs in the records if they will help WNRC personnel service the records.

6) Do not over pack the boxes. Do not add additional material.

7) Each box must be at least 3/4 full.

8) Using a black magic marker, in the upper left corner of the box, write the Accession Number (for example: 351-99-111). The (351) describes the records group classification. The (99) describes the year the records are transferred or marked for storage. The (111) describes the one time unique number of the records that are transferred or stored.

9) On the upper right corner of the box, same side as the accession number, write the number of the particular box and the total number of the boxes in the entire accession group. For example, label the first box in an accession group of 50 boxes, 1/50. The one represents the first box in an accession group of 50.

10) Prepare a list of the files that are contained in each storage box.

b. The procedures listed below shall be adhered to in the retirement of records to the National Records Center (NRC).

1) Perform all Steps In § a.(1) through (10) above.

2) Complete the SF 135 Washington National Records Center (WNRC) request and forward it to the DCDC Records Administrator

3) The Records Administrator shall review the request to determine that it complies with the DCDC Retention Schedule and the procedures contained herein. Requests determined to be in noncompliance will be returned to the requesting service area for corrective action.

4) Requests meeting the necessary requirements for retirement to WNRC shall be logged into the Request for Records Retirement database for tracking and transport purposes.

5) The DCDC Records Administrator shall forward each Request for Retirement to the D.C. Records Management Office for approval.

6) The DCDC Records Administrator shall log each approval in the tracking database and return the approved request(s) to the requesting service area with the required SF 135, "Records Transmittal and Receipt".

7) Records shall be prepared for retirement to the WNRC in accordance with Attachment 2, page 12 and transported to the Lorton Supply Management Office for pickup and delivery to the WNRC. The original SF 135 shall be submitted with approved records for retirement.

8) A sample of each record being retired or destroyed (see Section 11 for destruction) shall be included with the SF 135 or the documented request for destruction.

11. Disposal of Records. Temporary records no longer needed to conduct agency business shall be disposed of by destruction as follows:

a. Utilization of shredders when the volume of records do not exceed 25 boxes

b. Sent to the Office of Facilities Management to be burned at the authorized incinerator, or

c. By donation to an eligible person(s) or organization(s) after receiving approval by the D.C. Records Management Office.

For recordkeeping purposes service areas shall provide the DCDC Records Administrator with a listing of all records destroyed and/or donated. The list shall include date of and means of disposal; if donated, the name and location of the individual or organization receiving the donated records.

Odie Washington
Director

Attachment - DCDC Records Retention and Disposal Schedule

PS 2000.2
4/6/01
Attachment 1

REQUEST FOR APPROVAL OF AGENCY RECORDS RETENTION SCHEDULE

1. Name of Agency	2. Schedule No.	3. Amendment No.
DC DEPARTMENT OF CORRECTIONS	01-01	

4. Person with Whom to Confer	5. Address	6. Telephone
Regina C. Gilmore	1923 Vermont Ave N-119 NW DC 20001-4125	(202) 671-2059

7. Action Requested

A. _____ Approval of agency records retention schedule

B. _____ Approval of amendment to agency retention schedule

C. X Approval of revised agency retention schedule

8. Remarks

Signature of Agency Representative	Title	Date
Odie Washington Odie Washington	Director	4/5/01

CONCURRENCES AND APPROVALS

Robert S. Nelson — April 6, 2001.
Signature of D.C. Archivist — Date

Signature of Public Records Administrator — 06 Apr 01
Date

PS 2000.2
4/12/01
Attachment 2

D.C. Records Schedule 701-01
D.C. DEPARTMENT OF CORRECTIONS

District of Columbia Government
SCHEDULE ~ AMENDMENT
RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain In Office	Retention in Records Center
	DEPARTMENT OF CORRECTIONS The D.C. Department of Corrections (DCDC) was established pursuant to D.C. Code 24-441 to be under the charge of a Director appointed by the Mayor of the District of Columbia. The DCDC is responsible for the safekeeping, care, protection, instruction, and discipline of all persons committed to its prisons, institutions and facilities-, promulgates rules and regulations for the establishment of industries, farms, and other activities, to classify the inmates, and to provide for their proper treatment, care, rehabilitation and reformations.			
	Office of the Director The Office of the Director provides overall leadership in the formulation, development, and implementation of policy, plans, and programs to carry out the mission and philosophy of the Department. Monitors and ensures that court ordered requirements are met and represents the agency on compliance matters before the general public, Mayor, D.C. City Council and Congress.			
1	**Subject Files.** Arranged chronologically by program area. Files include general correspondence and memoranda, meeting minutes with internal staff, Mayoral Cabinet meetings, one fund Reports, speeches, records that document the organization's, policies, procedures, schedule of daily activities, plans, reports, manuals, and management reform policy, and other records that document other major functions of the office. **Permanent.** Weed files of duplicate and other non-records. Cut files at the end of the calendar year. Retain in office (inactive files) for 2 years. Transfer to Records Center for 4 years. Transfer to Archives when 5 years old.	**Permanent**	2 years	**3 Years Transfer To Archives**
2	**Investigative Report Files.** Arranged chronological by date and thereafter by pre-assigned numbers. Files include correspondence, sexual harassment complaints, extraordinary occurrence/ significant incident reports, after action investigative reports, and other related records. **Permanent.** Cut files 1 year after investigation is completed. Retain in office for 3 years. Transfer to Records Center for 3 years. Review by Archives for final disposition 7 years after investigation is completed.	**Review by Archives in 7 years**	3 years	4 years

District of Columbia Government
SCHEDULE ~ AMENDMENT
RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain In Office	Retention in Records Center
	Office of the General Counsel (OGC)			
	The Office of the General Counsel provides legal advice and guidance to the Director and executive staff of the DCDC. Coordinates legal training and program development-, serves as a Point of Contact For other law enforcement agencies.			
3	**Case Files.** Arranged chronologically by Civil Action No. Files include complaint forms, correspondence, notices, notes, discovery documents, testimonies, reports, transcripts, and other related records and materials. Cut files when case is closed. Retain in office 2 years after final disposition. Transfer to Records Center for 5 years. Destroy 7 years after final disposition.	7 Years	2 Years	5 Years
4	**Notices of Intent to Sue.** Filed alphabetically by last name. Files include notices of intent to sue, Correspondence, notes, and other related records. Cut files at end of calendar year. Retain in office 2 years. Destroy 3 years after filing date.	3 Years		
5	**Special Master Files:** CA 93-2420 Bessye Neal vs. DCDC - Class Action (Sexual Harassment) Law Suit filed by Bessye Neal. Arranged alphabetically by last name of complainant, and thereafter by members of Protective Class who qualified to be included in the Class Action suit. Files include complaints, testimonies, correspondence, court orders, recommendations, resolutions, transcripts, and other related records. Cut files when case is closed. Retain in office 3 years. Transfer to Records Center for 5 years. Offer to Archives when 8 years old.	**Permanent**	3Years	**5 Years to Archives**
6	**Subpoenas.** Filed chronologically by Civil Action No. Files include legal orders requesting people to testify in court, correspondence, and other related documents. Cut files at end of calendar year. Retain in office for 2 years. Transfer to Records Center for 3 years. Destroy after 5 years.	5 Years	2 Years	3 Years

District of Columbia Government
SCHEDULE ~ AMENDMENT
RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain In Office	Retention in Records Center
7	**Interstate Detailer on Agreement Act Forms.** Arranged alphabetically by inmate's name. Files include Correspondence, inmate transfer request forms, and other related documents. Cut files at end of calendar year. Retain in office for 1 year. Destroy after 2 year.	2 years	1 year	
8	**Freedom of Information (FOIA) Files** See District of Columbia General Records Schedule (DCGRS), Schedule 14, Items 16-20.			
	Office of Internal Affairs The Office of Internal Affairs conducts investigations to ensure that the agency's programs are operating in compliance with laws, regulations, policies, procedures, and standards to protect the agency against fraud, abuse and unlawful conduct of its employees-, and to investigate reports of escape and apprehension of inmates.			
9	**Subject Files.** Arranged alphabetically by subject. Files include correspondence, memoranda, reports and other related documents. Cut files at end of calendar year. Retain in office (inactive files) for 1 year. Transfer to Records Center for 3 years. Destroy after 5 years.	5 years	1 year	4 years
10	**Investigation Files.** Arranged chronologically by date. Files includes correspondence, notes, reports Reports, forms, and other related documents. Cut files 1 year after completion of investigation. Retain in office for 4 years. Transfer to Records Center for 3 years. Offer to Archives after 8 years.	8 years	5 years	4 years
	Office of Public Affairs *Provides direction and management of public information services. Disseminates information to the media and community relative to escapes, institution/facility disturbances and employee Misconduct.*			

District of Columbia Government
SCHEDULE ~AMENDMENT
RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain in Office	Retention in Records Center
11	**Subject Files.** Arranged alphabetically by subject and thereunder chronological by dates. Files include Correspondence public statements, testimonies, speeches, inmate consent and media forms. **Permanent.** Cut files at the end of the calendar year. Retain in office for 4 years. Transfer to Records Center for 3years. Offer to Archives after 8 years.	Permanent	5 Years	3 Years
12	**News releases.** Arrange chronologically by dates. **Permanent.** Cut at end of calendar year. Retain in office 2 years. Transfer to Records Center for 2 years old. Offer to Archives after 4 years.	Permanent	2 Years	2 Years
13	**Office Files.** Arranged alphabetically by subject. Files include correspondence, legislation, studies, reports, mayoral orders and memoranda, and other related files. Cut file at 4-year intervals. Retain in office for I year. Transfer to Records Center for 3 years. After 8 Years, review by Archives for final disposition.	Review by Archives for Final Disposition	5 Years	3 Years
	Office of Internal Controls, Compliance and Accreditation The Office of Internal Controls, Compliance and Accreditation ensures the agency complies with laws, Constitutional requirements, local regulations, policies and procedures, and national standards for prisons via annual audits. It manages the agency Policy and Procedures and accreditation programs.			
14	**Subject Files.** Arranged chronologically by [assigned number] of institutions. Files include Correspondence, court orders, compliance, audit, tracking reports, special officer and monthly reports, abatement plans, memoranda of agreement (MOA), and legal opinions. Cut files at end of calendar year. Retain in office for 5 years. Transfer to Records Center for 5 Years. Destroy after 10 years.	10 Years	5 Years	5 Years
15	**Survey and Inspection Files.** See DCGRS, Schedule 18, Item 10.			

District of Columbia Government
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RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain In Office	Retention in Records Center
16	**Administrative Management Records.** Formal directives, i.e. Program Statements, Operation Memorandum, Technical Reference Manuals, Program Guidelines, and procedural and operations manuals. No cut off. On-going files.	Permanent		
	External Confinement and Monitoring The Office of External Confinement and Monitoring monitors contract with privately run correctional facilities in compliance with the National Capitol Revitalization and Self Government Act of 1997.			
17	**Program Files.** Arranged alphabetically by subject and thereunder chronologically by date. Files include correspondence, incidents, facilities inspections, and annual reports, contracts, service, facilities, inmate housing files, daily inmate population count files, and other related records. Cut files at end of the calendar year. Retain in office 1 year. Transfer to Records Center for 3 years. Destroy after 8 years.	8 Years	5 Years	3 Years
18	**Survey and Inspection Files.** See DCGRS, Schedule 18, Item 10.			
19	**CA No. 90-793 Green v. DC Compliance Reports.** Arranged chronologically by date and thereafter Numerically by pre-assigned number of report. Files include correspondence, logs of court related services provided to inmates, law library materials list, and other related records. Cut files at end of calendar year. Retain in office for 2 years. Destroy when 2 years old, or when no longer needed.	3 Years	3 Years	
	Financial Management The Office of Financial Management develops and monitors DCDC's budget. The Office is Responsible for making vendor's payments, revenue collections, and processing of the Agency's payroll and the inmate banking system.			
20	**Standard Deposit Ticket.** Arranged chronologically by dates and thereunder numerically by ticket. Files include financial records relating to collection of and custody money, deposit forms, appropriation Warrants, and certificate of deposits.	5 Years after audit	2 Years after Audit	3 Years after audit

	Cut files after audit. Retain in office for 2 years. Transfer to Records Center for 3 years. Destroy 5 years after audit.			

District of Columbia Government
SCHEDULE AMENDMENT
RECORDS RETENTION SCHEDULE 701-01

Items	Records Retention Series	Total Retention	Maintain in Office	Retention in Records Center
21	SOAR (Standard of Accounting and Reporting) Revenue/Receipts. Arranged chronologically by Dates and numerically by receipts. Files include the availability, collection, custody and deposit of Funds, including appropriation warrants and certificate in the SOAR system. Cut files after audit. Retain in office for 3 years. Transfer to Records Center for 5 years. Destroy 8 years after audit.	8 Years after Audit	3 Years after Audit	5 Years after audit
22	**Accountable Officers' Account Records.** See DCGRS, Schedule 6.			
23	**Payroll and Pay Administration Records.** See DCGRS, Schedule 2.			
24	**Expenditure Accounting Records.** See DCGRS, Schedule 7.			
25	**Voucher Schedule Payment.** Arranged chronologically.			
26	**Procurement, Supply, and Grant Records.** See DCGRS, Schedule 3.			
27	**Travel and Transportation Records.** See DCGRS Schedule 9.			
	Deputy Director for Administration The Office of the Deputy Director for Administration provides overall direction for program Analysis, Human Resource Management, Health Services, Special Needs/Religious and Volunteer Services, Facilities Management, Supply Management, Transportation Unit, and Management Information Systems.			
28	**Subject Files.** Files arranged according alphabetically by program area . Files include Correspondence memoranda, meeting minutes; plans, reports, manuals, directives, legal Records, operation and administrative files, and records that document the organization, policies, Procedures, and major functions of the office. Cut files at 4-year interval. Retain in office for I year. Transfer to Records Center after 3 years. Offer Archives when 8 years old.	Permanent	5 years	3 years to Archives

District of Columbia Government
SCHEDULE AMENDMENT
RECORDS RETENTION SCHEDULE 701-01

Items	Records Series Description	Total Retention	Maintain in Office	Retention in Records Center
29	**Labor Management Relations Records.** See DCGRS, Schedule 1, Item 24			
	Supply Management. This Unit is responsible for the management and inventory of supplies and Equipment for the Agency.			
30	**Property Disposal Records.** See DCGRS, Schedule 4.			
31	**Reformatory/Inmate Squad Count Slip.** Arranged chronologically by date, and thereunder by last name of inmate. Content on slip includes head count, accountability, and tracking information.	1 year destroy		
	Retain in office for 1 year then destroy.			
32	**Communication Records.** See DCGRS, Schedule 12.			
33	**Subject Files.** Arranged numerically. Includes Sewage and Waste Test Report, Daily Work Tickets for Repairs and other files as listed.	5 years	3 years	2 years
	Cut files December 1st Retain in office for 3 years. Transfer to Records Center for 2 years. Destroy when 5 years old.			
34	**Architectural Design, and Engineering Drawings and Related Records** (Easement and Right-Away, Deeds. Property Transfers). See DCGRS, Schedule 22.			
35	**Lorton Closure Reports.** Arranged chronologically by date and thereunder numerically by pre-Determined identification numbers. Reports consist of database that lists task, and duration, start, and finish dates.	**Permanent**	**1 year or When report is completed**	**4 years to Archives**
	Cut files at end of calendar year or when report is completed. Transfer to Records Center for 4 years. Offer to Archives when 5 years old.			

District of Columbia Government
SHEDULE ~ AMENDMENT
RECORDS RETENTION SCHEDULE 11701-01

Item	Records Series Description	Total Retention	Maintain in Office	Retention in Records Center
	Transportation Unit. This Unit is responsible for the overall inmate transportation services and provides maintenance for the Agency motor fleet.			
36	**Subject Files.** Arranged chronologically by date. Files include correspondence, motor vehicle, maintenance, operations, service, and repair records, and other records related to the functions of the office. Cut files at end of calendar year. Retain in office for I year. Destroy after 2 years.	2 Years Destroy		
37	**Motor Vehicle Maintenance and Operation Records.** See DCGRS, Schedule 10.			
38	**Background Reports.** Arranged chronologically by date. Files include a ledger or worksheet, related records. Information on ledger or worksheet includes weapons, radio, and other vehicle inventories, inmate movement, work detail count sheets, court bus manifest, time and attendance, master roster, shift compliment, overtime justification, medical and escorted trips transport manifests, inter-institutional transfer sheets and other related transfer information. Cut files when ledger or worksheet is discontinued. Transfer to Records Center for 2 years. Destroy after 3 years.	3 Years Destroy	1 Year	2 Years.
	Human Resource Management Unit. This Unit provides for management/labor relations, drug testing, employee training, Equal Employment Opportunity (EEO), Employee Assistance Program, personnel recruitment, employee development and compensation monitoring.			
39	**Personnel Records.** See DCGRS, Schedule 1.			
	Training Administration Unit. This Unit provides training for employee career and professional growth and development.			
40	**Training Records.** See DCGRS, Schedule 1, Item 25.			

District of Columbia Government
SCHEDULE ~ AMENDMENT
RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain In Office	Retention in Records Center
	Special Needs The Special Needs Program provides program development for sentenced inmates which include health care, employment skills development, release planning, resumption of family responsibility, and religious and volunteer services.			
41	**Subject Files.** Arranged alphabetically by subject. Files include volunteer applications, proposals to start programs, correspondence, and other related records. Cut files in 2-year interval. Retain in office for 1 year. Transfer to Records Center for 2 years. Destroy 5 years after files become inactive.	5 Years	3 Years	2 Years
42	**Religious Complaints and Appeals Files. Arranged alphabetically by last name of inmate. Files include complaint forms, correspondence, inmate Grievance Procedure forms, transcript of hearing, final decision, and other related records.** Cut files after final appeal. Retain in office for 1 year. Transfer to Records Center for 3 years. Destroy 4 years after final appeal.	4 Years after final appeal	1 Year	3 Years
43	**Special Needs Program Files.** Arranged alphabetically by subject. Files include Title I, Substance Abuse, Women Prisoners, Violence Reduction and Limited English Proficiency (LEP) Program records, attendance records, progress, demographic, and monthly reports, and other related records. Cut files after inmate completes program. Retain in office for 1 year. Transfer to Records Center for 3 years. Destroy 4 years after inmate completes program.	4 Years	1 Year	3 Years
	Environmental Services. The Office of Environmental Services is responsible for the environmental control program of the Agency. It ensures compliance with ACA Standards and other applicable regulations and statues.			
44	**Environmental Services Program Files.** Arranged chronologically by date. Files include Correspondence, memoranda, DCRA and court inspection records; institution/facility environmental inspection records; reports for all institutions/facilities and buildings; and other related records. Cut files at 3- year intervals. Retain in office 2 years. Transfer to Records Center for 3 years. Destroy 8 years.	8 Years	5 Years	3 Years

District of Columbia Government
SCHEDULE ~AMENDMENT
RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain in Office	Retention in Records Center
	Case Management Services The Office of Case Management Services provides oversight for Agency's inmate Classification/custody and inmate services program. Coordinates the inmate population designation and movement to federal, state and contract facilities as well as destination of Special Management Inmates. Agency's liaison with the BOP for inmate transfers and preparation of D.C. inmate parole packages for hearings before the U.S. Parole Commission. Provides classification review and signature authority for parole reports completed by contract and state facilities.			
45	**Management Services Case Files.** Arranged chronologically and thereunder alphabetically by date. Files include correspondence, memoranda, orders, lists, referrals, receipts, plans, reports, manuals, directives, records that document the organization, policies, procedures and major functions of the office, and other related records. Cut files after case is closed. Retain in office for 2 years. Transfer to Records Center for 5 years. Destroy 7 years after case is closed.	7 Years after Case is closed	2 Years after case is closed	5 Years after case is closed
	Formerly Office Deputy Director for Institutions (the following institutional operations fall under the management of the Deputy Director effective March 2001.) The Deputy Director for Institutions manages Institutional Wardens and oversees the day-to-day operation of all correctional facilities and closure of the Lorton reservation. Schedule applies to files at the DC Detention Facility, the Central Facility (and Modular Facility extension) and the privately operated Corrections Corporation of America Correctional Treatment Facility as well as the Lorton facilities that were closed under the DC Revitalization Act. They were Medium Security Facility, Minimum Security Facility, Youth Center and Maximum Security Facilities. As of December 31, 2001 only the DC Detention and the Correctional Treatment Facilities will remain open. **Security Management.** Institutional operations to include security and control, inmate management; tool, key and contraband control, and safety and correctional emergency response.			
46	**Subject Files.** Arranged chronologically and numerically. Includes correspondence reflecting policies and procedures, manuals, directive plans, reports.	**Destroy superseded or obsolete documents.**		

District of Columbia Government
SCHEDULE ~ AMENDMENT
RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain in Office	Retention in Records Center
47	**Investigative Reports.** Reports and related papers regarding major and minor occurrence in Department Facilities.			
	Extraordinary Occurrences	7 years	3 years	4 years
	Cut files December 31st. Retain in office 3 years. Transfer to Records Center for 4 years. Destroy when 7 years old.			
	Significant Incidents	2 years	2 years	
	Cut files December 31st. Retain in office for 2 years. Destroy when 2 years old.			
48	**Security Staffing Files.** Records of the development of Security Post staffing in an institution which include: post analysis charts, master roster, committee recommendation records and approved master roster; post change notices, and other policies relative to post assignments and strengths.	Destroy after 2 years or when authority changes, whichever comes sooner.	2 years	
	Cut files December 31st. Retain in office for 2 years. Destroy when 2 years old or when authority changes whichever comes sooner.			
49	**Roster Management Files.** Daily documents and record of the security operation during a 24 hours period. Documents include daily assignment roster, daily recapitulation sheet, overtime record, shift report, time and attendance sheet, and post/staff complement breakdown.	Destroy after 1 year		
50	**Correctional Force Management Files.**	Destroy after 1 year		
	a. Control Center key or code records, emergency staff call back cards and radio log; patrol reports, Service reports or interruption and test reports; automatic surveillance charts and register of Patrol/alarm system.			
	b. Arms distribution sheet, charge records and receipts.	Destroy 3 months after return of arms		

District of Columbia Government
SCHEDULE ~AMENDMENT
RECORDS RETENTION SCHEDULE 701-01

51	**Security Inspection Files.** Documents pertaining to institution inspections. a. Reports of perimeter fence lines, towers, perimeter posts, mobile posts, all shakedowns, Arsenals and tool control. b. Fires, explosions and accidents Cut files December 31st. Destroy after 3 years.	**Destroy after 1 year** **Destroy after 3 years**	3 years	
52	**Logs and Registers.** Consist of log books or registers that Arranged chronologically by dates. Information and entrance in log consists of sequential details of occurrences that relate to various security functions and services. Cut Cut Log Books when filled. Retain in Office for 1 year. Transfer to records center for six years.	**7 years**	1 years	6 years
53	**Inmate accountability Records** a. Individual inmate movement records b. Inmate count documentation which identifies inmate population count during a 24 hour period. c. Daily inmate census – depicts the daily institutional assignment of the inmate population by DCDC Number and housing status	**Destroy 6 months after inmate's release** **Destroy after 6 months** **1 year**		

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RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain in Office	Total Retention
54	**Adjustment and Housing Board Files.** Arranged inmates last, first names and DCDC and is maintained at the Facility where the Adjustment Board Hearing is held. Includes documentation of hearings for behavior adjustment and housing matters while housed in the particular facility. The original disciplinary and housing board hearings are maintained in the inmate's official institutional record. Cut off – When the inmate is transferred to another institution. Maintain for one year. DESTROY	Permanent until inmate's release		
55	**Institutional Case Management.** Provides inmate services such as housing and custody classification, counseling, referrals to rehabilitative programs and release preparation. **Institutional Case Management Files.** Arranged alphabetical by inmate name, and chronological by Case number. Files include correspondence, Federal Referral Packages and documentation on inmates being considered for placement in a BOP facility-, Parole Progress Report documentation on inmates being considered for parole by U. S. Parole Commission; Inter- Institutional Transfer Reports; Parole Application and Waiver Records; Social Security Card Application, Pre-Sentence Reports; Inmate Social Visitation; and other related records. Cut files after decision by Bureau of Prison or United States Parole Commission. Retain in office 3 years. Transfer to Records Center for 5 years. [Ensure records copy included in Inmate Case File]. Destroy 8 years after final decision.	Permanent	3 Years	5 Years
56	**Education Services Office Files.** Arranged chronological by date. Files include Student Enrollment Application-, verification of an inmate's application for enrollment in a course of study. **Educational Good Time Credit** -- Records of the award of credits for completion of education programs; resulting in the reduction of eligible inmate's minimum and maximum sentence in accordance with DC Code Title §§ 24 24-428 through 24-434, DC Code §22-3202, §24-442 and §33-501. Cut after 1 year after completion of program or upon inmate's release from program. Retain in office 4 years. Transfer to Records Center for 11 years. Review by Archives for final disposition.	**15 Years Review by Archives for Final Disposition**	4 Years	11 Years Review by Archives

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RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain In Office	Total Retention
	Higher Education Program. This program provides contracted academic/vocational educational services through the University of the District of Columbia (UDC) to inmates who have obtained a high school diploma . The following degrees may be conferred: Associate Degree or Baccalaureate Degree in Urban Studies and/or Certificate of Completion of Apprenticeship Programs.			
57	**Higher Education Program Files.** Arranged alphabetical subject. Files include contractual records, information pertaining to grades-, verification of participation for awarding of Good Time Credit,- Higher Education Authorization Form-, Certification of Completion of Course. Cut files I year after completion of program or upon inmate's release from program. Retain in office 3 years. Transfer to Records Center for I I years. Review by Archives for final disposition.	15 Years Review by Archives for Final Disposition	4 Years	11 Years Review by Archives
58	**Institutional Inmate Records Office Files.** Arranged chronological by date. Files include correspondence, log books, transfer records, forms, inmate movement sheets, and other related records. Cut file at 2-year intervals. Retain in Office for I year. Transfer to Records Center for 3 years. Destroy after 6 years.	6 Years	3 Years	3 Years
	Psychological Services. Program responsible for the mental health assessment and evaluation of the inmate population. Provides psychological evaluation for appropriate housing and administration of inmates.			
59	**Psychological Services and Evaluation Files.** Arranged alphabetically. Files include Correspondence, forms, evaluations, reports, assessments, recommendations, and other related Records. Cut files when closed. Retain in office for 2 years. Transfer to Records Center for 5 years. Destroy 7 Years after file is closed.	7 Years after File is closed	2 years after file is closed	5Years after file is closed

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RECORDS RETENTION SCHEDULE 701-01

Item	RECORDS SERIES DESCRIPTION	Total Retention	Maintain In Office	Retention In Records Office
	Office of Records Management			
	In accordance with DC Code § 1-2906, the DCDC Records Administrator shall carry out the records management program activities and serve as liaison to the DC Public Records Administrator. Responsibilities include issuing up-to-date records management policy and procedures, staff training, monitoring and auditing to ensure compliance with policy, laws and regulations pertaining to DC records. In addition, the DCDC Records Administrator is responsible for the day-to-day operation of the Inmate Records Office located at the DC Detention Facility. The DCDF Records Office is the point of entry when inmates are committed into custody of the US Attorney General and the Director for the DCDC as the Attorney General's agent. The official inmate record is initiated at this facility and it transported along with the inmate to each DCDC or contract facility where the inmate is housed. Upon the inmate's release, their institution record is returned to the DCDF that acts as a repository until the records is retired to the WNRC. The DCDF Records Office maintains the official inmate records for inmates housed at the DCDF. A typical inmate record may include all or some of the following: 1) judgements and commitments; 2) probation orders; 3) prisoner fingerprint cards and prisoner property sheets; 4) court orders and writs; 5) parole warrants, charge sheets, and other parole materials; 6) detainers, sentencing data, classification data; 7) sentence computation sheets (face sheet); 8) separation orders (inter-agency and inter-departmental); 9) custody change and movement sheet; 10) inmate conduct, incident, injury, and work reports; 11) inmate ID photograph; 12) social and psychological information about the inmate and his or her personal and criminal background; and 13) inter-departmental correspondence. **RESTRICTIONS:** Access to files relating to living inmates requires the written permission of the Chief Records Officer or his or her designee.			
60	a. Inmate Records relating to especially famous, infamous, notorious, unusual, or highly publicized inmates: **RETENTION:** **Permanent.** Offer to D.C. Archives.	**Permanent**		

District of Columbia Government
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RECORDS RETENTION SCHEDULE 701-01

Item	RECORDS SERIES DESCRIPTION	Total Retention	Maintain In Office	Retention In Records Office
	b. Inmate who dies while incarcerated. RETENTION: Transfer to the WNRC within 90 days after the investigation is completed and the file is closed. Destroy 5 years after transfer to the Records Center.			
	c. All other inmate records. RETENTION: Retain in office 90 days after expiration of sentence and parole term or other supervision, whichever is sooner. Store in Records Center 9 years, 8 months. Destroy.	10 years	90 days after expiration of sentence/ parole term.	9 Years and 8 Months
	COMMUNITY CORRECTIONAL CENTERS The Community Release Programs provide alternative to incarceration for court ordered misdemeanants, pre-trail detainees and inmates paroled to supervision. This program has administrative responsibility for the daily operation of CCC #4, and monitors services provided by all contract facilities. CCC facilities provide counseling, substance abuse services, employment assistance, personal finance training, and housing assistance.			
61	**Subject Files.** Arranged alphabetically by subject. Files include correspondence-, reports and plans-, Escape/Apprehension Report, Review Hearing Reports, Judge violation letter; billings for contract facilities, Inter-Institutional Transfers-, Census Report; Fact Finding/Investigative Reports-, Halfway House Violation Reports-, policies and procedures; Inmate CCC folders, and other related records. Cut files at 3-year intervals. Retain in office 1 year. Transfer to Records Center for 3 years. Destroy after 7 years.	7 Years	4 Years	3 Years
	Management Information System The Management Information maintains the automated information, telecommunications, and other operating systems, It provides computer maintenance services, and monitors the Agency's operating network ring systems.			

District of Columbia Government
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RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain in Office	Total Retention
62	**Office Program Files.** Arranged chronological date. Files include correspondence, forms, meeting schedules, monthly reports, office goals/plans, administrative records, policies and procedures, surveys, reports, briefings, and other related records. Cut files at 2-intervals. Retain in office 1 year. Transfer to WNRC for 3 years. Destroy after 6 years. assessment evaluations for the inmate health care delivery system for the Agency.	6 Years	3 Years	3 Years
63	**Subject Files.** Arranged alphabetical by subject. Files include correspondence memoranda, plans, reports, manuals, directives, minutes of meetings, speeches and records that document the organization, policies, procedures and major function of the office. Cut at end of calendar year. Retain in office 3 years. Destroy when 4 years old.	Destroy after 4 Years	3 Years	
64	**Inmate Medical Records.** Arranged chronological by the inmate's DCDC number. Inmate Medical Record Files are complete written record of the history, condition and treatment of medical and clinical services provided to inmates within the correctional facility medical infirmaries. Files is divided into six sections that contain: Problem Lists, Progress Notes, Consultation Reports, Infirmary and Hospital Trip Tickets, Intake Examination Reports, Doctor's Orders, Lab and Diagnostic Reports, Radiographic Reports, Dental documentation and dental x-rays and psychiatric and mental health documentation. The inmate's DCDC number is used as the medical file number. The first three digits shall be in black marker and the last three (3) numbers shall be color-coded tabs. Retain in office space for duration of inmate's incarceration. Cut file 1 year after date of last treatment. Retain in Office for 2 years. Transfer to Records Center for 7 years after date of the last treatment.	10 Years after date of last Treatment	3 Years	7 Years after date of last Treatment
65	**Medical Logs and Tracking** – Medical, Dental, Pharmacy, Lab and Mental Health Care Logs. Log content includes sick call; urgent care, specially, routine and hospital appointments, no Show/refusal documentation, chronic care treatment sign-in. Cut files after last entry in logs. Retain in Office 2 years. Destroy 2 years after last entry.	Destroy 2 Years after last Entry	2 Years	

District of Columbia Government
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RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain in Office	Retention in Records Center
66	**Medical Equipment Monitoring** – These records consist of materials requisition from the warehouse, inventory, equipment inspections and monitoring. Cut files at end of calendar year. Retain in office 1 years. Destroy after 2 years. Department of Corrections and other government agencies. This program provides inmates with the opportunity for on-the-job training and additional vocational training through employment to complete requested jobs, i.e. printing, making license plates, furniture refurbishing-, tailoring/garment making,- farm and landscaping-, and laundering.	Destroy after 2 Years		
67	**Subject Files. Arranged alphabetical by subject. Files include correspondence, Memoranda, reports, plans, manuals, records that document the program, policies, Procedures; financial statements; legislative proposals; Lorton phase out and major functions of the office.** **Cut files at end of calendar year. Retain in office 3 years. Destroy after 4 years.**	4 Years	3 Years	
68	Security Management. Subject Files. Arranged chronologically and numerically. Includes correspondence reflecting policies and procedures, manuals, directive plans, reports.	**Destroy superseded or obsolete documents.**		
69	**Investigative Reports.** Reports and related papers regarding major and minor occurrence in Department Facilities.			
	a. **Extraordinary Occurrences** Cut files December 31st. Retain in office 3 years. Transfer to Records Center for 4 years. Destroy when 7 years old.	7 years	3 years	4 years
	b. **Significant Incidents** Cut files December 31st. Retain in office for 2 years. Destroy when 2 years old.	2 years	2 years	

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RECORDS RETENTION SCHEDULE 701-01

Item	Records Series Description	Total Retention	Maintain in Office	Retention in Records Center
70	**Correctional Force Assignment Files.** Records of the development of Security Post staffing in an institution which include: post analysis charts, master roster, committee recommendation records and approved master roster; post change notices, and other policies relative to post assignments and strengths. Cut files December 31st. Retain in office for 2 years. Destroy when 2 years old or when authority changes whichever comes sooner.	**Destroy after 2 years or when authority changes, whichever comes sooner.**	2 years	
71	**Roster Management Files.** Daily documents and record of the security operation during a 24 hours period. Documents include daily assignment roster, daily recapitulation sheet, overtime record, shift report, time and attendance sheet, and post/staff complement breakdown.	**Destroy after 1 year**		
72	**Correctional Force Control Files.** Control Center key or code records, emergency staff call back cards and radio log; patrol reports, Service reports or interruption and test reports; automatic surveillance charts and register of Patrol/alarm system.	**Destroy after 1 year**		
	Arms distribution sheet, charge records and receipts.	**Destroy 3 months after return of arms**		
73	**Security Inspection Files.** Documents pertaining to institution inspections.	**Destroy after 1 year**		
	a. Reports of perimeter fence lines, towers, perimeter posts, mobile posts, all shakedowns, arsenals and tool control. b. Fires, explosions and accidents Cut files December 31st. Destroy after 3 years.	**Destroy after 3 years**	3 years	

74	**Logs and Registers.** Consist of log books or registers that document sequential details of occurrences that relate to various security functions and services. a. Post Log Book No Cut Off – Ongoing. Retain in office 3 years after last entry in the Log Book. Transfer to Records Center for 4 years. Destroy when 7 years old.	**7 years**	Retain for 3 years after the last entry in the Log Book 2 years	4 years
	b. Log Books or registers of inmate services (i.e. mail, property, recreation, etc.)	**Destroy 2 years after last entry**		
	c. Log Books or register of issued security equipment (armory) On going. Retain in office 2 years after last entry in the Log Book, then destroy.			
74	**Accountability of Inmates.** Record account of the inmate population, location and control. a. Individual inmate movement card records	**Destroy 6 months after inmate's release**		
	b. Inmate count documentation which identifies inmate population count during a 24 hour period.	**Destroy after 6 months**		
	c. Daily inmate census – depicts the daily institutional assignment of the inmate population by DCDC Number and housing status	**1 year**		
75	**Adjustment and Housing Board Files.** Arranged numerically by DCDC number at Facility Adjustment Board. Includes documentation of hearings for behavior adjustment and housing matters while housed in the particular facility. The original disciplinary and housing board hearings are maintained in the inmate's official institutional record. Cut off – None. Maintain until inmate is transferred to another institution. Can only be rescinded by Warden or CCC Administrator.	**Permanent until inmate's release**		

	CORRECTIONAL INDUSTRIAL SERVICES **The Correctionallional Industrial Services program provides industrial services to D.C. Department of Corrections and other government agencels. This program provides inmates with the opportunity for on-the-job training and additional vocational training through employment to completre requested jobs, i.e. printing, making license plates, furniture refurbishing, tailoring/garment making, farm and landscaping, and launder.**			
76	**Subject Files.** Arranged alphabetical by subject. Files include correspondence, memoranda, reports, plans, manuals, records that document the program, policies, procedures; financial statements; legislative proposals; Lorton phase out and major function of the office. Cut files at end of calendar year. Retain in office 3 years. Destroy after 4 years.	4 Years	3 Years	

PS 2000.2
4/12/01
Attachment 3

DISTRICT OF COLUMBIA GENERAL RECORDS SCHEDULES

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 1

PERSONNEL RECORDS

Agency personnel records relate to the supervision over and management of District employees. This schedule covers the disposition of all official personnel folders of District employees and all other records relating to personnel, wherever located in the agency.

The most important types of records, the Official Personnel Folders and Service Record Cards, are maintained according to District Personnel Manual Chapter 31, which prescribes a system of record keeping for District personnel offices.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the D. C. Records Disposition Committee on June 17, 1987. It replaces D.C. Schedule 40, Section 1.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
23	**Standards of Conduct Files**	
	Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.	Destroy when obsolete or superseded.
24	**Labor Management Relations Records.**	
	a. Labor Management Relations General and Case files, excluding records of the EOM/Office of Labor Liaison. [Office of Labor Liaison records are covered by DCSH8503]	
	Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups.	
	(1) Office negotiating agreement	Destroy when 5 years old.
	(2) Other offices	Destroy when superseded or obsolete.
	b. Labor Arbitration General and Case	

Files.	
Correspondence, forms and background papers relating to labor arbitration cases.	Destroy 5 years after final resolution of case.

25. Training Records.

a. Training Aids.

(1) One copy of each manual, syllabus, textbook, and other training aid developed by the agency.	Submit request for disposition authority to D.C. Archives.
(2) Training aids from other agencies or Private institutions.	Destroy when obsolete or superseded.

b. General File of Agency Training.

(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences. (Included are Training Forms 10A, 11, 11A, 11B, 11C; and DCSF 1207-A.)	Destroy when 5 years old or 5 years after completion of a specific training program.
(2) Background and work papers.	Destroy when 3 years old.

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 2

Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to employees of the District government for personal services. This schedule applies to the pay records that are common to all agencies, but it excludes (a) individual retirement record cards (Standard Form 2806 or equivalent) that are maintained during employee duty; (b) files maintained in agency space for audit by the General Accounting Office under section 117(b) of the Budget and Accounting Procedures Act of 1950; and (c) records relating to tax withholding, savings bonds, or fidelity bonds, or other records held by the appropriate units of the U.S. Treasury Department responsible for the related Government-wide programs.

Documents required by the Comptroller General to be maintained for site audit are segments of accountable officer's accounts. In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office unless the agency concerned has written approval of the Comptroller General, as required by 82 Stat. 1301 (44 U.S.C. 3309). Most pay accounts are prepared and maintained in accordance with Title 6—Pay, Leave, and Allowances and incorporated in the GAO Manual for Guidance of Federal agencies.

In the payrolling process different types of records are accumulated. Under Title 6 of the GAO Manual these records are normally site-audited on a sample basis by GAO representatives who examine primarily the earnings record card, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signatures of the certifying officer, checklists prepared in lieu of the more formal payrolls by Department of the Treasury or local disbursing personnel, source personnel documents such as basic time and attendance reports, and copies of personnel action forms documenting changes in pay. In addition, pay registers and other accounting devices are maintained to check and balance the accounts.

All payroll systems require the maintenance of a leave card, to which information is posted from more detailed records kept by time and attendance clerks located throughout an agency. Two basic forms or variations of them are used by agencies: (a) leave record (Optional Form 1137) which shows leave taken by an employee over a two-year period; and (b) time and attendance report (Optional Form 1130) which is a combination time and attendance and leave record designated to be maintained in agencies in which the time-keeping function is decentralized.

One time and attendance report (Optional Form 1130) is maintained for each employee each pay period, and the current leave status figure is accumulated from pay period to pay period.

Other records incidental to the payrolling process are: (a) withholding tax and savings bond records; (b) reports made to the Treasury Department units and the Office of Personnel Management on income tax and retirement transactions for persons employed prior to October 1, 1987, and (c) other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payrolling function.

In many cases the records will be in electronic form, as the payrolling process has been converted to electronic data processing throughout the District government. With the exception of records created in central processing facilities described under item 17, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in Schedule 40, Section 28, Machine-Readable Records, and DCGRS 23, Records Common to Most Offices.

Records created prior to January 1, 1921 must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the D.C. Records Disposition Committee on February 15, 1989. It replaces D.C. Schedule 40, Section 2.

1. **Individual Accounts Files.**

Individual earning and service cards, such as Optional Form 1127 or equivalent.	Transfer to the Records Center.
a. For individuals employed prior to 10/01/87.	(1) If filed in official personnel folder (OPF) or in individual pay folder adjacent to the OPF, destroy with OPF. (See DCGRS 1, Item 1,2) (2) If not in or adjacent to the OPF, destroy 56 years after the date of the last entry on the card.
b. For individuals employed for the first Time after 9/30/87 who will not be covered under the Civil Service Retirement System.	Transfer to the Records Center: (1) if filed in Official Personnel Folder (OPF) or in individual pay folder adjacent to the OPF, destroy with OPF. (See DCGRS 1, Item 1,2). (2) If not filed in or filed adjacent to the OPF, destroy 56 years after the date of the last entry on the card.

2. **Payroll Correspondence Files.**

General correspondence files maintained by payroll units pertaining to payroll preparation and processing.	Destroy when 2 years old.

3. **Time and Attendance Reports Files.**

a. Optional Form 1130 or equivalent.

(1) Payroll preparation and Processing copies.	Destroy after audit or when 3 years old, whichever is sooner.
(2) All other copies.	Destroy 6 months after the end of the pay period.

b. **Flexitime Attendance Records.**

Supplemental time and attendance Records, such as sign-in/sign-out sheets and work reports used for time accounting under flexitime systems.	Destroy after audit or when 3 years old, whichever is sooner.

4. **Individual Authorized Allotments Files.**

a. U.S. Savings Bond Authorization, Standard Form 1192 or equivalent, and authorization for individual allotment to the D.C. One Fund Campaign.

(1) If record is maintained on earning record card.	Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred. See Treasury Fiscal Requirements Manual, para. 6030.10 for instructions regarding savings bonds authorizations, and Federal Personnel Manual (FPM) Chapter 550, Subchapter 3, Part 8, for instructions regarding allotment authorizations.
(2) If record is not maintained elsewhere.	Destroy 3 years after superseded or 3 years after separation of employee. See (1) above for transfer instructions.

5. **Bond Registration Files.**

Issuing agent's copies of bond registration stubs.	Destroy when 2 years old.

6. **Bond Receipt and Transmittal Files.**

Receipts for and transmittal of U.S. Savings Bonds and checks.	Destroy 3 months after date of receipt.

7. Bond Purchase Files.

Forms and reports with related documents pertaining to deposits and purchase of bonds.	Destroy when 3 years old.

8. Leave Application Files.

Application for Leave, SF 71, or equivalent, and supporting documents relating to requests for and approval of taking leave.	Destroy after audit or when 3 years old, whichever is sooner.

9. Leave Record Cards.

Leave record cards such as OF 1137 or equivalent, maintained separately from pay and earnings records, and OF 1130 when used as a leave record.

a. Pay or fiscal copies.	Destroy when 3 years old.
b. Other copies.	Destroy 3 months after the end of the period covered.

10. Leave Data Files.

Records of leave data, such as SF 1150, prepared except as noted in the FPM, 293-A-3.

a. Original copy of SF 1150.	File on right side of OPF. See DCGRS 1, Item 1.2.
b. Agency copy.	Destroy when 3 years old.

11. Notification of Personnel Action.

Pay or fiscal copy of SF 50 or equivalent, not filed in the Official Personnel Folder.	Destroy after related pay records are audited by or when 3 years old, whichever is sooner.

12. Budget Authorization Reference Files.

Copies of budget authorizations in operating payroll units used to control	Destroy when superseded.

personnel ceilings and personnel actions.

13. Payroll Files.

Memorandum copies of payrolls, check lists and related certification sheets, such as SF 1013A, SF 1128A, or equivalents.

a. Security copies of documents prepared or used for disbursement by disbursing offices, with related papers.	Destroy when Records Center receives second subsequent payroll or checklist covering the same payroll unit.
b. All other copies.	
(1) If earning record card is maintained.	Destroy after audit or when 3 years old, whichever is sooner.
(2) If earning record card is not Maintained	Transfer to Records Center when 3 years old. Destroy when 10 years old.

14. Payroll Control Files.

Payroll control registers.	Destroy after audit or when 3 years old, whichever is sooner.

15. Payroll Change Files.

Payroll change slips, exclusive of those of the OPF, such as SF 1126.

a. Copy used in audit.	Destroy when related pay records are audited by or when 3 years old, whichever is sooner.
b. Disbursing officer copy used in Preparing checks.	Destroy after preparation of checks.
c. All other copies.	Destroy 1 month after the end of the pay period.

16. Fiscal Schedules Files.

Memorandum copies of fiscal schedules used in the payroll process.

a. Copy used in audit.	Destroy after audits or when 3 years old, whichever is sooner.
b. All other copies.	Destroy 1 month after the end of the pay

period.

17. Administrative Payroll Report Files.

Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	
a. Reports and data used for workload and personnel management purposes.	Destroy when 2 years old.
b. All other reports and data	Destroy when 3 years old.

18. Tax Files.

a. Withholding tax exemption certificates, such as IRS From W-4, and similar tax exemption forms.	Destroy 4 years after form is superseded or obsolete.
b. Returns on income taxes withheld Such as IRS Form W-2.	Destroy when 4 years old.
c. Reports of withheld taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.	Destroy when 4 years old.

19. Retirement Files.

a. Reports and registers.

Reports, registers, or other control documents, and other records relating to retirement, such as SF 2897 or equivalent.	Destroy when 3 years old.

b. Assistance files.

Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	Destroy when 1 year old.

20. Insurance Deduction Files.

Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.	Destroy when 3 years old.

21. Levy and Garnishment Files.

Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charges against retirement funds or attachment of salary for payment of back income taxes or other debts of District employees	Destroy when 3 years old.

22. Wage Survey Files.

Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for and authorization of specific rates (excluding authorized and wage schedules and wage survey recapitulation sheets).	Destroy after completion of second survey succeeding wage survey.

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 3

Procurement, Supply, and Grant Records

This schedule covers the most frequently found agency records relating to procurement, supply, and grant programs. Since many District agencies conduct grant programs which document projects contracted between the agency and an outside party, grant records are included as an adjunct to procurement and supply records. This schedule also covers bid records, inventory records, telephone toll records, and contractors' payroll records.

D.C. government agency procurement and supply records document the acquisition of goods and nonpersonal services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are part of daily procurement operations. The basic procurement files reflect a considerable range of procedure, from simple small purchases to complicated prime contractor and subcontractor operations.

Frequently copies of procurement papers become integral parts of other files in the agency, such as project files of various types or general subject files pertaining to program operations. Such copies are not covered by this schedule because they cannot be considered and evaluated separately from the files for which they are a part.

The General Accounting Office no longer requires agencies to maintain a separate file of contracts for site audit. The agency contract files maintained in the contracting officer's office are accessible to GAO auditors and have generally been used in the past.

In no event may disposal be made of records pertaining to accounts, claims or demands involving the U.S. government which have not yet been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Records documenting procurement and supply in agencies are largely standardized by various regulations, but the physical arrangement of the transaction files themselves differs in the various agencies. In all agencies the official contract files, for example, contain a minimum core of specified documents, but there are also other documents that vary in accordance with what the individual agency deems to be best for its own operating purposes.

'Me key procurement file is the transaction case file containing the formal contract or informal purchase order or lease agreements and all related papers. The documents flowing into the transaction file differ in detail, but they include, in addition to the purchase documents, specifications, bids, schedules of delivery, initiating requisitions, invoices, and correspondence. Other copies of these documents, made for expediting

and other administrative purposes, are scattered throughout the inspection, shipping, expediting, and other units of the agency procurement organization.

Other files related to the procurement and supply function include reports used for supply
management purposes by the agency creating the records as well as the staff agency involved with government-wide programs, local requisition, stock inventory files, and other minor supply papers.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	**Procurement Records (Unique).**	
	Procurement files documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs, other than those covered by Item 13 (below).	Submit request for disposition authority to D.FC Archives.
2.	**Real Property Records.**	
	Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).	
	a. Papers for property acquired prior to January 1, 1921.	Submit request for disposition authority to D.C. Archives.
	b. Papers for property acquired since January 1, 1921, other than abstract or certificate of title.	Destroy 10 years after unconditional sale or release by the D.C. government of conditions, restrictions, mortgages, or other liens.
	c. Abstract or certificate of title.	Transfer to purchaser after unconditional sale or release by the D.C. government of conditions, restrictions, mortgages, or other liens.

3. **General Correspondence Files.**

Correspondence files of operating procurement units concerning internal operation and administration maters not covered elsewhere in the DCGRS.	Destroy when 2 years old.

4. **Routine Procurement Records.**

Contract, requisition, purchase order, release, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 1,2,13, and 15).

a. Procurement or purchase organization copy and related papers.	
1) Transactions of more than $10,000 and all construction contracts exceeding $2,000.	Destroy 6 years and 3 months after final payment.
2) Transactions of $10,000 or less and construction contracts under $2,000.	Destroy 3 years after final payment. (Close file at the end of the fiscal year, retain three years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith).
b. Obligation copy.	Destroy when funds are obligated.
c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion.

5. **Supply Management File.**

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).

a. Copies received from other units for internal purposes or for transmission to staff agencies.	Destroy when 2 years old.
b. Copies in other reporting units, and related work papers.	Destroy when 1 year old.

6. **Solicited and Unsolicited Bids and Proposals Files.**

a. Successful bids and proposals.	
b. Solicited and unsolicited unsuccessful bids and proposals.	Destroy with related contract case files (see Item 4 of this schedule).
1) When filed separately from contract case files.	Destroy when related contract is completed.
2) When filed with contract files.	Destroy with related contract case files (see Item 4 of this schedule)
c. Cancelled solicitation files.	
1) Formal solicitations of offer to provide products or services (e.g., Invitations for Bids, Requests for Quotations) which were cancelled prior award of the contract. The files include pre-solicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	Destroy 5 years after date of cancellation.
2) Unopened bids.	Return to bidder.
d. Lists or card files of acceptable bidders.	Destroy when superseded or obsolete.

7. **Public Printer Record.**

Records relating to requisitions on the

Printer, and all supporting papers.

a. Printing procurement unit copy of requisition, invoice, specifications and related papers.	Destroy 3 years after completion or cancellation of requisition.
b. Accounting copy requisition.	Destroy 3 years after period covered by related account.

8. **Non-personal Requisition File Records.**

Requisition for non-personal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts.. See DCGRS 6).	Destroy when 1 year old.

9. **Inventory Requisition File Records.**

Requisition for supplies and equipment for current inventory.

a. Stockroom copy.	Destroy 2 years after the completion or cancellation of requisition.
b. All other copies.	Destroy when 6 months old.

10. **Inventory Files.**

a. Inventory lists.	Destroy 2 years from date of list
b. Inventory cards	Destroy 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.
c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the DCGRS.	Destroy 2 years after date of survey action or date of posting of posting medium.

11. **Telephone Records.**

Telephone statements and toll slips.	Destroy 3 years after period covered by related account.
12. Contractor's Payroll Files.	
Contractor's payrolls (construction contracts) submitted in accordance with Labor Dept. regulations, with related certifications, anti-kickback affidavits, and other related papers.	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.
13. Tax Exemption Files.	
Tax exemption certificates and related papers.	Destroy 3 years after period covered by related account.
14. Grant Application File Records.	
Applications, memorandums, correspondence and other records relating to the decision to accept or reject grant applications.	
a. Rejected applications.	Destroy 5 years after rejection.
b. Accepted applications	See Item 15 of this schedule.
15. Grant Case File Record.	
Proposals or applications, contracts project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review award, evaluations, status and monitoring of grants; allocation of funds, and project budgets.	Submit request for disposition authority to D.C Archives.
16. Grant Control File Records.	
Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.	Destroy when superseded or obsolete.

17. **Grant Correspondence and Subject Records.**

a. Correspondence and/or subject files including memorandums, studies, reports, forms and other records relating to the legal establishment of the grant program, its policies and basic procedures and the management and evaluation of grants.	Submit request for disposition authority to D.C Archives.
b. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.	Destroy when 2 years old.

18. **Final Product File Records.**

Published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form.	Submit request for disposition authority to D.C. Archives.

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 4

Property Disposal Records

These records pertain to the sales by agencies of real and personal property surplus to the needs of the government. In no event may records be destroyed that pertain to accounts, claims, or demands which have not been settled or adjusted.

Three forms are prescribed for use by any agency selling surplus personal property:

a. Standard Form 114 Sale of Government Property, Invitation, Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, and other notices of sale, invoices and sales slips.

b. Standard Form 120 Report of Excess Personal Property.

c. Standard Form 121 Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	**Surplus Property Precedential Case Files**	
	Case files on sales of surplus personal property (as described in Item 6 below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.	Submit request for disposition authority to D.C. Archives.
2.	**Property Disposal Case Files**	
	Case files on disposal of surplus real and related personal property.	Submit request for disposition authority to D.C. Archives.
3.	Excess Real Property Reports.	Submit request for disposition

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
		authority to D.C. Archives.
4.	**Property Disposal Correspondence Files.**	
	Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	Destroy when 2 years old.
5.	**Excess Personal Property Reports.**	Destroy when 3 years old.
6.	**Surplus Property Case Files.**	
	Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in Items 1 and 2).	
	a. Transactions of more than $10,000.	Destroy 6 years after final payment.
	b. Transactions of less than $10,000.	Destroy 3 years after final payment.
7.	**Real Property Files.**	
	Consists of records necessary or convenient for the use of real property sold, donated, or traded to non-federal or non-District ownership, including, if pertinent as determined by the releasing agency, duplicate copies of 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	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	and maintenance records, allowance lists, and 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 District government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance. See also DCGRS 22, Architectural, Design, and Engineering Drawings and Related Records.	

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 6

Accountable Officers' Account Records

This general schedule covers accountable officers' returns and related records, including records under the cognizance of the General Accounting Office (GAO) or the D.C. Office of Financial Management.

Accountable officers' accounts include record copies of all records concerned with the accounting for, availability, and status of public funds. There are several types of accountable officers, such as:

(a) the collecting officer, who receives monies owed to the District government and ensures that it is credited to the proper account;

(b) the disbursing officer, who is responsible for providing documentation to the Office of Financial Management since he accomplishes the actual payment of public monies to proper creditors; and

(c) the certifying officer, whose signature on a summary attests to the authenticity of vouchers listed on the schedule.

Disbursements for most government agencies are made by the Office of Financial Management and the D.C. Controller. Since July 1949, disbursements have been made for most agencies on the basis of certified schedules, with the detailed vouchers transferred to the General Accounting Office from the agency or held in agency space if site audit was involved. This procedure was extended and confirmed by General Accounting Office General Regulations No. 115, issued January 29, 1952, which promulgated a standard form voucher and schedule of payments (Standard Form 1166 and 1167) for use by all agencies effective July 1, 1952, and formally eliminated the transfer of vouchers of the Chief Disbursing Officer.

This schedule includes records held for on-site audit by the Office of Financial Management or the General Accounting Office, as described in Item I(a) below. Under on-site audit, vouchers, contracts, schedules, statements of transactions and accountability and other related supporting documents are retained in agency space for the auditors. Section 117(b) of the Budget and Accounting Procedures Act of 1950 (whenever the Comptroller General determines that audit shall be conducted at the site), requires agencies to retain these records, which are under GAO cognizance. The General Accounting Office has given general authority to the agencies, if the records are no longer required for administrative purposes, to transfer all audited records and any unaudited records more than one (1) year old to the Federal Records Center (FRC, Suitland, Maryland. However, to transfer unaudited accountable officers' accounts less than one (1) year old, permission must be obtained from the Director, Office of Administrative Services, GAO. Because the records heretofore transferred to GAO are

retained in the agency, some agencies have eliminated the creation of memorandum copies as described in Item I of this schedule. Records relating to the availability, collection, and custody of funds include:

(1) the appropriation warrants;

(2) other documents which deposit funds into the Treasury; and

(3) documents which provide accountable officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit.

Agency copies of these deposit and status documents are so intimately related to the accounts of these officers that they are included in this schedule. The copies received by the Office of Financial Management are not covered by this schedule and are provided for in separate schedules.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

1. Accountable Officers' Files.

a. Original or ribbon copy of accountable officers' accounts maintained in the agency for sit audit by GAO or Office of Financial Management auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. If an agency is operating under an integrated accounting system approved by AO or D.C. OFM, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited, in the course of operations of the agency. All copies except	Destroy 6 years and 3 months after the period of the account.

the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.

Suite audit records include, but are not limited to the Standard Forms listed below. Also included are equivalent agency forms which document the basic financial transaction as described above.

SF 224 Statement of Transactions

SF 1034 Public Voucher for Purchases and Services other than Personal

SF 1036 Statement of Certificate and Award

SF 1047 Public Voucher for Refunds

SF 1069 Voucher for Allowance at Foreign Posts of Duty

SF 1080 Voucher for Transfer between Appropriations and/or Funds

SF 1081 Voucher and Schedule of Withdrawals and Credits

SF 1096 Schedule of Voucher Deductions

SF 1097 Schedule and Voucher for Transportation Charges

SF 1098 Schedule of Cancelled Checks

SF 1113 Public Voucher for Transportation Charges

SF 1114 Bill of Collection

SF 1114A Official Receipt

SF 1114B Collection Voucher

SF 1129 Reimbursement Voucher

SF 1143 Advertising Order

SF 1145 Voucher for Payment under Federal Tort Claims Act

SF 1154 Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee

SF 1156 Public Voucher for Fees and Mileage of Witness

SF 1166 Voucher and Schedule of Payments

SF 1185 Schedule of Undeliverable Checks for Credit to Government Agencies

SF 1218 Statement of Accountability (Foreign Service Account)

SF 1219 Statement of Accountability

SF 1220 Statement of Transactions according to Appropriation, Funds and Receipt Accounts

SF 1221 Statement of Transactions According to Appropriation, Funds and Receipts Account (Foreign Service Accounts)

b. Memorandum or extra copies of accountable officers' returns including statements or transactions and accountability; all supporting vouchers, schedules, and related papers not covered elsewhere in this schedule, and excluding freight records covered in DCGRS 9 and payroll records in DCGRS 2.	Destroy 3 years after the period of the account.

2. GAO Exceptions Files

General Accounting Office notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.	Destroy 1 year after exception has been reported as cleared by GAO.
3. Certificates Settlement Files.	
Copies of certificates of settlement of accounts of accountable officers; statements of differences, and related records.	
a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.	Destroy 2 years after date of settlement.
b. Certificates covering periodic settlements.	Destroy when 3 years old.
4. General Fund Files.	
Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit (SF 201, 209, 219), and other than those records covered in Item 1 of this section.	Destroy when 3 years old.
5. Accounting Administrative Files.	
Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	
a. Files used for workload and personnel management purposes.	Destroy when 2 years old.
b. All other files.	Destroy when 3 years old.
6. Federal Personnel Surety Bonds.	
a. Official copies of the bond and attached powers of attorney.	Destroy when 2 years old.

1) Bonds purchased prior to January 1, 1956.	Destroy 15 years after bond becomes inactive.
2) Bonds purchased after December 31, 1955.	Destroy 15 years after the end of the bond premium period.
b. Other bond files, including other copies of bonds and related papers.	Destroy when bond becomes inactive or after the end of the bond premium period.

7. **Gasoline Sales Tickets.**

Hard copies of sales tickets filed in support of paid vouchers for credit care purchases of gasoline.	Destroy after audit or when 3 years old, whichever is sooner.

8. **Telephone Toll Tickets.**

Original and copies of toll tickets filed in support of telephone toll call payments.	Destroy after audit or when 3 years old, whichever is sooner.

9. **Telegrams.**

Original and copies of telegrams filed in support of telegraph bills.	Destroy after audit or when 3 years old, whichever is sooner.

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 9

Travel and Transportation Records

This schedule covers records pertaining to the movement of goods and persons under government orders. The record keeping involved in the movements centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed by Title 5 of the General Accounting Office Policy *and Procedures Manual.* Copies of some records used to support payments become part of the accountable officers' accounts, or are accounting posting media. Their disposition may be covered by DCGRS 6, Item 1; or DCGRS 7, Item 4; or by Items 1 and 3 of this schedule.

Movement of Goods: The key record is the bill of lading, of which there are several copies for consignors, consignees, and the carriers themselves. The papers related to and normally filed with the bill of lading itself are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other descriptive data which document the transaction. Included are records relating to the shipment of household effects, authorized by law or regulations for military personnel and for civilian employees of the government. Agencies shipping certain vouchers under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, papers relating to claims which may ensue, and other pertinent documents.

Movement of Persons: The movement of persons is documented essentially by copies of travel orders, authorizing travel and subsequent payment, and the standard vouchers showing payment for official travel. The primary copies of the travel orders are the administrative copy maintained by the transportation unit controlling the issuance of travel orders, and the copies used for encumbrance of funds.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	**Freight Files** Records relating to freight consisting of export certificates, transit certificates, demurrage car records books, shipping documents pertinent to freight classification, memorandum copies of	

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 9

Travel and Transportation Records

This schedule covers records pertaining to the movement of goods and persons under government orders. The record keeping involved in the movements centers around bills of lading, transportation requests, vouchers, and associated records, including those prescribed by Title 5 of the General Accounting Office Policy *and Procedures Manual*. Copies of some records used to support payments become part of the accountable officers' accounts, or are accounting posting media. Their disposition may be covered by DCGRS 6, Item 1; or DCGRS 7, Item 4; or by Items 1 and 3 of this schedule.

Movement of Goods: The key record is the bill of lading, of which there are several copies for consignors, consignees, and the carriers themselves. The papers related to and normally filed with the bill of lading itself are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other descriptive data which document the transaction. Included are records relating to the shipment of household effects, authorized by law or regulations for military personnel and for civilian employees of the government. Agencies shipping certain vouchers under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, papers relating to claims which may ensue, and other pertinent documents.

Movement of Persons: The movement of persons is documented essentially by copies of travel orders, authorizing travel and subsequent payment, and the standard vouchers showing payment for official travel. The primary copies of the travel orders are the administrative copy maintained by the transportation unit controlling the issuance of travel orders, and the copies used for encumbrance of funds.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	**Freight Files** Records relating to freight consisting of export certificates, transit certificates, demurrage car records books, shipping documents pertinent to freight classification, memorandum copies of	

1) Bonds purchased prior to January 1, 1956.	Destroy 15 years after bond becomes inactive.
2) Bonds purchased after December 31, 1955.	Destroy 15 years after the end of the bond premium period.
b. Other bond files, including other copies of bonds and related papers.	Destroy when bond becomes inactive or after the end of the bond premium period.

7. **Gasoline Sales Tickets.**

Hard copies of sales tickets filed in support of paid vouchers for credit care purchases of gasoline.	Destroy after audit or when 3 years old, whichever is sooner.

8. **Telephone Toll Tickets.**

Original and copies of toll tickets filed in support of telephone toll call payments.	Destroy after audit or when 3 years old, whichever is sooner.

9. **Telegrams.**

Original and copies of telegrams filed in support of telegraph bills.	Destroy after audit or when 3 years old, whichever is sooner.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	government or commercial bills of lading, shortage and demurrage reports, and all supporting documents; and including records relating to the shipment of household goods.	
	a. Issuing office memorandum copies.	Destroy when 3 years old.
	b. All other copies.	Destroy when 1 year old.
2.	**Lost of Damaged Shipment Files.**	
	Schedules of values shipped, correspondence, memorandums, reports, and other records relating to the administration of the "Government Losses in Shipment Act."	Destroy when 3 years old.
3.	**Passenger Transportation Files.**	
	Memorandum copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting papers.	
	a. Issuing office memorandum copy.	Destroy when 3 years old.
	b. Obligation copy.	Destroy when funds are obligated.
	c. Unused ticket redemption forms, such as Form 1170.	Destroy when no longer needed.
4.	**Passenger Reimbursement Files.**	
	Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by employees or others authorized by law to travel.	
	a. Travel administrative office files.	Destroy when 3 years old.
	b. Obligation copies.	Destroy when funds are obligated.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
5.	**General Travel and Transportation Files.**	
	a. Correspondence, forms and related records pertaining to agency travel and transportation functions, not covered elsewhere in this section.	Destroy when 2 years old.
	b. Accountability records.	Destroy 1 year after all entries are cleared.

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 10

Motor Vehicle Maintenance and Operations Records

These records pertain to the management, maintenance, and operation of motor vehicles used by District government agencies.

This section covers agency records pertaining to the daily use and operation of motor vehicles. In general, records pertaining to motor vehicles reflect a threefold responsibility:

a. the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to the Federal Supply Service (SF 82), and equivalent D.C. government forms;

b. the maintenance of the vehicles themselves; and

c. protecting the interest of the District government in accident claims against it.

The records themselves consist of chauffeur service logs and reports, vehicle repair and maintenance check-off sheets, cost ledgers and claims correspondence and forms.

Records created prior w January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

1.	Motor Vehicle Correspondence Files	
	Correspondence in the operating unit for maintenance and operation of motor vehicles not otherwise covered in this section.	Destroy when 2 years old.
2.	Motor Vehicle Operation and Maintenance Files.	
	a. Operating records including those relating to gas and oil consumption, dispatching and scheduling.	Destroy when 3 months old.
	b. Maintenance records, including those relating to service and repair.	Destroy when 1 year old.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
3.	Motor Vehicle Cost Files.	
	Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet.
4.	Motor Vehicle Report Files.	
	Reports on motor vehicles (other than accident, operating and maintenance reports).	Destroy 3 years after date of report.
5.	Motor Vehicle Accident Files.	
	Records relating to motor vehicle accidents, maintained by transportation offices.	Destroy 6 years after case is closed.
6.	Motor Vehicle Release Files.	
	Records relating to transportation, sale, donation or exchange of vehicles.	Destroy 4 years after vehicle leave agency custody.
7.	Motor Vehicle Operation Files.	
	Records relating to individual employee operation of government owned vehicles, including driver tests, authorizations to use, safe driving awards, and related correspondence.	Destroy 3 years after separation of employee or 3 years after recision of authorization to operate government owned vehicle, whichever is sooner.

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 12

COMMUNICATION RECORDS

The principal records documenting communication functions include messenger service data, telecommunications service control and operational records; summary of long distance telephone reports; postal records, consisting of Post Office forms and supporting papers; mail control records and supporting and related papers; agency copies of penalty mail reports; and records relating to private delivery services (such as United Parcel Service).

This section covers the records described below, wherever located in an agency, but does not cover records which reflect government-wide programs rather than administrative management functions.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	**Messenger Services Files.**	
	Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records	Destroy when 2 months old.
2.	Communication Correspondence, Reports and Reference Files.	
	a. Correspondence and related records Pertaining to internal administration and operation.	Destroy when 2 years old.
	b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Destroy when 3 years old.
	c. Telecommunications statistical reports including cost and volume data.	Destroy when 1 year old.

d. Telecommunication reference voucher files.	
(1) Reference copies of vouchers, bill invoices, and related records.	Destroy when 1 fiscal year old.
(2) Records relating to installation, change, removal, and servicing of equipment	Destroy 1 year after audit or when 3 years old, whichever is sooner.
e. Copies of agreements with background data and other records relating to agreements for telecommunication services.	Destroy 2 years after expiration or cancellation of agreements.
3. Telecommunications Operational Files	
a. Message registers, logs, performance reports, daily load reports, and related and similar records.	Destroy when 6 months old.
b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message.	Destroy when 2 months old.
c. Machine copies (hard copies), discs, and tapes of outgoing messages.	Destroy after transmission.
4. Telephone Summaries.	
Summaries of long distance telephone report used to indicate authorized use of telephone service as well as to audit expense vouchers.	Destroy after the close of fiscal year in which audited.
5. Postal Records.	
Post Office forms and supporting papers, exclusive of records held by the United States Postal Service.	
a. Records relating to incoming or Outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.	Destroy when 1 year old.

b.	Application for postal registration and certificates of declared value of matter subject to postal surcharge.	Destroy when 1 year old.
c.	Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.	Destroy when 1 year old.

6. Mail and Delivery Service Control Files.

a.	Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding both those covered by Item 5 of this section and those used as indexes to correspondence files.	Destroy when 1 year old.
b.	Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered certified, and parcel post or packages over 4 pounds).	Destroy when 6 months old.
c.	Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old.
d.	Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old.
e.	Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	Destroy when 1 year old.
f.	Records of any receipts for mail and Packages received through the official mail and messenger service.	Destroy when 6 months old.
g.	General files including correspondence, memorandums, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
h.	Locator cards, directories, indexes, and other records relating to mail	Destroy 5 months after separation or transfer of individual or when obsolete,

delivery to individuals.	whichever is applicable.

7. Penalty Mail Report Files.

Official penalty mail reports and all related papers.	Destroy when 6 years old.

8. Postal Irregularities File.

Memorandums, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	Destroy 3 years after completion of investigation.

EXCERPT FROM THE

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 14

INFORMATIONAL SERVICES RECORDS

This schedule covers certain records pertaining to informational services performed by District agencies in their day-to-day affairs and in their relations with the public; including records created in administering the D.C. Freedom of Information Act (DCFOIA). Except as otherwise specified in individual items, it applies to copies of these records wherever located in an agency. Items two (2) and six (6) apply only to files maintained in the office responsible for the operation of the informational activities of the agency of subdivision thereof. Items nine (9) through thirteen (13) describe the files accumulated in carrying out the provisions of the DFOIA.

These records consist of inquiries, replies, and related correspondence; and in the case of DCFOIA, reports, and appeal case files; and administrative background material for *formal informational releases.* Closely related records such as certain records relating to budget presentation, and printing, duplicating and distribution are covered by other general records schedules.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the D.C. Records Disposition Committee on December 18, 1986. It replaces D.C. Schedule 40, Section 24.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
16.	**Freedom of Information Act (DCFOIA) Requests Files.**	
	Files created in response to requests for information under provisions of the DCFOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.	
	a. Correspondence and supporting documents (excluding the official file copy of the records requested if filed therein.	
	(1) Granting access to all requested records.	Destroy 2 years after date of reply.
	(2) Responding to requests for nonexistent	

EXCERPT FROM THE

DISTRICT OF COLUMBIA GENERAL RECORDS SCHEDULE 14

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
	(a) Request not appealed.	Destroy 2 years after date of reply.
	(b) Request appealed	Destroy as authorized under Item 17.
	(3) Denying access to all or part of the records requested.	
	(a) Request not appealed.	Destroy 5 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 17.
	b. Official file copy of requested records	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related DCFOIA request, whichever is later.
17.	**DCFOIA Appeals files.**	
	Files created in responding to administrative appeals under the DCFOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	
	a. Correspondence and supporting Documents (excluding the file copy of the records under appeal if filed herein).	Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.
	b. Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related DCFOIA requests, whichever is later.
18.	**DCFOIA Control Files.**	
	Files maintained or control purposes in responding to requests, including registers and similar records listing date, nature, and	

EXCERPT FROM THE

DISTRICT OF COLUMBIA GENERAL RECORDS SCHEDULE 14

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
	purpose of request and name and address of requestor.	
	a. Registers or listings.	Destroy 5 years after date of last entry.
	b. Other Files	Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.
19.	**DCFOIA Report Files.**	
	Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Mayor.	
	a. Annual reports at departmental agency level.	**PERMANENT.** Offer to Archives with related agency records approved for permanent retention in agency records control schedule or when 15 years old whichever is sooner.
	b. Other reports.	Destroy when 2 years old or sooner if no longer needed for administrative use.
20.	**DCFOIA Administrative Files.**	
	Records relating to the general agency implementation of the DCFOIA, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.

EXCERPT FROM

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 18

SECURITY AND PROTECTIVE SERVICE RECORDS

Security and protective services records include the various files created by District agencies to control and protect government facilities from unauthorized entry, or loss; and to develop and implement plans for the protection of life and property under emergency conditions. Included are files of offices having District-wide or agency-wide responsibilities for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting access to facilities, and like matters.

This schedule authorizes disposal of records documenting administrative actions relating to the above functions. Records documenting District-wide or agency-wide security and protective services planning and programming, reflecting basic overall policies and determinations (Item 1) of this schedule, are not authorized for disposal or destruction by this schedule. Variations among agencies in methods of implementing statutory requirements for security and protective services result in dissimilarities in program documentation. District agencies must include Item 1 below in their agency records schedule.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the Board of Commissioners on January 26, 1965.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
10.	**Survey and Inspection Files (Government Owned Facilities).**	
	Reports of surveys and inspections of government-owned facilities conducted to insure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.

DISTRICT OF COLUMBIA GENERAL RECORDS SCHEDULE 22

Records created prior to January 1, 1921 must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the D.C. Records Disposition Committee on May 17, 1989. It replaces DCGRS 22, approved February 15, 1989.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	**Preliminary Drawings or Sketches.**	
	Included are drawings that are conceptual in nature. These drawings are usually freehand studies that show the basic design of the structure, and include the arrangement of rooms, general appearance of elevations, and floor plans, as well as other details under consideration.	Retain in agency until construction is completed. Contact D.C. Archives for assistance in appraising these records.
2.	**Presentation Drawings, Rendering or Perspective views.**	
	Included are architectural views of the outside elevations as well as general floor plans prepared to present the architect's ideas to the agency.	Retain in agency until construction is comp[illegible]. Contact D.C. Archives for assistance in appraising these records.
3.	**Models.**	
	Included are three dimensional, reduced-scale interpretations of the architectural drawings, preliminary drawings, or presentation drawings.	Submit request for disposition authority to D.C. Archives.
	CONSTRUCTION PROCESS DRAWINGS	
4.	**Intermediate and Pre-final Drawings.**	
	Included are all drawings which are created and reviewed in preparation of the final working drawings.	Destroy when no longer needed.
5.	**Final Working Drawings.**	
	Included are the original master tracings or	Retain in agency for the life of the building.

DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 22

Architectural, Design, and Engineering Drawings and Related Records

This section provides guidelines for the disposition of design and construction drawings and related records that have been created or received by agencies of the District government in connection with the design, construction, and use of buildings and properties owned or leased by the D.C. government. Records such as plans submitted for building and other permits, as well as designs and plans for monuments, memorials, parks and open spaces submitted for review and approval are not covered by this General Records Schedule. Disposition instructions for Lease records should be included in an agency's records retention schedule.

Drawings refer to those graphic and engineering records that depict conceptual as well as precise measured information essential for the planning and construction of static structures such as buildings, bridges, canals, and other public works projects, as well miscellaneous engineering projects such as machinery and equipment. Related records are comprised chiefly of indexes and finding aids, specifications, and three-dimensional models.

Most design and construction records lose their usefulness to the agency after specific periods of time. Generally speaking, drawings pertaining to the architectural design process lose their administrative usefulness after the final construction plans are accepted; hence design records should be considered inactive after the completion of the construction project. Precise measured drawings, when they are made, are used during the construction, repair, or remodeling phases, and have a continuing value during the life of the structure, especially for repair and maintenance projects. The original construction drawings as well as repair and alteration drawings (or microfilm, copies) should be considered active while the structure is still used, maintained owned by the District Government.

After the design and construction files are no longer useful to the government of the District of Columbia, certain records have continuing historical value, particularly for the architectural historian, historic preservationist, and social historian. Since it is not feasible to retain a complete set of drawings for each construction project sponsored by the District government, it is necessary to make a selection of records for permanent preservation. This selection must take into consideration not only the types of records but also the nature of the individual construction projects. The general intent of any selection should be based on documenting the structures and projects that are architecturally, historically, and technologically significant. The selection of individual buildings or projects should be made by agency personnel with the assistance of the staff of the District of Columbia Archives.