

**ADMINISTRATIVE RECORDS SCHEDULE 11:
SPACE AND MAINTENANCE RECORDS
June 2007
Revision 1**

This schedule provides for the disposal of all copies, wherever located in the Department, of records relating to space and maintenance, except as indicated below. Records documenting these functions pertain to the acquisition, allocation, utilization, and release of space and include related correspondence and reports submitted to the General Services Administration (or equivalent agency with similar Government-wide responsibilities) as directed by law and regulation (41 CFR 101-17); correspondence and forms relating to the compilation of directory service listings; identification credentials and related accountable records; requests for building and equipment services; and correspondence files reflecting the activities of the unit responsible for handling space and related matters within the agency.

This schedule does not cover (a) copies of these records that are an integral part of accountable officers' accounts covered by Administrative Records Schedule (ADM) 6; and (b) records of procurement and supply (ADM 3).

All records described in this schedule are authorized for disposal in both hard copy and electronic formats.

1. Space and Maintenance General Correspondence Files. (GRS 11, item 1)

Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.

Destroy when 2 years old.

2. Departmental Space Files. (N1-434-98-14)

Records relating to the allocation, utilization, and release of space under Departmental control, and related reports to the General Services Administration

- a. Building plan files, surveys, and other records utilized in agency space planning, assignment, and adjustment.

Place in inactive file upon termination of assignment, cancellation of lease, or when plans are superseded or obsolete. Cut off inactive file annually. Destroy 75 years after cutoff. Retirement of non-current records to inactive storage is authorized.

- b. Correspondence with and reports to staff agencies (agency having Government-wide functional responsibilities) relating to Departmental space holdings and requirements.

- (1) Departmental reports to the General Services Administration, including SF 81, Request Space, and related documents.

Destroy when 2 years old.

- (2) Copies in subordinate reporting units and related work papers.

Destroy when 1 year old.

3. Directory Service Files. (GRS 11, item 3)

Correspondence, forms, and other records relating to the compilation of directory service listings.

Destroy 2 months after issuance of listing.

4. Credentials Files. (GRS 11, item 4)

Identification, credentials, and related papers.

- a. Identification credentials including cards, badges, parking permits, photographs, Department permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.

Destroy credentials 3 months after return to issuing office.

- b. Receipts, indexes, listings, and accountable records.

Destroy after all listed credentials are accounted for.

5. Building and Equipment Service Files. (GRS 11, item 5)

Requests for building and equipment maintenance services, excluding fiscal copies.

Destroy 3 months after work is performed or requisition is canceled.

6. Electronic Mail and Word Processing System Copies. (GRS 11, item 6)

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

- a. Copies that have no further administrative value after the recordkeeping copy made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Destroy/delete when dissemination, revision, or updating is completed.