

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

Status: APPROVED
Date Approved: 10/27/2016

General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except: Administration for Strategic Preparedness and Response, IQ - NARA Test Agency, United States Foreign Intelligence Surveillance Court, United States Atlantic Command
Schedule Subject	General Records Schedule 5.4: Facility, Equipment, Vehicle, Property, and Supply Records
Additional Schedule Information	<p>Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.</p> <p>This schedule covers records Federal agencies create and receive while managing, operating, and maintaining Government-owned and -leased real property, facilities, equipment, vehicles (land, water and air), personal property, and supplies. This includes allocating space and managing supply stock.</p> <p>Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.</p>
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	Predate requirement

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Item Count

Total number of disposition items: 16

Number of Temporary disposition items: 16

Number of Permanent disposition items: 0

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 3

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Outline of Records Schedule Items for DAA-GRS-2016-0011

Item #	Title	Disposition
0001	Facility, space, vehicle, equipment, stock, and supply administrative and operational records.	Temporary
0002	Ownership : Real property ownership records.	Temporary
0003	Ownership : Vehicle and equipment ownership records and operation manuals.	Temporary
0004	Ownership : Excess personal property, equipment, and vehicle records.	Temporary
0006	Facilities and equipment : Facility design, engineering, and construction records. : Final and as-built drawings, plans, and designs; and all other records.	Temporary
0005	Facilities and equipment : Facility design, engineering, and construction records. : Draft, preliminary, intermediate, working, and contract negotiation drawings.	Temporary
0007	Facilities and equipment : Facility design, engineering, and construction operations records.	Temporary
0008	Facilities and equipment : Facility, space, and equipment inspection, maintenance, and service records. : Records documenting facility structure and long-term maintenance.	Temporary
0009	Facilities and equipment : Facility, space, and equipment inspection, maintenance, and service records. : Records tracking completion of custodial and minor repair work.	Temporary
0010	Facilities and equipment : Housing rental and lease records.	Temporary
0011	Vehicle maintenance and inspection records : Land vehicle and water vessel inspection, maintenance, and service records.	Temporary
0013	Vehicle maintenance and inspection records : Aircraft inspection, maintenance, and modification records.	Temporary
0014	Vehicle and equipment operations and use records : Vehicle and heavy equipment operator records.	Temporary
0015	Vehicle and equipment operations and use records : Aircraft flight operations records.	Temporary
0016	Vehicle and equipment operations and use records : Aircraft operational support records.	Temporary

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0017	Vehicle and equipment operations and use records : Vehicle and vessel accident and incident records.	Temporary
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Records Schedule Items

DAA-GRS-2016-0011-0001	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Facility, space, vehicle, equipment, stock, and supply administrative and operational records.
Item Description	<p>Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies. Includes:</p> <ul style="list-style-type: none"> • statistical and narrative reports • studies • requests for space using Standard Form 81 or equivalent • space assignments and directories • inventories of property, equipment, furnishings, stock, and supplies • reports of survey regarding lost, damaged, missing, or destroyed property • requisitions for supplies and equipment • records tracking supply and procurement requirements • records scheduling and dispatching vehicles, monitoring use, and reporting use • related correspondence <p>Exclusion 1: Records of aircraft operations (item 110 in this schedule covers these).</p> <p>Exclusion 2: Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p>Exclusion 3: Requisition and supply records of the General Services Administration's GSA Global Supply program and Defense Logistics Agency records on military supply provision (supply is these agencies' mission so they must schedule the records separately).</p>
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.4, item 010
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	

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Does this item supersede existing disposition authorities?	Yes
Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
GRS 10, dated 1952, item 1	No
GRS 10, dated 1952, item 4	No
GRS 11, dated 1952, item 2a	No
GRS 11, dated 1952, item 2b1	No
GRS 11, dated 1952, item 2b2	No
GRS 11, dated 1952, item 3	No
GRS 15, dated 1953, item 1	No
GRS 15, dated 1953, item 3	No
GRS 15, dated 1953, item 6	No
N1-GRS-96-001 / 1/C	No
NC1-064-77-005 / 10/A	No
NC1-064-77-005 / 10/B	No
NC1-064-77-005 / 10/C	No
NC1-064-77-005 / 5/A	No
NC1-064-77-005 / 5/B	No
NC1-064-77-005 / 9/A	No
NC1-64-77-005 / 9/B	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Ownership
DAA-GRS-2016-0011-0002	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	

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Item Title	Real property ownership records.	
Item Description	Abstract or certificate of title documenting Federal real property ownership, surveys, easements, rights-of-way, and chain of title for property the Government acquired after December 31, 1920, by purchase, condemnation, donation, exchange, or otherwise.	
	Exclusion 1: Records relating to property acquired prior to January 1, 1921 (agencies must schedule these separately).	
	Exclusion 2: Reports of Excess Real Property (Standard Form 118) and associated real property case files (agencies must schedule these separately).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.4, item 020	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 3 / 1a (no authority found)	No	
GRS 3 / 1b (no authority found)	No	
GRS 4 / 4 (in part) (no authority found)	Yes	GRS 4 / 4 (in part) (no authority found)
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0006-0001 on 03/07/2024.		
Final Disposition	Temporary	
Retention Period	Other: Transfer to new owner after unconditional sale or Government release of conditions, restrictions, mortgages, or other liens.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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DAA-GRS-2016-0011-0003	STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION	
Item Title	Vehicle and equipment ownership records and operation manuals.
Item Description	Vehicle and equipment identification, registration, and warranty records. Also manuals and similar documentation, whether produced locally or by the manufacturer.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.4, item 030
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
DO NOT USE. This item is inactive because it was superseded by New Disposition Authority Number: DAA-GRS-2023-0006-0002 on 03/07/2024.	
Final Disposition	Temporary
Retention Period	Other: Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2016-0011-0004	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Excess personal property, equipment, and vehicle records.

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Item Description	Records agencies create when disposing of excess or surplus personal property by sale, donation, or destruction. Includes: <ul style="list-style-type: none"> • excess property inventories and lists • lists and other records identifying approved receivers of excess property • donation receipts • destruction certificates • documentation of vehicle transfer by sale, donation, or exchange, including Standard Form 97, United States Government Certificate to Obtain Title to a Motor Vehicle • related correspondence <p style="margin-left: 20px;">. Exclusion: Records documenting financial management of surplus property disposal by sale (GRS 1.1, item 010 covers these).</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.4, item 040	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 4, dated 1952, item 4	No	
GRS 4, dated 1952, item 5	No	
NARA memo 10/20/1955	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 3 years old, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Group Title	Facilities and equipment : Facility design, engineering, and construction records.
Group Description	<p>Facility design, engineering, and construction records.</p> <p>Architectural and engineering drawings and other design and construction records of buildings and structures not critical to agency mission, including office buildings, storage sheds, parking lots, maintenance shops, and service structures.</p> <p>Includes:</p> <ul style="list-style-type: none"> • site maps and surveys • plot plans • structural drawings • architectural renderings • electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings • exterior delivery of utilities drawings • materials plans and drawings • minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams • construction progress photographs • construction inspection reports • equipment location plans • paint plans and samples • furniture design and layout drawings and plans • space occupancy plans
	Exclusion 1: Records documenting financial management of construction contracts (GRS 1.1, item 010 covers these).
	Exclusion 2: Records documenting buildings deemed historically, architecturally, or technologically significant (agencies must schedule these because they may be of permanent value).
DAA-GRS-2016-0011-0006	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Final and as-built drawings, plans, and designs; and all other records.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.4, item 051

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
GRS 4 / 4--in part (no authority found)	Yes	GRS 4 / 4--in part (no authority found)
N1-GRS-98-002 / 24	No	
N1-GRS-98-002 / 25	No	
N1-GRS-98-002 / 27	No	
N1-GRS-98-002 / 28	No	
N1-GRS-98-002 / 29	No	
N1-GRS-98-002 / 30	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2016-0011-0005	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Draft, preliminary, intermediate, working, and contract negotiation drawings.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.4, item 050	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-98-002 / 26	No	

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Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when superseded, or when project terminates, as appropriate.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Facilities and equipment
DAA-GRS-2016-0011-0007	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Facility design, engineering, and construction operations records.
Item Description	Records documenting operational support of facility design, engineering, and construction projects. Includes: <ul style="list-style-type: none"> • project requests and approvals • meeting agendas, minutes, and other records • budget and cost working files • task, punch, and action item lists • work logs • progress reports and presentation materials • related correspondence and notes
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.4, item 060
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy 5 years after project completion or termination, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Facilities and equipment : Facility, space, and equipment inspection, maintenance, and service records.
Group Description	<p>Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property.</p> <p>Includes:</p> <ul style="list-style-type: none"> • repair and maintenance work orders, requisitions, and related papers • maintenance and inspection logs and reports • job orders, service call records, action sheets, and repair logs • work, shop, or job schedules <p>Note 1: Agencies that contract out facility management may wish to retain records longer than this item’s disposition instruction to document contract performance.</p> <p>Note 2: Agencies must offer any records created prior to January 1, 1939, to the National Archives and Records Administration (NARA) before applying this disposition authority.</p> <p>Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>

DAA-GRS-2016-0011-0008	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Records documenting facility structure and long-term maintenance.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.4, item 070
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items

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Superseded Item	Item Superseded in Part?	Explanation
GRS 15, dated 1953, item 2a	No	
GRS 15, dated 1953, item 2b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 3 years old, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2016-0011-0009		STATUS: INACTIVE - NOT FOR USE
ITEM GENERAL INFORMATION		
Item Title	Records tracking completion of custodial and minor repair work.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.4, item 071	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
GRS 11, dated 1952, item 5	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
DO NOT USE. Superseded By: DAA-GRS-2022-0009-0001 on 05/30/2023.		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 90 days old, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Facilities and equipment	
DAA-GRS-2016-0011-0010	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Housing rental and lease records.	
Item Description	Applications, leases, renewals, assignments, termination notices, and related documents regarding Federally owned and operated housing facilities.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.4, item 080	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 15, dated 1953, item 4	No	
GRS 15, dated 1953, item 5a	No	
GRS 15, dated 1953, item 5b	No	
GRS 15, dated 1953, item 7a	No	
GRS 15, dated 1953, item 7b	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

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Group Title	Vehicle maintenance and inspection records	
DAA-GRS-2016-0011-0011	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Land vehicle and water vessel inspection, maintenance, and service records.	
Item Description	<p>Records documenting inspection, maintenance, service, and repair activities relating to land vehicles and watercraft. Includes:</p> <ul style="list-style-type: none"> • work orders, service and repair requisitions, and logs • descriptions of provided service and repair, and related papers <p>Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.4, item 090	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 10, dated 1952, item 2a	No	
GRS 10, dated 1952, item 2b	No	
GRS 10, dated 1952, item 3	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 3 years old, but longer retention is authorized if required for business use. Transfer of extant records to new owner at sale or donation is authorized.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2016-0011-0013	STATUS: Active	
ITEM GENERAL INFORMATION		

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Item Title	Aircraft inspection, maintenance, and modification records.	
Item Description	<p>Records documenting general maintenance and inspection of and modifications to aircraft, aircraft components, engines, propellers, instruments, and accessories regarding:</p> <ul style="list-style-type: none"> • servicing, manufacturing, rebuilding and testing equipment • classifying material's condition status • preventive maintenance • aircraft or equipment configuration and material alteration • logistics services <p>Includes records such as:</p> <ul style="list-style-type: none"> • technical and non-technical correspondence • maintenance manuals • documentation of mechanical defects and evidence of repair • annotated manuals or manuals different from those the manufacturer issued • bulletins directing specific inspections and records of action • logbooks • diagnostic checkouts • spot check inspections • maintenance requests <p>Exclusion 1: Maintenance manuals of unique or customized aircraft must be scheduled by the agency.</p> <p>Exclusion 2: Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.4, item 100	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-04-006 / 3/B	No	
N1-GRS-04-006 / 4	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		

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Final Disposition	Temporary
Retention Period	Other: Destroy 6 years after disposing of aircraft or removing equipment from inventory, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

Group Title	Vehicle and equipment operations and use records	
DAA-GRS-2016-0011-0014	STATUS: Active	
ITEM GENERAL INFORMATION		
Item Title	Vehicle and heavy equipment operator records.	
Item Description	Records of individual employee operation of Government-owned vehicles and equipment, including tests, certifications, use authorization, safe driving/use awards, and related records. Exclusion: Records of operating vehicles and equipment specifically designed for military use (the agency must schedule these).	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.4, item 110	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 10, item 7 (no authority found)	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate vehicles or equipment, whichever is sooner.	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2016-0011-0015 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Aircraft flight operations records.
Item Description	Records of day-to-day aircraft operations documenting flight requests, departures, takeoffs, destinations, and passengers; flight orders; flight plans; load manifests; dispatch releases; flight logs; and similar records. Exclusion: Records of the Air Force, Navy, Army, and Federal Aviation Administration must be scheduled by those agencies.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
MANUAL CITATION	
Agency Code	GRS 5.4, item 120
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded Explanation in Part?
N1-GRS-04-006 / 1	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old, but longer retention is authorized if required for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No
DAA-GRS-2016-0011-0016 STATUS: Active	
ITEM GENERAL INFORMATION	
Item Title	Aircraft operational support records.

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Item Description	Records documenting logistical support to flying activities, such as furnishing supplies, equipment, administrative assistance, and other needed logistics services. Includes: <ul style="list-style-type: none"> • comments on regulations • directives and other records regarding logistics • management improvement reports • cost reduction reports • requests for substantive information regarding logistics • aircraft inventories 	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.4, item 130	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-04-006 / 2	No	
N1-GRS-04-006 / 3/B (in part)	Yes	N1-GRS-04-006 / 3/B (in part)
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 6 years old, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	
DAA-GRS-2016-0011-0017		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Vehicle and vessel accident and incident records.	

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Status: APPROVED
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Item Description	Records about vehicle and vessel accidents—land, water, and air—that vehicle management offices maintain, including: <ul style="list-style-type: none"> • Standard Form 91, Motor Vehicle Accident Report • Standard Form 94, Statement of Witness • Standard Form 95, Claim for Damage, Injury, or Death • copies of investigative reports (see Exclusion for original investigative reports) <p style="margin-top: 10px;">Exclusion: Original formal accident and incident investigation records (covered under GRS 5.6).</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
MANUAL CITATION		
Agency Code	GRS 5.4, item 140	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
GRS 10, dated 1952, item 5	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Retention Period	Other: Destroy 3 years after case is closed, but longer retention is authorized if required for business use.	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0011

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Signatory Information

Action	User	Date
Accept	Data Migration	06/27/2016
Approve	David Ferriero	10/27/2016