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NOAA Records Schedules

Chapter 800

Real Property, Facilities, Engineering and Space Planning

Of a specialized character in the procurement field are the title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). These papers are required by the Government as long as the property remains in Government hands or if it has been sold or released -- conditionally or with recapture clauses. When properties are disposed of by quitclaim deeds, this fact should be confirmed prior to the disposal of title papers, since the title evidence might be needed by the Government to defend the title in the event the properties were disposed of by deeds containing general or special warranties.

It should also be ascertained that the title evidence relates only to the properties which were sold by the Government. In many instances, lands acquired by the Government are disposed of in different size parcels, and if the Government retains the title to any portion the title evidence should be retained.

Engineering and space planning records relating to projects and services performed in support of design, construction, renovations, operation, repairs, and maintenance of NOAA's physical space. Files include project plans, designs, specifications, as-built drawings; inspection and testing requirements; project schedules, COTR files, and related correspondence for facilities, and related building equipment and utilities construction, installations, alterations, and repairs.

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Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
802	Real Property, Facilities, Engineering and Space Planning	These records relate to the acquisition of real property and facilities by purchase or lease; to the leasing of NOAA property and facilities, and to the disposal of such property. Also includes rental of housing to NOAA personnel.		
802-01	Real Property Planning Files.	Documents relating to plans to meet NOAA's real property requirements.	N1-370-90-002 **(6-9-95)**	**PERMANENT.** Follow disposition for 100-11.
802-02	Real Property Acquisition Files.	Case files on the acquisition of real property (include land, buildings, and other structures) by purchase or lease, except for space leased from GSA (see 802-03 below). Case file includes negotiation material, titles, easements, right-of-way use permits, and all related papers.		
		a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.	GRS 3, item 1a	**TEMPORARY.** Dispose of 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.

		b. Abstract or certificate of title. *[**NOTE**: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of a Standard Form (SF) 115 to NARA.]*	GRS 3, item 1b	**TEMPORARY.** Transfer to purchases after unconditional sale or release by the government of conditions, restrictions, mortgages, or other liens.
802-03	GSA Lease Files.	Documents relating to the lease of property from GSA for NOAA's use.		
		a. Official record held in the office of record	DAA-GRS2013-00030001 (GRS 1.1, item 010)	**TEMPORARY.** Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
		All other copies	DAA-GRS2013-00030002 (GRS 1.1, item 011)	**TEMPORARY.** Destroy when business use ceases.
802-04	Real Property Report Files.	Reports made or received on the acquisition, lease, or disposal or real property or facilities.	NI-370-96-009 **(11-3-97)**	**TEMPORARY.** Cutoff files at the end of the fiscal year. Transfer to Federal Records Center. Destroy after 10 years.

802-05	Facilities Capital Assessment Plan and Business Case Analysis File.	For each major capital investment, documents such as, description of project, OMB Exhibit 300 with LO input, basis of estimate with LO input, cost estimates, independent reviews, if warranted, name of Senior Project Manager and Project Team members. Investments may be in the form of new construction, modernization, replacement, consolidation, renovation and/or repair (including for health/safety/environmental compliance).	GRS 3, item 1a and 1b	**TEMPORARY.** Follow disposition for 802-02.
802-06	Real Property Lease Files.	Documents relating to the leasing of NOAA property for use by NOAA personnel or by non-NOAA organizations. Includes copies of leases, renewals, termination notices, and related papers.		
		a. Official record held in the office of record	DAA-GRS2013-00030001 (GRS 1.1, item 010)	**TEMPORARY.** Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
		b. All other copies used by component elements of a procurement office for administrative purposes.	DAA-GRS2013-00030002 (GRS 1.1, item 011)	**TEMPORARY.** Destroy when business use ceases.

		c. Routine Procurement Obligation copy		**RESCINDED BY GRS TRANS. # 23**
		d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS. *[NOTE: Unique procurement files are not covered by this schedule. With the standardization of the Government-wide procurement process under the FAR, such files are unlikely to exist. However, if an agency believes that a procurement file that has long-term research value, the records officer should submit an SF 115.]*	DAA-GRS2013-00030001 (GRS 1.1, item 010)	**TEMPORARY.** Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
802-07	Housing Application Files. (other than copies in lease files).	These files contain applications other than those with the lease files for rental of housing.		
		a. Rejected application files.	GRS 15, item 7a	**TEMPORARY.** Destroy 1 year from date of rejection.
		b. All others.	GRS 15, item 7b	**TEMPORARY.** Destroy when 2 years old.

802-08	Housing Assignment and Vacancy Card Files.			
		a. Individual tenant cards.	GRS 15, item 5a	**TEMPORARY.** Destroy when tenant vacates unit.
		b. Individual housing unit cards.	GRS 15, item 5b	**TEMPORARY.** Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control.
802-09	Housing Inventory Files.	Furnishing inventory files, pertaining to items included in furnished units.	GRS 15, item 6	**TEMPORARY.** Destroy 3 fiscal years after close of fiscal year in which the inventory is superseded.
802-10	Schedules of Appraised Value Files.	Documents relating to value of housing used to determine rental charges. 802	GRS 4, item 1	**TEMPORARY.** Cut off at end of calendar year when created. Destroy 2 years later.
802-11	Housing Management Report Files.	These reports pertain to housing management, including expenditure, survey, collection reports, and other statistical and narrative data.	GRS 15, item 3	**TEMPORARY.** Destroy when 2 years old.

802-12	Real Property Sold, Donated, or Traded to non-Federal Ownership. [See note after this item.]	These records include, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose, the user agrees to retain it and return it to the Federal Government immediately upon the discontinuance of its use for historical purposes. *[**NOTE**: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. Agencies must schedule these series by submitting an SF 115 to NARA.]*	GRS 4, item 4	**TEMPORARY.** Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.
802-13	Real Property Files.	Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans,	GRS 4, item 4	**TEMPORARY.** Transfer to new custodian upon completion of sale,

		architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists, and duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose, the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.. ***Note:*** *Case files on the disposal of surplus real property that may have long-term legal value must be scheduled separately.*		trade, or donation proceedings, or acceptance of purchase money mortgage.
802-14	Real Property Inventory Database.	Includes General Service Administration maintenance codes, estimated replacement cost, type of structure, acquisition year, year constructed (if known), fiscal year costs, capitalized improvements, geographical location, organization code, and other information relevant to real property.		
		a. Input Documents. Draft working copies, summary sheets, copies of information, input forms, and other materials used solely as source data for database entries not required to be filed as records elsewhere.	DAA-GRS-2013-0005-0003 (GRS 3.1, item 51)	**TEMPORARY.** Destroy 5 years after the project/activity/ transaction is completed or superseded, or the associated system

				is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.
		b. Database Entries. Database records maintained within the database on an online system and regularly backed up to digital media.	DAA-GRS-2013-0005-0003 (GRS 3.1, item 51)	**TEMPORARY.** Destroy 5 years after the project/activity/ transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.
		c. Reports.		
		(1) Convenience and Reference Reports. Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and used for convenience, reference, or distribution.	DAA-GRS-2013-0005-0003 (GRS 3.1, item 51)	**TEMPORARY.** Destroy 5 years after the project/activity/ transaction is

				completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.
		(2) Record and Case File Reports. Periodic and on demand reports printed to paper or digital media containing portions, summaries, and analyses of the data and filed in a case file or as a record copy and used to document a program, activity, or decision.	DAA-GRS-2013-0005-0003 (GRS 3.1, item 51)	**TEMPORARY.** Destroy 5 years after the project/activity/ transaction is completed or superseded, or the associated system is terminated, or the associated data is migrated to a successor system, but longer retention is authorized if required for business use.

Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
803	Facilities Engineering	These records are related to the policies and procedures concerning facilities engineering; about plans for meeting facility needs; design and construction of actual facilities, and related records.		
803-01	Policies and Procedures Files.	Documents relating to the formation of policies and procedures for planning, designing, and constructing facilities and related equipment. Include handbooks and directives material issued.		
		a. Official Record Set. One copy of each official NOAA publication, study, report, scientific paper, or other formally published or informally produced materials.	N1-370-90-3	**PERMANENT.** Break files annually and transfer to the Federal Records Center. Transfer to the National Archives when 20 years old.
		b. All other copies. Duplicate copies of NOAA publications maintained by all NOAA operating units and divisions solely for convenience or reference purpose.	N1-370-90-3	**TEMPORARY.** Destroy when no longer needed for current agency business.
		c. Manuscript and Reviews of Manuscripts. Manuscript and Reviews of Manuscripts. Manuscripts and reviews of manuscripts submitted to NOAA or other public or private publisher for	N1-370-90-3	**TEMPORARY.** Destroy when no longer needed for frequent reference or when 3 years

		review and comment prior to publication.		old, whichever is sooner.
		d. Publication clearance and review records. Files containing official documentation of the NOAA publication review and approval process.	N1-370-90-3	**TEMPORARY.** Destroy 3 years after notification of publication.
803-02	Planning Files.	NOAA Master Plan and other plans to meet overall facility requirements. Does not include specific facility plans.	GRS 11, item 2a	**TEMPORARY.** Destroy 2 years after termination of assignment, when lease is cancelled, OR when plans are superseded OR obsolete.
803-03	Local Building Codes.	Copies of local building codes.	Nonrecord material	**TEMPORARY.** Destroy when superseded, obsolete, or no longer needed.
803-04	A&E Selection Files.	Criteria for the selection of firms or individuals to perform architectural or engineering services; information on firms, etc., which offer these services; and related materials. Does not include transactions which concern a specific project.	GRS 1.1, item 010 and 011	**TEMPORARY.** Follow disposition for GRS 1.1, item 010 and 011, as applicable.
803-05	Site Acquisition Files.	Reference copies of papers pertaining to the acquisition of property and facilities. Clearly mark these as a reference material. Record copies are filed under 802-02.	Nonrecord material	Destroy when no longer needed for current reference purposes.

803-06	Facility Listing Files.	Documents listing NOAA facilities and special equipment which does not fall under another item described in the subfunction.		**TEMPORARY.** Cut off at end of calendar year when created. Destroy 3 years later
803-07	General Correspondence Files.	General correspondence about facilities engineering which does not fall under another item described in this subfunction.	GRS 11, item 1	**TEMPORARY.** Destroy when 2 years old.
803-08	Facility Engineering Files.	Documents relating to the planning, design, specifications, layouts, construction, modification, or rehabilitation of a facility. Includes correspondence and reports. Subdivide by either location or project name.		
		a. Records relating to property acquired after December 31, 1920, other than abstract or certificate of title.	GRS 3, item 1a	**TEMPORARY.** Follow disposition for 802-02a.
		b. Abstract or certificate of title. *[**NOTE**: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of a Standard Form (SF) 115 to NARA.]*	GRS 3, item 1b	**TEMPORARY.** Follow disposition for 802-02b.

803-09	Contracts Administration Files.	Documents pertaining to the letting of contract to perform architectural or engineering services; including the request for such services and paper accumulated in ensuring proper tasks assigned by the contract are completed.		
		a. Official record held in the office of record	DAA-GRS-2013-0003-0001 (GRS 1.1, item 010)	**TEMPORARY.** Destroy 6 years after final payment or cancellation, but longer retention is authorized if required for business use.
		All other copies	DAA-GRS2013-0003-0002 (GRS 1.1, item 011)	**TEMPORARY.** Destroy when business use ceases.
803-10	Emergency Power Program Files.	Documents relating to providing designated facilities with adequate emergency secondary power supplies, derived from supplementing the commercial system, to protect equipment and data from damage due to power outages or surges. Includes material on power sources, equipment requiring protection, cooperative agreements on standby power, reports, and related papers.	GRS 18, item 27	**TEMPORARY.** Destroy when 3 yrs. old or 3 years after superseded or obsolete, whichever is applicable. Longer retention is authorized for business use.
803-11	Maintenance and Alteration Files.	Documents pertaining to the maintenance and minor alteration of NOAA facilities. Includes inspections to identify problems, complaints, and actions taken in response to complaints (such as	GRS 11, item 5	**TEMPORARY.** Destroy 3 months after work is

		painting, repairs to equipment which is an integral part of the facility, minor construction, etc.), excluding fiscal copies. This item does not apply to maintenance contracts and agreements, or to major alterations in the facility's physical structure. See 804-06 for custodial maintenance requests.		performed or requisition is canceled.
803-12	Building and Equipment Installation.	Documents pertaining to the installation of measuring devices or other pieces of equipment which are not an integral part of a facility (compare with 803-08).	GRS 3, item 9b	**TEMPORARY.** Destroy 2 years. after discontinuance or equipment is removed from agency control.
803-13	Drawings Reflecting Minor Modifications.	Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file.	GRS 17, item 9	**TEMPORARY.** Destroy when superseded or after the structure or object has been retired from service.
803-14	Paint Plans and Samples. [See note after this item.]	Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings. [**NOTE**: Paint plans and samples for the interior and exterior walls of buildings significant for historical, architectural, or technological reasons are not disposable under this item and must be scheduled by submitting a Standard Form (SF) 115 to NARA.	GRS 17, item 10	**TEMPORARY.** Destroy when superseded or after the structure or object has been retired from service.

		(N1-GRS-88-5 item 10 Note)]		
803-15	Engineering Drawings of Routine Minor Parts.	Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file.	GRS 17, item 8	**TEMPORAY.** Destroy when superseded or after the structure or object has been retired from service.
803-16	Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Age	These documents consist of drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations. Reference copy of the drawings might be maintained in the Project Case File, but the documents are filed by type of record.	GRS 17, item 3	**TEMPORARY.** Destroy when superseded or after the structure or object has been retired from service.
803-17	Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.	Reference copy of the drawings that might be maintained in the Project Case File, but the documents is filed by type of record.	GRS 17, item 4	**TEMPORARY.** Destroy when superseded or after the structure or object has been retired from service.
803-18	Space Assignment Plans.	Outline floor plans indicating occupancy of a building.	GRS 17, item 6	**TEMPORARY.** Destroy when superseded or after the structure or object has been retired from service.

Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
804	Space, Planning, Allocation, Modification, and Maintenance Files.	These records are related to the planning and allocation of space in buildings, to modification of the space to allow proper allocation and arrangement, to custodial services, and related services involving building services. Not included are records pertaining to communications services such as telephones and mail service, or to transportation and moving services.		
804-01	Space Planning Files.	Plans for space allocation within agency, including future needs due to move or reorganizations, and related records. These are overall agency plans.	GRS 11, item 2a	**TEMPORARY.** Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.
804-02	Space Allocations and Utilization Files.	These records are usually arranged by site or location, and may contain the following types of documents:		
		Documents relating to the allocation and modification of space, and space design and office layout assistance given to NOAA offices.	GRS 11, item 2a	**TEMPORARY.** Cut off at termination of allocation, when lease is cancelled, or when information is superseded or obsolete. Destroy

				2 years later.
804-03	Space Reports and Census Files.	All reports made concerning amount of space used, space requirements, space assigned to non-federal activities, etc.		
		1. Reports to GSA.	GRS 11, item 2b(1)	**TEMPORARY.** Destroy when 2 years old
		2. Copies in subordinate reporting units and related work papers.	GRS 11, item 2b(2)	**TEMPORARY.** Destroy 1 year after date of report
804-04	Space Fund Allocation Files.	Document relating to determinations of cost of relative space holdings of POEs.	GRS 11, item 4b	**TEMPORARY.** Destroy after all listed credentials are accounted for.
804-05	Custodial Services Files.	Contracts and other documents related to arrangements providing custodial services for NOAA occupied buildings.	GRS 11, item 5	**TEMPORARY.** Destroy 3 months after work is performed or requisition is cancelled.
804-06	Maintenance Services Files.	Requests for custodial or maintenance services.	GRS 11, item 5	**TEMPORARY.** Destroy 3 months after work is performed or requisition is cancelled.
804-07	Facilities Services Files.	Miscellaneous services associated with use of space. Includes parking, agreements concerning vending machines, placement of signs, and similar matters.	GRS 11, item 4a	**TEMPORARY.** Destroy credentials 3 months after

				return to issuing office.
804-08	Directory Service Files.	Correspondence, forms, and other records relating to the compilation of directory service listings.	GRS 11, item 3	**TEMPORARY.** Destroy 2 months after issuance of listing.
804-09	Credentials Files.	Identification credentials and related papers.		
		a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.	GRS 11, item 4a	**TEMPORARY.** Destroy credentials 3 months after return to issuing office.
		b. Receipts, indexes, listings, and accountable records.	GRS 11, item 4b	**TEMPORARY.** Destroy after all listed credentials are accounted for.
804-10	Building and Equipment Service Files.	These files contain requests for building and equipment maintenance services, excluding fiscal copies of the requests.	GRS 11, item 5	**TEMPORARY.** Destroy 3 months after work is performed or requisition is canceled.

Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
809	Forms Management Files.	NOAA Forms are developed and approved by the NOAA Forms Manager. These forms are designed to obtain or provide structured information common to the needs of two or more field or Headquarters organizations. All of the forms are in Portable Document Format (PDF). Adobe Acrobat(R) Reader is needed to view and print the PDF files. Fillable forms, identified by the "fillable" icon, require a full version of Adobe Acrobat software.		
809-01	Forms Management Files.	Records involved with ensuring use of standard Federal and agency forms to support effective recordkeeping and ensuring that Federal standard forms are available and used as appropriate to support Federal record-keeping requirements. Includes: • registers or databases used to record and control the numbers and other identifying data assigned to each form; • official case files consisting of the record copy of each agency-originated form with related instructions and documentation showing inception, scope, and purpose of the form; and • background materials and specifications.	DAA-GRS- 2013-0002- 0009 **(GRS 4.1, item 40)**	**TEMPORARY.** Destroy 3 years after form is discontinued, superseded, or cancelled, but longer retention is authorized if needed for business use.

809-02	Forms Report Files.	Forms Reports Files. Documents relating to reports made on the statistical data. Does not include productivity reports or forms reports to OMB.	DAA-GRS- 2013-0002- 0009 **(GRS 4.1, item 40)**	**TEMPORARY.** Follow disposition for 809-01.
809-03	OMB Clearance and Report Files.	Documents pertaining to obtaining any clearance needed from OMB; reports to OMB on forms controls and progress; and related papers. Includes documents relating to programs to reduce public-use forms, or similar programs, and individual case files on collections.	GRS 16, item 12	**TEMPORARY.** Destroy when 7 years old.
809-04	Forms Management Program Subject Files.	Records used to support the administration of an agency forms management program, consisting of correspondence, memoranda, reports, guidelines, articles, vendor literature, studies, forms training materials (curriculum, schedules, etc.), and related records on forms design, design standards, management, and control. These records may include documents relating to visits to and surveys of offices to improve the use of forms; or surveys of the use of selected types of forms in the agency.	DAA-GRS- 2013-0002- 0009 **(GRS 4.1, item 40)**	**TEMPORARY.** Follow disposition for 809-01.
809-05	Forms Register Files.	Numerical register used to record and control the assignment of form numbers.	DAA-GRS- 2013-0002- 0009 **(GRS 4.1, item 40)**	**TEMPORARY.** Follow disposition for 809-01.