

(Revised and Reformatted on 05/2017 to include Updates to GRS Schedule 5.4)

## NOAA Records Schedules

### Chapter 800

#### Real Property, Facilities, Engineering and Space Planning

With the exception of two record series in Chapter 800, all remaining series rely on the General Record Schedules (GRS) for disposition authority. The National Archives and Records Administration (NARA) superseded 50 items scattered among an unusually large number of old schedules: GRS 3, 4, 10, 11, 15, and 17. This allowed NARA to organize the new schedules by function rather than subject because they all relate to the same function: the agency's work processes of operating, managing, and maintaining its overall physical or "hard" footprint. Chapter 800 is being revised to reflect the changes NARA made in GRS 5.4 that relate to real property, facilities, engineering, and space planning. However, for changes relating to water and air fleet, refer to Chapter 1700, Office of Marine and Aviation Operations (OMAO) and for changes relating to supply chain, refer to Chapter 700, Procurement, Supply, and Equipment Maintenance. You will also note that Chapter 809, Forms Management, of the 800 series has been moved to Chapter 200 of this handbook.

# Real Property, Facilities, Engineering, and Space Planning

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Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
800	Real Property, Facilities, Engineering and Space Planning			
800-01	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.		
		<p>a. Official Record Set.</p> <p>One copy of each official NOAA publication, study, report, scientific paper, or other formally published or informally produced materials.</p>	<p>N1-370-90-002 (6-9-95)</p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p>803-01a</p>	<p><b>PERMANENT.</b> Follow disposition for 100-03a.</p>
		<p>b. All other copies.</p> <p>Duplicate copies of NOAA publications maintained by all NOAA operating units and divisions solely for convenience or reference purpose.</p>	<p>N1-370-90-002 (6-9-95)</p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p>803-01b</p>	<p><b>TEMPORARY.</b> Follow disposition for 100-03b.</p>
		<p>c. Manuscript and Reviews of Manuscripts.</p> <p>Manuscript and Reviews of Manuscripts. Manuscripts and reviews of manuscripts submitted to NOAA or other public or private publisher for review and comment prior to</p>	<p>N1-370-90-002 (6-9-95)</p> <p><i>Supersedes NOAA Schedule Items:</i></p>	<p><b>TEMPORARY.</b> Follow disposition for 100-03c.</p>

		publication.	803-01c	
		d. Publication clearance and review records. Files containing official documentation of the NOAA publication review and approval process.	N1-370-90-002 <b>(6-9-95)</b>  <i>Supersedes NOAA Schedule Items:</i>  803-01d	<b>TEMPORARY.</b> Follow disposition for 100-03d.
800-02	Real Property Planning Files.	Documents relating to plans to meet NOAA's real property requirements.	N1-370-90-002 <b>(6-9-95)</b>  <i>Supersedes NOAA Schedule Items:</i>  803-01	<b>PERMANENT.</b> Follow disposition for 100-11.
800-03	Financial Records Related to Procuring Goods and Services, etc.	<p>Many records included in this item are maintained by accountable officers to account for the availability and status of public funds, and are retained to enable GAO, Office of Inspector General, or other authority audit. Financial transaction records include those created in the course of procuring goods and services, paying bills, collecting debts, and accounting for all finance activity, per the following definitions.</p> <p><b>Procuring goods and services</b> is the acquisition of physical goods, products, personal property, capital assets, infrastructure services such as utilities, and contracted personnel services to be used by the</p>	<i>Supersedes NOAA Schedule Items:</i>	

		<p>Federal Government.</p> <p><b>Paying bills</b> means disbursements of federal funds for goods and services, and fulfilling financial obligations to grant and cooperative agreement recipients. Procurement and payment records include those such as:</p> <ul style="list-style-type: none"><li>• contracts</li><li>• requisitions</li><li>• purchase orders</li><li>• interagency agreements</li><li>• Military Interdepartmental Purchase Requests (MIPRs)</li><li>• printing requisitions to the Government Printing Office</li><li>• memoranda of agreement specifying a financial obligation</li><li>• solicitations/requests for bids, quotations or proposals for contracts and competitive grants</li><li>• proposals, quotations, bids (accepted, rejected, unopened) for contracts and competitive grants</li><li>• contingent fee justifications</li><li>• legal and financial instruments such as bond and surety records</li><li>• FAIR Act (A-76) records linked directly to specific procurement actions</li><li>• credit card/purchase card/charge card statements and supporting documentation</li></ul>		
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		<ul style="list-style-type: none"> <li>• vendor tax exemption records</li> <li>• invoices</li> <li>• leases</li> <li>• recurring financial transactions such as utility and communications invoices</li> <li>• documentation of contractual administrative requirements submitted by contractors such as status reports</li> <li>• correspondence and papers pertaining to award, administration, receipt, inspection of and payment for goods and services in this list</li> <li>• records of financing employee relocations</li> </ul>		
		a. Official record held in the office of record	DAA-GRS2013-0003-0001 (GRS 1.1, item 010)  <b><i>Supersedes NOAA Schedule Items:</i></b>  802-03a 802-06a 802-06d 803-04a 803-09a	
		b. All other copies	DAA-GRS2013-0003-0002 (GRS 1.1, item 011)  <b><i>Supersedes NOAA Schedule Items:</i></b>  802-03b 802-06b	<b>TEMPORARY.</b> Destroy when business use ceases.

			803-04b 803-09b	
800-04	Real Property Report Files.	Reports made or received on the acquisition, lease, or disposal of real property or facilities.	NI-370-96-009 <b>(11-3-97)</b>  <i>Supersedes NOAA Schedule Items:</i>  802-04	<b>TEMPORARY.</b> Cutoff files at the end of the fiscal year. Transfer to Federal Records Center. Destroy after 10 years.
800-05	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.		
		<p>a. <b>Input Documents.</b> 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.</p> <p>b. <b>Database Entries.</b> Database records maintained within the database on an online system and regularly backed up to digital media.</p> <p>c. <b>Reports.</b></p> <p>(1) Convenience and Reference Reports. Periodic</p>	DAA-GRS-2013-0005-0003 (GRS 3.1, item 51)  <b>Supersedes NOAA Schedule Items:</b>  802-14a 802-14b 802-14c 802-14c.(1) 802-14c.(2)	<b>TEMPORARY.</b> 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



		<p>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.</p> <p>(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.</p>		<p>system, but longer retention is authorized if required for business use.</p>
800-06	Local Building Codes.	Copies of local building codes.	<p>Nonrecord material</p> <p><b><i>Supersedes NOAA Schedule Items:</i></b></p> <p><i>803-03</i></p>	<p><b>TEMPORARY.</b> Destroy when superseded, obsolete, or no longer needed.</p>
800-07	Reference Copies of 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.	<p>Nonrecord material</p> <p><b><i>Supersedes NOAA Schedule Items:</i></b></p> <p><i>803-05</i></p>	<p><b>TEMPORARY.</b> Destroy when no longer needed for current reference purposes.</p>
800-08	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	<p>DAA-GRS-2016-0004-0001 <b>(GRS 5.3, item 010)</b></p> <p><b><i>Supersedes NOAA Schedule item:</i></b></p> <p><b><i>803-10 (GRS 18, item 27)</i></b></p>	<p><b>TEMPORARY.</b> Destroy when 3 yrs. old or 3 years after superseded or obsolete, whichever is applicable. Longer retention</p>

		related papers.		is authorized for business use.
800-09	Facilities Services Files.	Miscellaneous services associated with use of space. Includes parking, agreements concerning vending machines, placement of signs, and similar matters.	<b>GRS 11, item 4a</b> <b>Supersedes NOAA Schedule item:</b> <b>804-07</b>	<b>TEMPORARY.</b> Destroy credentials 3 months after return to issuing office.
800-10	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.	<b>GRS 11, item 4a</b> <b>Supersedes NOAA Schedule item:</b> <b>804-09</b>	<b>TEMPORARY.</b> Destroy credentials 3 months after return to issuing office.
		b. Receipts, indexes, listings, and accountable records.	<b>GRS 11, item 4b</b> <b>Supersedes NOAA Schedule item: 804-09</b>	<b>TEMPORARY.</b> Destroy after all listed credentials are accounted for.

Record Series #	Records Series Title	Records Description	Disposition Authority	Disposition Instruction
801	Real Property Records	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. These records also include rental of housing to NOAA personnel.		
801-01	Facility, Space, Vehicle, Equipment, Stock, and Supply Administrative and Operational Records.	<p>Records relating to administering and operating facilities, spaces, Federally owned and operated housing, land vehicles, water vessels, equipment, stocks, and supplies.</p> <p>Includes:</p> <ul style="list-style-type: none"> <li>• statistical and narrative reports</li> <li>• studies</li> <li>• requests for space using Standard Form 81 or equivalent</li> <li>• space assignments and directories</li> <li>• inventories of property, equipment, furnishings, stock, and supplies</li> <li>• reports of survey regarding lost, damaged, missing, or destroyed property</li> <li>• requisitions for supplies and equipment</li> <li>• records tracking supply and procurement requirements</li> <li>• records scheduling and dispatching vehicles, monitoring use, and reporting use</li> <li>• related correspondence</li> </ul> <p><b>Exclusion 1:</b> Records of aircraft operations (item</p>	<p>DAA-GRS-2016-0011-0001 <b>(GRS 5.4, item 010)</b></p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p>802-01 802-09 802-11 803-02 803-06 803-07 803-12 804-01 804-02 804-03 (1) 804-03 (2) 804-08 804-10</p>	<p><b>TEMPORARY.</b> Destroy when 3 years old or 3 years after superseded, as appropriate, but longer retention is authorized if required for business use.</p>

		<p>110 in this schedule covers these).</p> <p><b>Exclusion 2:</b> Records of supply and property procurement (GRS 1.1, item 010 covers these).</p> <p><b>Exclusion 3:</b> 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> <p><b>Note 1:</b> <i>Please refer to NOAA Schedule Chapter 700, Procurement, Supply and Equipment Maintenance, for procurement and supply records;</i></p> <p><b>Note 2:</b> <i>Refer to Chapter 1000, Motor Vehicle Management and Transportation Services, for land motor vehicles affected by GRS 5.4, item 010; and</i></p> <p><b>Note 3:</b> <i>Refer to Chapter 1700, Office of Marine and Aviation Operations (OMAO), for water and air vehicles affected by GRS 5.4, item 010.</i></p>		
801-02	Real Property Ownership Records.	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	<p>DAA-GRS-2016-0011-0002 <b>(GRS 5.4, item 020)</b></p> <p><b><i>Supersedes NOAA Schedule Items:</i></b></p>	<p><b>TEMPORARY.</b> Transfer to new owner after unconditional sale or Government</p>

		<p>otherwise.</p> <p><b>Exclusion 1:</b> Records relating to property acquired prior to January 1, 1921 (agencies must schedule these separately).</p> <p><b>Exclusion 2:</b> Reports of Excess Real Property (Standard Form 118) and associated real property case files (agencies must schedule these separately).</p>	<p>802-02a 802-02b 802-05 802-12 (in part) 802-13 (in part) 803-08a 803-08b</p>	<p>release of conditions, restrictions, mortgages, or other liens.</p>
801-03	Vehicle and Equipment Ownership Records and Operation Manuals.	Vehicle and equipment identification, registration, and warranty records. Also, manuals and similar documentation, whether produced locally or by the manufacturer.	<p>DAA-GRS-2016-0011-0003 <b>(GRS 5.4, item 030)</b></p> <p><i>Note: This is a new item</i></p>	<p><b>TEMPORARY.</b> Transfer with vehicle or item to new owner or destroy when item is excessed, as appropriate.</p>
801-04	Facility Design, Engineering, and Construction Records.	Architectural and engineering drawings and other design and construction records of buildings and structures not critical to agency mission, including draft, preliminary, intermediate, working, and contract negotiation drawings.	<p>DAA-GRS- 2016-0011- 0005 <b>(GRS 5.4, item 050)</b></p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p>803-01</p>	<p><b>TEMPORARY.</b> Destroy when superseded, or when project terminates, as appropriate.</p>

801-05	Office Buildings, Storage Sheds, Parking lots, Maintenance Shops, and Service Structures.	<p>Includes:</p> <ul style="list-style-type: none"> <li>• site maps and surveys</li> <li>• plot plans</li> <li>• structural drawings</li> <li>• architectural renderings</li> <li>• electricity, plumbing, communication services, and heating/ventilation/air conditioning (HVAC) drawings</li> <li>• exterior delivery of utilities drawings</li> <li>• materials plans and drawings</li> <li>• minor routine part drawings such as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams</li> <li>• construction progress photographs</li> <li>• construction inspection reports</li> <li>• equipment location plans</li> <li>• paint plans and samples</li> </ul>	<p>DAA-GRS- 2016-0011- 0006 <b>(GRS 5.4, item 051)</b></p> <p><b><i>Supersedes NOAA Schedule Items:</i></b></p> <p>802-12 (in part) 802-13 (in part) 802-20 802-22 803-13 803-14 803-15 803-16 803-17 803-18</p>	<p><b>TEMPORARY.</b> Destroy when superseded, or transfer to new owner, or destroy when structure is removed from Federal inventory, as appropriate.</p>

		<ul style="list-style-type: none"> <li>• furniture design and layout drawings and plans</li> <li>• space occupancy plans</li> </ul> <p><b>Exclusion 1:</b> Records documenting financial management of construction contracts (GRS 1.1, item 010 covers these).</p> <p><b>Exclusion 2:</b> Records documenting buildings deemed historically, architecturally, or technologically significant (agencies must schedule these because they may be of permanent value).</p>		
801-06	Facility Design, Engineering, and Construction Operations Records.	<p>Records documenting operational support of facility design, engineering, and construction projects. Includes:</p> <ul style="list-style-type: none"> <li>• project requests and approvals</li> <li>• meeting agendas, minutes, and other records</li> <li>• budget and cost working files</li> <li>• task, punch, and action item lists</li> <li>• work logs</li> <li>• progress reports and presentation materials</li> <li>• related correspondence and notes</li> </ul>	DAA-GRS- 2016-0011- 0007 <b>(GRS 5.4, item 060)</b>	<b>TEMPORARY.</b> Destroy 5 years after project completion or termination, but longer retention is authorized if required for business use.

801-07	Facility, Space, and Equipment Inspection, Maintenance, and Service Records.	<p>Records documenting inspection, maintenance, service, and repair activities relating to buildings, grounds, Federally owned and operated housing, equipment, and personal property. Includes:</p> <ul style="list-style-type: none"> <li>• repair and maintenance work orders, requisitions, and related papers</li> <li>• maintenance and inspection logs and reports</li> <li>• job orders, service call records, action sheets, and repair logs</li> <li>• work, shop, or job schedules</li> </ul> <p><b>Note:</b> Agencies that contract out facility management may wish to retain records longer than this item’s disposition instruction to document contract performance. Exclusion: Records agencies hold to document expenditure of appropriated or non-appropriated funds (GRS 1.1, item 010 covers these).</p>		
		a. Records documenting facility structure and long-term maintenance.	<p>DAA-GRS- 2016-0011- 0008  <b>(GRS 5.4, item 070)</b></p> <p><i>Supersedes NOAA Schedule Items:</i></p> <p>802-15a  802-15b</p>	<p><b>TEMPORARY.</b>  Destroy when 3 years old, but longer retention is authorized if required for business use.</p>



		b. Records tracking completion of custodial and minor repair work.	DAA-GRS- 2016-0011- 0009 <b>(GRS 5.4, item 071)</b>  <i>Supersedes NOAA Schedule Items:</i>  804-05 804-06	<b>TEMPORARY.</b> Destroy when 90 days old, but longer retention is authorized if required for business use.
801-08	Housing Rental and Lease Records.	Applications, leases, renewals, assignments, termination notices, and related documents regarding Federally owned and operated housing facilities.	DAA-GRS- 2016-0011- 0010 <b>(GRS 5.4, item 080)</b>  <i>Supersedes NOAA Schedule Items:</i>  802-07a 802-07b 802-08a 802-08b 802-10 802-16	<b>TEMPORARY.</b> Destroy 3 years after lease termination, lapse, reassignment, rejection of application, cancellation of lease, or conclusion of litigation, as applicable.
800-09	Space Fund Allocation Files.	Document relating to determinations of cost of relative space holdings of POEs.	<i>Supersedes NOAA Schedule item:</i> <b>803-10 (GRS 11, item 4b)</b>	<b>TEMPORARY.</b> Destroy after all listed credentials are accounted for.
800-10	Facilities Services Files.	Miscellaneous services associated with use of space. Includes parking, agreements concerning vending machines, placement of signs, and similar matters.	<i>Supersedes NOAA Schedule item:</i>  <b>804-07 (GRS 11, item 4a)</b>	<b>TEMPORARY.</b> Destroy credentials 3 months after return to issuing office.