

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<b><u>FACI</u></b>	<b><u>FACILITIES AND SPACE RECORDS</u></b>		
REA 12	FACI – 1	Space and Maintenance General Correspondence  Correspondence, Reports, Administrative and Operations. Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operations, and related papers.	<b><u>TEMPORARY:</u></b>  Destroy when 2 years old.	GRS 11, Item 1
		a. Request and Control of Forms, Supplies, Services, Equipment, and Furniture		
		b. Supply Ordering Forms		
		c. Services, Supplies, and Equipment – National Office		
REA 4		d. Display of Flag		
REA 12	FACI – 2	Agency Space Files  Correspondence, Reports and Forms. Building plan files, surveys, and other records utilized in an agency space planning, assignment, and adjustment. Agency reports to the GSA, including Standard form (SF) 81, Request for Space, and related documents. Copies in subordinate reporting units and related work papers.	<b><u>TEMPORARY:</u></b>  Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete.	GRS 11, Item 2(a), 2(b)(1), 2(b)(2)
		a. Agency Owned Buildings		
		b. Agency Leased Buildings		
		c. Assignment Moves		
	FACI – 3	Directory Service Files  Correspondence, Reports, Forms and Lists. Correspondence, forms, and other records relating to the compilation of directory service listings.	<b><u>TEMPORARY:</u></b>  Destroy 3 months after issuance of listing.	GRS 11, Item 3
	FACI – 4	Credentials Files  Correspondence, Reports, Index, Badges and Lists. 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. Receipts, indexes, listings, and accountable records.	<b><u>TEMPORARY:</u></b>  Destroy credentials 3 months after return to issuing office.	GRS 11, item 4(a), 4(b)

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REA 7-8	FACI – 5	<p>Building and Equipment</p> <p>Correspondence, Reports and Requests. Requests for building and equipment maintenance services, excluding fiscal copies.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 3 months after work is performed or requisition is canceled.</p>	GRS 11, Item 5
		a. Maintenance/Service		
		<p>b. Facilities Engineer Inspection and Maintenance Records, including Maintenance Status Report, ARS 584m and Report of Real Property, ARS Form 114, or equivalent forms.</p>	<p><u>HO PMO - TEMPORARY:</u></p> <p>Cut off file at the end of the fiscal year. Destroy when 5 years old.</p>	NC1-310-80-2, Item 152a
			<p><u>Other PMO – TEMPORARY:</u></p> <p>Cut off file at the end of the fiscal year. Destroy when 3 years old.</p>	NC1-310-80-2, Item 152b
	FACI – 6	<p>Map Drafts</p> <p>Correspondence, Reports, Map Working Files. Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives enlargements or reductions, color pulls, proof copies subject to final revision, “correction file” maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when no longer needed for revision.</p>	GRS 17, Item 1
	FACI – 7	<p>Architectural Drawings of Temporary Buildings Not Critical to Mission Agency</p> <p>Correspondence, Reports and Drawings. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when superseded or after the structure or object has been retired from service.</p>	GRS 17, Item 3
	FACI – 8	<p>Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems</p> <p>Correspondence, Reports, Requests and Authorizations.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when superseded or after the structure or object has been retired from service.</p>	GRS 17, Item 4

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	FACI – 9	<p>Contract Negotiation Drawings</p> <p>Correspondence, Reports, Drawing and Working Files. Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when the final working/as built drawings have been produced.</p>	GRS 17, Item 5
	FACI – 10	<p>Space Assignment Plans</p> <p>Correspondence, Reports and Plans. Outline floor plans indicating occupancy of a building.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when superseded or after the structure or object has been retired from service.</p>	GRS 17, Item 6
	FACI – 11	<p>Engineering Drawings of Routine Minor Modification and Parts</p> <p>Correspondence, Reports, Drawings and Working Files. 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. 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.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when superseded or after the structure or object has been retired from service.</p>	GRS 17, Items 8 or 9
	FACI – 12	<p>Paint Plans and Samples</p> <p>Correspondence, Reports, Paint Plans and Samples. 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.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy when superseded or after the structure or object has been retired from service.</p>	GRS 17, Item 10
	FACI – 13	RESERVED		
	FACI – 14	RESERVED		
	FACI – 15	RESERVED		
	FACI – 16	RESERVED		
	FACI – 17	RESERVED		
	FACI – 18	RESERVED		
	FACI – 19	RESERVED		
	FACI – 20	RESERVED		

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	FACI – 21	RESERVED		
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	FACI – 25	RESERVED		
	FACI – 26	RESERVED		
	FACI – 27	RESERVED		
REA	FACI – 28	<p>Real Estate – Real Property Acquisition</p> <p>Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921.</p> <p>Create individual files per property and acquired.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off files at the end of the fiscal year in which unconditional sale or release by the Government of conditions, restrictions, mortgage or other liens takes place. Destroy when 10 FYs old.</p>	GRS 3, Item 1
REA 2	FACI – 29	<p>Construction, Alterations, and Major Repairs</p> <p>Correspondence and related material pertaining to design and construction of new buildings, major repairs, alterations, and additions.</p> <p>Create individual files per project.</p>	<p><u>TEMPORARY:</u></p> <p>Proposed Projects: Cut off at the end of the fiscal year. Destroy when 5 FYs old.</p> <p>Completed Projects: Cut off at the end of the fiscal year in which project is completed. Destroy when no longer needed for administrative purposes. (e.g., renovations and repairs)</p>	NC1-310-80-2, Item 146
REA 2-1	FACI – 30	<p>Design and Construction Files</p> <p>Produced and accumulated during the repair, modification, or improvement of existing buildings. These files consist of correspondence, specifications, photographs, maps, and drawings.</p>		
		<p>a. Files associated with buildings that are architecturally, historically or technologically significant.</p>	<p><u>PERMANENT:</u></p> <p>Cut off file at the end of the fiscal year when no longer needed for current activity. Transfer to the NARA.</p>	NC1-310-80-1, Item 147a

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		b. Other files associated with routine repair and modification projects.	<u>TEMPORARY:</u>  Cut off at the end of the fiscal year in which no longer needed for further repair or maintenance activities. Destroy when 1 FY old.	NC1-310-80-2, item 147b
REA 3	FACI – 31	Damage and Protection – Fires and Explosions  Case file by incident if volume warrants.  Investigative files accumulating from investigations of fires, explosions, and accidents.	<u>TEMPORARY:</u>  Major incidents: Cut off at the end of the fiscal year in which incident occurs. Destroy when 6 FYs old.  Minor incidents: Cut off at the end of the fiscal year in which incident occurs. Destroy when 2 FYs old.	NC1-310-80-2, Item 170a  GRS 18, Item 11
REA 5	FACI – 32	Property Disposal Case Files  Records pertaining to the disposal of surplus real and related personal property.	<u>TEMPORARY:</u>  Property Management Offices: Cut off file at the end of the fiscal year. Destroy when 5 FYs old.	NC1-310-80-2, Item 142
	FACI – 33	(ARS Records) Pollution Abatement  Records relating to pollution abatement at ARS facilities. Correspondence, Pollution Control Plans, and reports including hazardous waste disposal records and manifests, waste analysis plans, well/ground/air sample reports, contingency plans, land disposal records, local, state, federal decisions, Environmental Impact Statements, Environmental Assessments, Preliminary Assessments, site investigations, etc., and National Environmental Policy Act documents.	<u>TEMPORARY</u>  All Office Copies: Retain for 30 years. Records will be evaluated when 30 years old by competent Agency Safety and Health Program personnel. Records retained beyond 30 years will be re-evaluated every 10 years thereafter and destroyed as soon as the above mentioned Agency personnel determine that the records no longer have value to the Safety and Health Program or the Agency.	N1-310-89-1, Item 4