



## SERIES 1200 – USD(ACQUISITION & SUSTAINMENT)

**SERIES TITLE:** UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT FILES (USD(A&S))

**SERIES DESCRIPTION:** Records described in this series relate to the policy and support necessary for the effective and efficient operation of the acquisition and sustainment activities of the Department of Defense. Includes, but is not limited to the following:

- Acquisitions;
- Advanced technology;
- Logistics;
- Installation management;
- Military construction;
- Occupational health management;
- Utilities and energy management;
- Business management modernization;
- Document services;
- Economic utilization; and
- Nuclear, chemical and biological defense programs.

**SERIES APPLIES TO THE FOLLOWING ORGANIZATIONS:** File Numbers within the 1200 Series reflect the mission of OUSD(A&S) and components with similar missions, such as the Office of Economic Adjustment (OEA), Defense Innovation Unit – Experimental (DIUX), and the Defense Advanced Research Project Agency (DARPA).

**RECORDS CATEGORY:** 1201

**CATEGORY TITLE:** General Procurement Files

**CATEGORY DESCRIPTION:** General files pertaining to procurement overview. **NOTE:** See 1202 for specific/operational files pertaining to procurement.

**FILE NUMBER:** 1201-01

**FILE TITLE:** Standards

**FILE DESCRIPTION:** Records on the development and establishment of standardized specifications, standards, and nomenclature of items of supply used in military or civilian production and supply matters. Includes development papers, coordination records and other related and associated record material.

**DISPOSITION:** Permanent. Cut off upon acceptance and promulgation of specifications, and/or standard item description. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1201-12a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1201-12a

**FILE NUMBER:** 1201-02



## OSD Records Disposition Schedules

**FILE TITLE:** Standards – Inactive Project Files

**FILE DESCRIPTION:** Inactive project file records on the development and establishment of standardized specifications, standards, and nomenclature of items of supply used in military or civilian production and supply matters.

**DISPOSITION:** Temporary. Cut off upon acceptance and promulgation of specifications. Destroy 3 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1201-12b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1201-12b

**FILE NUMBER:** 1201-03

**FILE TITLE:** Facility Records

**FILE DESCRIPTION:** Records on overall program planning on acquisition, care, maintenance, construction, allocation, transfer, and release of real property.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1201-14a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 1201-14a

**FILE NUMBERS:** 1201-04 – 1201-08 – RESERVED

**FILE NUMBER:** 1201-09.1 – Consolidated into 208-01

**FILE NUMBER:** 1201-09.2a – Consolidated into 208-05

**FILE NUMBER:** 1201-09.2b – Consolidated into 208-05

**FILE NUMBER:** 1201-09.3 – Consolidated into 206-13

**FILE NUMBER:** 1201-09.4.1.1 – Consolidated into 206-09.1

**FILE NUMBER:** 1201-09.4.1.2 – Consolidated into 206-09.1

**FILE NUMBER:** 1201-09.4.2 – RESCINDED

**FILE NUMBER:** 1201-09.4.3 – Consolidated into 206-09.2

**FILE NUMBER:** 1201-09.5.1 – Consolidated into 204-01

**FILE NUMBER:** 1201-09.5.2 – Consolidated into 204-01

**FILE NUMBER:** 1201-09.6a – Consolidated into 206-09.1

**FILE NUMBER:** 1201-09.6b – Consolidated into 206-09.2

**FILE NUMBER:** 1201-09.6c – Consolidated into 206-09.1

**FILE NUMBER:** 1201-09.6d – Consolidated into 206-09.1

**FILE NUMBER:** 1201-10.1 – Consolidated into 206-09.1

**FILE NUMBER:** 1201-10.2 – Consolidated into 206-09.1

**FILE NUMBER:** 1201-10.3 – Consolidated into 208-06.3 and 208-06.4

**FILE NUMBER:** 1201-11.1 – Consolidated into 208-14.1

**FILE NUMBER:** 1201-11.2 – Consolidated into 208-14.2

**FILE NUMBER:** 1201-11.3.1 – Consolidated into 206-09.1

**FILE NUMBER:** 1201-11.3.2 – Consolidated into 206-09.1

**FILE NUMBER:** 1201-12c – RESCINDED

**FILE NUMBER:** 1201-13.1 – Consolidated into 208-05

**FILE NUMBER:** 1201-13.2 – Consolidated into 208-05



## OSD Records Disposition Schedules

**FILE NUMBER:** 1201-13.3 – Consolidated into 208-05

**FILE NUMBER:** 1201-14b – RESCINDED

**FILE NUMBER:** 1201-15a – Consolidated into 204-01

**FILE NUMBER:** 1201-15b – Consolidated into 204-01

**FILE NUMBER:** 1201-15c – Consolidated into 204-01

**FILE NUMBER:** 1201-15d – Consolidated into 204-01

**FILE NUMBER:** 1201-15e – Consolidated into 204-01

**RECORDS CATEGORY:** 1202

**CATEGORY TITLE:** Procurement Files

**CATEGORY DESCRIPTION:** Specific/operational files pertaining to procurement.

**FILE NUMBER:** 1202-01

**FILE TITLE:** Procurement Policy

Records consisting of decisions, directives, instructions, guidelines, and supporting documentation on the initiation, development, and establishment of procurement policies, standards, criteria, or guidelines. Included are policy matters affecting new techniques and procedures, interpretations, or published regulations, weapons systems procurement, tailoring of contract types, structuring or unique clauses, consistent policy application, Government-wide policy and proposed innovations.

**DISPOSITION:** Permanent. Cut off when superseded, obsolete, or no longer needed for reference. Transfer to NARA 25 years after cutoff **NOTE:** Destroy reproduced copies when superseded or revised, unless part of a case file and reference copies of matters not published by the Department of Defense when no longer required for reference.

**AUTHORITY:** NC1-330-77-011, item 1202-01a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1202-02

**FILE TITLE:** Procurement Management

**FILE DESCRIPTION:** These files contain documents governing overall procurement management, administrative review, and improvement progress, development for input to personnel training and career development courses.

**DISPOSITION:** Temporary. Cut off and destroy upon supersession, inactivation of training program, or when all necessary action completed, as applicable.

**AUTHORITY:** NC1-330-77-011, item 1202-02

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1202-02a

**FILE NUMBER:** 1202-03.1

**FILE TITLE:** Procurement Analysis and Planning – Approved

**FILE DESCRIPTION:** Documents pertaining to possible improvements and modifications. These files consist of analyses and reports of existing policies, possible improvements and modifications, status or foreign procurement policies and procedures, and matters on the U.S./Canadian Productions and Development Sharing Program that have been approved.

**DISPOSITION:** Temporary. Cut off and destroy when incorporated into approved policy or procedure.



## OSD Records Disposition Schedules

**AUTHORITY:** NC1-330-77-011, item 1202-03a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1202-03a

**FILE NUMBER:** 1202-03.2

**FILE TITLE:** Procurement Analysis and Planning – Disapproved

**FILE DESCRIPTION:** These files consist of analyses and reports of existing policies, possible improvements and modifications, status or foreign procurement policies and procedures, and matters on the U.S./Canadian Productions and Development Sharing Program which have been disapproved.

**DISPOSITION:** Temporary. Cut off annually in year when plan is disapproval. Destroy 3 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1202-03b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1202-03b

**FILE NUMBER:** 1202-04.1

**FILE TITLE:** Small Business and Economic Utilization Policy

**FILE DESCRIPTION:** Policy files on small business, labor surplus areas, minority business enterprise, and a military procurement information office to facilitate access of information to the aforementioned activities.

**DISPOSITION:** Permanent. Cut off when superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1202-04a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1202-04a

**FILE NUMBER:** 1202-04.2

**FILE TITLE:** Small Business and Economic Utilization Case Files

**FILE DESCRIPTION:** Case Files on small business, labor surplus areas, minority business enterprise, and a military procurement information office to facilitate access of information to the aforementioned activities.

**DISPOSITION:** Permanent. Cut off on close of case. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1202-04b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1202-04b

**FILE NUMBER:** 1202-04c – RESCINDED per GRS Transmittal 29

**FILE NUMBER:** 1202-05.1

**FILE TITLE:** Contract Administration Services

**FILE DESCRIPTION:** Contract administration and monitoring records. Includes focal point correspondence, monitoring of component contract administration, liaison matters, and plan cognizance program files. These are the working files of the office directly responsible for contract administration and monitoring of the activities of the Component elements of the Department of Defense.

**DISPOSITION:** Temporary. Cut off annually. Destroy 15 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1202-05b



## OSD Records Disposition Schedules

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1202-05.2

**FILE TITLE:** Contract Administration Services

**FILE DESCRIPTION:** Records copies of coordinating policies, and procedural directives, focal point correspondence, monitoring of component contract administrations, liaison matters and the plant cognizance program. These are the working files of the office directly responsible for contract administration and monitoring of the activities of the Component elements of the Department of Defense.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1202-05a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1202-06.1

**FILE TITLE:** Defense Acquisition Regulation (DAR)

**FILE DESCRIPTION:** These are the files of the committee tasked with preparation and revisions of the procurement regulations that govern the procurement activities of the Department of Defense. They consist of documents of proposed and approved revisions, coordination files and staffing of changes to the regulations, and circulars to keep procurement activities abreast of current developments. See also ASPSN.2 Part 5. **NOTE:** Formerly called the Armed Services Procurement Regulation Committee Files.

**DISPOSITION:** Permanent. Cut off when no longer needed for current business. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1202-06a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1202-06a

**FILE NUMBER:** 1202-06.2

**FILE TITLE:** Defense Procurement Circulars

**FILE DESCRIPTION:** Defense procurement circulars or changes therein pertaining to the committee tasked with preparation and revisions of the procurement regulations that govern the procurement activities of the Department of Defense. They consist of circulars to keep procurement activities abreast of current developments and any changes therein. **NOTE:** See also ASPSN.2 Part 5.

**DISPOSITION:** Temporary. Cut off after incorporation in the manual. Destroy 1 year after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1202-06b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1202-06b

**FILE NUMBER:** 1202-06.3

**FILE TITLE:** Defense Acquisition Regulation (DAR) Case Files

**FILE DESCRIPTION:** Case files of the committee tasked with preparation and revisions of the procurement regulations that govern the procurement activities of the Department of Defense. They consist of documents of proposed and approved revisions, coordination files and staffing of changes to the regulations, and circulars to keep procurement activities abreast of current developments. See also ASPSN.2 Part 5.

**DISPOSITION:** Permanent. Cut off on close of case. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1202-06c



## OSD Records Disposition Schedules

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1202-06c

**FILE NUMBER:** 1202-06.4

**FILE TITLE:** Defense Acquisition Regulation (DAR) Transcription Tapes

**FILE DESCRIPTION:** Tapes of Minutes of the committee tasked with preparation and revisions of the procurement regulations that govern the procurement activities of the Department of Defense.

**DISPOSITION:** Temporary. Cut off and destroy after transcription is confirmed.

**AUTHORITY:** NC1-330-77-011, item 1202-06d

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1202-06d

**FILE NUMBER:** 1202-07

**FILE TITLE:** Contract Support Services

**FILE DESCRIPTION:** These are files of special projects on contractual matters such as special studies, technical evaluations, and reviews or commercial and industrial contract activities.

**DISPOSITION:** Temporary. Cut off upon completion; destroy 15 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1202-07

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1202-08

**FILE TITLE:** Defense Property Accountability System (DPAS) Master File

**FILE DESCRIPTION:** Information system containing data about DoD real and personal property assets to ensure property accountability and financial requirement of the services (Army, Navy, and Marine Corps) and Defense agencies. System allows property accountability, management, and financial reporting. Users can generate general ledger transactions, compute depreciation, perform accountable records processing, report financial status, account for government furnished property, and report disposals. Information in this system is received, processed, and/or transferred electronically from systems representing military and civilian logistics, supply, base operations support, contract administration, business management, finance and accounting, asset tracking, equipment management, facilities, resources infrastructure and data collection. The following data is contained within DPAS:

- Authorizations
- Document registers
- Catalog information (received from other systems or user generated for non-NSN items)
- Hand receipt information (receipts, turn-in, transfers, and inventory tracking and status)
- Accounting (depreciation and general ledger data)
- Maintenance and utilization (preventive maintenance schedules and actions, work orders, warranty, loan and lease data)
- User history data.

**DISPOSITION:** Temporary. Cut off and destroy after the necessary information has been transferred to the subsequent master file and verified, or when no longer needed for legal, audit or operational purposes. **NOTE:** For system documentation use 1601-11, system finding aids use 1601-09, and system backup tapes use 1601-08 of this schedule.

**AUTHORITY:** N1-330-07-002, item 1

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

**FILE NUMBER:** 1202-09 – RESCINDED by GRS 23

**FILE NUMBER:** 1202-10 – Consolidated into 206-09.1

**RECORDS CATEGORY:** 1203

**CATEGORY TITLE:** Installations and Housing Files

**CATEGORY DESCRIPTION:** These records involving the responsibilities of this office to budget for, construct or acquire, administer, maintain, and dispose of installations and housing as appropriate. Plans, policies, and program administration are involved DoD-wide.

**FILE NUMBER:** 1203-01

**FILE TITLE:** Facilities Planning and Programming

**FILE DESCRIPTION:** Documents on policy criteria review, analysis, program administration of such matters as housing programs (family and bachelor), home owner assistance, real property, military construction and housing budgeting, and legislature.

**DISPOSITION:** Temporary. Cut off after supersession by later review. Destroy 5 years after cutoff. **NOTE:** Use 103-01 for policy records pertaining to this topic.

**AUTHORITY:** NC1-330-77-011, item 1203-01b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1203-02

**FILE TITLE:** Construction Standards and Design

**FILE DESCRIPTION:** These files contain documents concerning physical standards and design criteria for DoD facilities, architectural engineering activities, cost standards, environmental pollution control, utility plants, and Base Master Planning matters.

**DISPOSITION:** Temporary. Cut off upon supersession. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1203-02

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1203-03.1

**FILE TITLE:** Construction Operations Files – Congressional Correspondence

**FILE DESCRIPTION:** Congressional correspondence on base development, construction acquisition systems. Here also can be found congressional correspondence on construction.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1203-03a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1203-03.2

**FILE TITLE:** Construction Operations Files – Surveillance or Acquisition

Documents on surveillance or acquisition as it relates to base development, and/or construction acquisition systems.

**DISPOSITION:** Temporary. Cut off after last entry. Destroy 7 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1203-03b

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

**FILE NUMBER:** 1203-04

**FILE TITLE:** Facilities Management Files

**FILE DESCRIPTION:** Administrative procedures, directives, correspondence, studies required to manage real property facilities, natural resources, and Public Domain Lands.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1203-04

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 1204

**CATEGORY TITLE:** Supply, Maintenance and Services Files

**CATEGORY DESCRIPTION:** These records involving supply management.

**FILE NUMBER:** 1204-01

**FILE TITLE:** Supply Management Policy

**FILE DESCRIPTION:** Records consisting of decisions, Directives, instructions, guidelines and supporting documentation on the initiation, development, and establishment of supply policies of the Department of Defense. Included are policy matters affecting provisioning; its cataloging, distribution, utilization, and disposal; systems effectiveness, foreign aid, and resources for supply system operations. Automated Logistic Systems functions and related files as controlled by this office.

**DISPOSITION:** Permanent. Cut off when cancelled or superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1204-01

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1204-02

**FILE TITLE:** Transportation and Warehousing Policy Files

**FILE DESCRIPTION:** Records consisting of decisions, Directives, Instructions, guidelines, and supporting documentation on the initiation, development, and establishment or transportation and warehousing policy. Included are policy matters concerning traffic management, containerization, material handling, international transportation, highways for National Defense, postal transportation, single manager supervision, administrative-use vehicles, storage and warehousing, preservation, and packaging. Correspondence, memos for record, and other communications are filed with applicable policy matters.

**DISPOSITION:** Permanent. Cut off when cancelled or superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1204-02

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1204-03

**FILE TITLE:** Maintenance Policy Files

**FILE DESCRIPTION:** Records consisting of decisions, directives, instructions, guidelines, and supporting documentation on the initiating, development, and establishment of maintenance policies of the Department of Defense. This pertains to documents establishing technical concepts, criteria and latest technology, equipment performance, and readiness and support planning.

**DISPOSITION:** Permanent. Cut off when cancelled or superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1204-03

**PRIVACY ACT:** Not Applicable





## OSD Records Disposition Schedules

**FILE NUMBER:** 1204-04.1

**FILE TITLE:** Subsistence Management – Policy

**FILE DESCRIPTION:** These files have to do with the establishment of policy matters on basic daily food allowances for the Armed Forces, food service and related systems, food equipment, facilities, procurement, and distribution. Fees on training and career development program for food handlers, and for the monitoring of food service accounting and reporting for the Armed Services.

**DISPOSITION:** Permanent. Cut off when canceled or superseded. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1204-04a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1204-04a

**FILE NUMBER:** 1204-04.2

**FILE TITLE:** Subsistence Management – Food Planning Board

**FILE DESCRIPTION:** Food Planning Board minutes. This Board is sponsored to assist in the discharge of those duties related to the establishment of policy matters on basic daily food allowances for the Armed Forces, food service and related systems, food equipment, facilities, procurement, and distribution.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1204-04b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1204-04b

**FILE NUMBER:** 1204-04.3

**FILE TITLE:** Subsistence Management – Training

**FILE DESCRIPTION:** These files have to do with fees on training and career development program for food handlers.

**DISPOSITION:** Temporary. Cut off annually; destroy 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1204-04b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1204-04b

**FILE NUMBER:** 1204-04.4

**FILE TITLE:** Subsistence Management – Food Service Accounting Reports

**FILE DESCRIPTION:** These reports pertain to the monitoring of food service accounting and reporting for the Armed Services.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA when 25 years old.

**AUTHORITY:** NC1-330-77-011, item 1204-04d

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1204-04c

**FILE NUMBER:** 1204-05

**FILE TITLE:** Petroleum Matters – Policy

**FILE DESCRIPTION:** Documents on the DoD petroleum policy guidance, systems, and procedures. Inspections reports on surveillance of industry in meeting standards and ability to satisfy defense needs. It also contains documents on products and petroleum facilities.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1204-05a



## OSD Records Disposition Schedules

**PRIVACY ACT:** Not Applicable  
**FORMER FILE NUMBER:** 1204-05a

**FILE NUMBER:** 1204-06  
**FILE TITLE:** Petroleum Matters – Oil Policy Committee Working Group  
**FILE DESCRIPTION:** Files of the Oil Policy Committee Working Group. This committee assists in the formulation of policy and management systems.  
**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.  
**AUTHORITY:** NC1-330-77-011, item 1204-05b  
**PRIVACY ACT:** Not Applicable  
**FORMER FILE NUMBER:** 1204-05b

**FILE NUMBER:** 1204-07  
**FILE TITLE:** Petroleum Matters – Inspection Reports  
**FILE DESCRIPTION:** Inspections reports on surveillance of industry in meeting standards and ability to satisfy defense needs. It also contains documents on products and petroleum facilities.  
**DISPOSITION:** Temporary. Cut off and destroy 3 years after superseded by a subsequent report, or when 5 years old, whichever is later.  
**AUTHORITY:** NC1-330-77-011, item 1204-05c  
**PRIVACY ACT:** Not Applicable  
**FORMER FILE NUMBER:** 1204-05c

**RECORDS CATEGORY:** 1205  
**CATEGORY TITLE:** Production Engineering and Materiel Acquisition  
**CATEGORY DESCRIPTION:** Those records involving engineering and material acquisition.

**FILE NUMBER:** 1205-01  
**FILE TITLE:** Technical Director Files  
**FILE DESCRIPTION:** Defense Acquisition Board (DAB) proceedings, minutes, etc. This board reviews and makes recommendations on all large system acquisitions for the Department of Defense. Papers that monitor various acquisition programs of the Department of Defense, reports, projections costs, test facilities, etc. Documents on applications engineering and manufacturing technology necessary to perform this mission.  
**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 40 years after cutoff.  
**AUTHORITY:** NC1-330-77-011, item 1205-01b  
**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1205-02  
**FILE TITLE:** Ships, Weapons, Electronics, and Associated Systems Files  
**FILE DESCRIPTION:** These files contain all the documents necessary to manage subject matter acquisitions or foreign military sales. They include development concepts, program budget decisions, and necessary fiscal and logistics guidance, as well as budget planning figures and approved budget data. Progress towards meeting the planned milestones of the DAB is also monitored and progress recorded in these files. Case files of special interest to the Department of Defense may be included.



## OSD Records Disposition Schedules

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 50 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1205-02

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1205-03

**FILE TITLE:** Aircraft and Missiles Files

**FILE DESCRIPTION:** These files contain all the documents necessary to manage subject matter acquisitions or foreign military sales. They include development concepts, program budget decisions, and necessary fiscal and logistics guidance. Budget planning milestones of the DAB are also monitored and progress recorded in these files. Inspection reports, studies, and other documents such as technical articles measuring industrial preparedness related to aircraft and missiles are found in these offices. Case files or special interest to the Department of Defense may be included. Documents establishing priorities and allocations are also included under this File Number.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 50 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1205-03

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1205-04.1

**FILE TITLE:** Industrial Preparedness and Munitions Production Files – Central Files

**FILE DESCRIPTION:** Central files of documents on industrial preparedness and munitions production.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1205-04a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1205-04.2

**FILE TITLE:** Industrial Preparedness and Munitions Production Files – All Other Documents

**FILE DESCRIPTION:** All other files of documents on industrial preparedness and munitions production. Includes inspections or other reports of the ability of industry to respond to defense needs under different postures. Documents describing new manufacturing technology, budget cycle input on related acquisitions, corrective actions necessary, and status thereof.

**DISPOSITION:** Temporary. Cut off annually. Destroy 20 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1205-04b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1205-05

**FILE TITLE:** Product and Production Engineering Files

**FILE DESCRIPTION:** Documents on quality and reliability, value, and cost engineering. These papers consist of studies, suggestions, standards, programs, and directives to assure reliability, a threshold of quality and value engineering techniques to minimize costs without loss of quality. Also included are papers on technical data resources, standardization programs, aimed at reducing the variety of product, and product part non-interchangeability.

**DISPOSITION:** Temporary. Cut off annually, or when technology or standards are overcome by improvements, whichever is earlier. Destroy 15 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1205-05

**PRIVACY ACT:** Not Applicable



## OSD Records Disposition Schedules

**FILE NUMBER:** 1205-06

**FILE TITLE:** Management Evaluation and Material Control

**FILE DESCRIPTION:** Studies, directives, program management papers, and correspondence on management evaluation and material control. Included are the DoD Management Improvement Program, Logistics Performance Measurement and Evaluation System, the Integrated Engineering System Industrial Priorities and Allocations, impact determination (such as may be caused by labor strife or fuel shortage) and related papers.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1205-06

**PRIVACY ACT:** Not Applicable

**RECORDS CATEGORY:** 1206

**CATEGORY TITLE:** Special Assistant's Files

**CATEGORY DESCRIPTION:** Files originating from or received by Special Assistants within OUSD(A&S) or OUSD(R&E).

**FILE NUMBER:** 1206-01

**FILE TITLE:** Plans and Programs Files

**FILE DESCRIPTION:** Studies, plans, correspondence, and Directives necessary to perform objectives of this office. Preparation of strategic studies and plans; budget input, program planning, resource management, and studies of financial aspects of DoD programs issued by or impacting upon the installations and logistics missions.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 40 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1206-01

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1206-02

**FILE TITLE:** International Programs

**FILE DESCRIPTION:** Documents in the nature of studies, reports, agreements, and directives necessary for the management of international programs. Directives managing the Military Assistance Program (MAP), cooperative logistic support arrangements with treaty members, international co-production arrangements, NATO Armaments Production and Logistics Programs, International Logistics Systems, and Material Allocations - U.S. versus International Requirements. These files also contain Civil Emergency Planning documents involving logistic plans for this contingency.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 50 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1206-02

**PRIVACY ACT:** Not Applicable

**FILE TITLE:** 1206-03 – Consolidated into 103-01.1 or 103-01.2, as applicable

**RECORDS CATEGORY:** 1207

**CATEGORY TITLE:** Administrative Matters

**CATEGORY DESCRIPTION:** Records related to Installation and Logistics administration.



## OSD Records Disposition Schedules

**FILE NUMBER:** 1207-01 – RESCINDED

**FILE NUMBER** 1207-02.1

**FILE TITLE:** Industrial Management and Logistics Audit Reports

**FILE DESCRIPTION:** Audit reports required to manage the aspects of Installations and Logistics (I&L) functions. Includes:

- Inspections and audit reports both internally administered or conducted by GAO
- Management systems, directive procedures and reports
- Follow-up correspondence to audit reports, check-off procedures, exchanges with the GAO and similar material.

**DISPOSITION:** Temporary. Cut off after file is closed and all proposed action is completed. Destroy 10 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1207-02b

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1207-02.2

**FILE TITLE:** Industrial Management and Logistics Audit Reports Policy

**FILE DESCRIPTION:** Directives, studies and policy pertaining to Industrial Management and Logistics Functions administered by OUSD(AT&L).

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 30 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1207-02a

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1207-03

**FILE TITLE:** Logistics System Office

**FILE DESCRIPTION:** These files contain documents necessary to coordinate logistic function in the Department of Defense; to formulate DoD Logistics Plan with input from Components; to sponsor the Logistics Systems Policy Committee, including its minutes and working papers; and to initiate a research program and technical system support. The files consist of reports, studies, correspondence and the like to accomplish these tasks. **NOTE:** Use 103-01 for policy documents related to this topic.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 30 years after cutoff

**AUTHORITY:** NC1-330-77-011, item 1207-03a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1207-03a

**FILE NUMBER:** 1207-04

**FILE TITLE:** Logistics System Policy Committee

**FILE DESCRIPTION:** These files contain documents necessary to coordinate logistic function in the Department of Defense; to formulate DoD Logistics Plan with input from Components; to sponsor the Logistics Systems Policy Committee, including its minutes and working papers; and to initiate a research program and technical system support. The files consist of reports, studies, correspondence and the like to accomplish these tasks. **NOTE:** Use 103-01 for policy documents related to this topic.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 40 years after cutoff.



## OSD Records Disposition Schedules

**AUTHORITY:** NC1-330-77-011, item 1207-03b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1207-03b

**RECORDS CATEGORY:** 1208

**CATEGORY TITLE:** Office of Economic Adjustment Files

**CATEGORY DESCRIPTION:** Files pertaining to the mission of the Office of Economic Adjustment (OEA).

**FILE NUMBER:** 1208-01

**FILE TITLE:** Economic Impact Minimization Files

**FILE DESCRIPTION:** Studies, reports, correspondence, and evaluations of the economic impact of proposed or suggested base closures or reduction programs which are the subject of congressional or widespread public interest.

**DISPOSITION:** Permanent. Cut off annually and transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1208-01b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 1208-01a, 1806-13

**FILE NUMBER:** 1208-02

**FILE TITLE:** Economic Impact Minimization Files – Other Files

**FILE DESCRIPTION:** Other files, such as special problems studies and possible changes in procurement programs.

**DISPOSITION:** Temporary. Cut off annually; destroy 20 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1208-01a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1208-01b

**RECORDS CATEGORY:** 1209

**CATEGORY TITLE:** Energy, Environment and Safety

**CATEGORY DESCRIPTION:** Records of the EE&S office, which coordinates and directs the efforts of the various subordinate offices herein described. Includes, but is not limited to, coordination for the Department of Defense and with the Council for EPA on matters related to the environmental programs of the Department of Defense; as well as coordination with the Highway Traffic Safety Administration, National Transportation Safety Board (NTSB), and FAA on matters related to the occupational health and safety programs of the Department of Defense. Most of these matters originated with national laws that are implemented by Federal regulations promulgated by the above Agencies.

**FILE NUMBER:** 1209-01

**FILE TITLE:** Environmental Quality Policy

**FILE DESCRIPTION:** Policy issuances pertaining to the examination of every DoD action which has environmental ramifications to include analyses of the impact and consideration of courses of action. Examples are base closures, realignments, exercises, operations, construction projects, and land use planning.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.



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**AUTHORITY:** NC1-330-77-011, item 1209-01a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-01.1

**FILE NUMBER:** 1209-01.2 – Moved to 1209-07

**FILE NUMBER:** 1209-01.3 – Consolidated into 1209-02

**FILE NUMBER:** 1209-01.3.1 – Consolidated into 1209-02

**FILE NUMBER:** 1209-01.3.2 – Consolidated into 1209-03

**FILE NUMBER:** 1209-01.4 – Consolidated into 1209-03

**FILE NUMBER:** 1209-01.5 – Consolidated into 103-14

**FILE NUMBER:** 1209-01.6 – Moved to 1209-06

**FILE NUMBER:** 1209-02

**FILE TITLE:** Environmental Quality Environmental Impacts

**FILE DESCRIPTION:** Environmental Impact Assessments (EIA) and Environmental Impact Statements (EIS)

**DISPOSITION:** Temporary. Cut off after completion of the action/matter assessed. Destroy 1 year after cutoff.

**AUTHORITY:** NC1-330-77-011, items 1209-01c and 1209-01c(1)

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 1209-01.3, 1209-01.3.1

**FILE NUMBER:** 1209-02.1 – Moved to 1209-08

**FILE NUMBER:** 1209-02.2 – Moved to 1209-09

**FILE NUMBER:** 1209-02.3 – Moved to 1209-10

**FILE NUMBER:** 1209-02.4 – RESCINDED

**FILE NUMBER:** 1209-03

**FILE TITLE:** Environmental Quality Environmental Impact Assessments

**FILE DESCRIPTION:** Draft and/or final environmental assessment documents, including negative declarations

**DISPOSITION:** Temporary. Cut off after completion of the action. Destroy 7 years after cutoff.

**AUTHORITY:** NC1-330-77-011, items 1209-01c2 and 1209-01d

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-01.3.2, 1209-01.4

**FILE NUMBER:** 1209-03.1 – Consolidated into 1209-11

**FILE NUMBER:** 1209-03.2 – Moved to 1209-12

**FILE NUMBER:** 1209-03.3 – Consolidated into 1209-11

**FILE NUMBER:** 1209-03.4 – Consolidated into 1209-11

**FILE NUMBER:** 1209-03.5 – Consolidated into 1209-13

**FILE NUMBER:** 1209-03.6 – Consolidated into 1209-13

**FILE NUMBER:** 1209-04

**FILE TITLE:** Solid Waste Management



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**FILE DESCRIPTION:** The DoD program to comply with the Solid Waste Disposal Act of 1970; policy in relation to the Act, the implementation of guidelines and the estimation of costs. This includes source separation programs, the storage and collection of waste such as metal and paper, the resource recovery facilities, thermal processing of waste, and the beverage container policy.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-04

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1209-05

**FILE TITLE:** Categorical Programs

**FILE DESCRIPTION:** The development of DoD guidelines and policy directives to comply with Federal regulations issued pursuant to the Radiation Health and Safety Act of 1968, the Noise Control Act of 1972, and the Federal Insecticide, Fungicide, Rodenticide Act of 1972.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-05

**PRIVACY ACT:** Not Applicable

**FILE NUMBER:** 1209-06

**FILE TITLE:** Environmental Quality Annual Reports

**FILE DESCRIPTION:** Annual environmental report of DoD to OMB, and reviews incident thereto.

**DISPOSITION:** Permanent. Cut off annually. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-01f

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-01.6

**FILE NUMBER:** 1209-07

**FILE TITLE:** Environmental Quality Procedures / Methodologies

**FILE DESCRIPTION:** Procedures and methodology documents examining every DoD action that may have environmental ramifications to include analyses of the impact and consideration of courses of action. Examples are base closures, realignments, exercises, operations, construction projects, and land use planning.

**DISPOSITION:** Temporary. Cut off and destroy when superseded or obsolete.

**AUTHORITY:** NC1-330-77-011, item 1209-01b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-01.2

**FILE NUMBER:** 1209-07.1 – Moved to 1209-17

**FILE NUMBER:** 1209-07.2 – Moved to 1209-18

**FILE NUMBER:** 1209-07.3 – Moved to 1209-19

**FILE NUMBER:** 1209-07.4.1 – RESCINDED

**FILE NUMBER:** 1209-07.4.2 – RESCINDED

**FILE NUMBER:** 1209-08

**FILE TITLE:** Air Programs – Policy





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**FILE DESCRIPTION:** issuances, directives pertaining to DoD programs developed or policy direction implementing air pollution abatement.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-02a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-02.1

**FILE NUMBER:** 1209-09

**FILE TITLE:** Air Programs – Emitters

**FILE DESCRIPTION:** Identification of emitters and/or sources pertaining to air pollution abatement; the identity of all emitters and noncompliance major and minor sources, monitoring the service efforts to bring into compliance. The identification of activities requiring Air Pollution Episode Plans and the assurance that necessary coordination has taken place with local and State officials. Some examples are programs to control open burning of munitions, ships smoke and tube blowing, coal conversion and jet engine test cells.

**DISPOSITION:** Temporary. Cut off after compliance attained. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-02b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-02.2

**FILE NUMBER:** 1209-10

**FILE TITLE:** Air Programs – State and Local Coordination

**FILE DESCRIPTION:** Coordination with State and Local officials on Air Pollution abatement programs.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-02c

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-02.3

**FILE NUMBER:** 1209-11

**FILE TITLE:** Water Pollution Abatement

**FILE DESCRIPTION:** Programs developing and policy direction implementing Federal regulations pertaining to the Water Pollution Control Act (WPCA), the Coastal Zone Management Act (CAMA), and or Section 101 of the Safe Drinking Water Act (SDWA). Includes:

- Policy, issuance documents implementing the program
- Spill Prevention Control and Countermeasures plans.
- Spill contingency plans

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-03a, 1209-03c, 1209-03d

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 1209-03.1. 1209-03.3, 1209-03.4

**FILE NUMBER:** 1209-12

**FILE TITLE:** Water Pollution Abatement – DoD Comments



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**FILE DESCRIPTION:** DoD comments on proposed Federal regulations on programs developed and policy direction implementing Federal regulations pertaining to the Water Pollution Control Act (WPCA), the Coastal Zone Management Act (CZMA), and/or Section 101 of the Safe Drinking Water Act (SDWA).

**DISPOSITION:** Temporary. Cut off when final regulation is promulgated. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-03b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-03.2

**FILE NUMBER:** 1209-13

**FILE TITLE:** Water Pollution Abatement – NPDES

**FILE DESCRIPTION:** Compliance status on National Pollutant Discharges Elimination System (NPDES). Includes status reports on compliance, schedules and programs for compliance with Federal laws and regulations.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-03e

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER(s):** 1209-03.5, 1209-03.6

**FILE NUMBER:** 1209-14

**FILE TITLE:** Safety and Occupational Health Policy and Guidelines

**FILE DESCRIPTION:** Policy and guidelines for DoD implementation of Occupational Safety and Health Act (OSHA) of 1970, Executive Order 11807 and appropriate Federal regulations.

**DISPOSITION:** Permanent. Cut off when superseded or obsolete. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-06a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-06.1

**FILE NUMBER:** 1209-15

**FILE TITLE:** Safety and Occupational Health – Coordination and Comments

**FILE DESCRIPTION:** Coordination with and comments to OSHA, NTSB, FAA on proposed standards and regulations, as well as periodic statistical reports.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-06b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-06.1

**FILE NUMBER:** 1209-16

**FILE TITLE:** Safety and Occupational Health – Guidelines

**FILE DESCRIPTION:** Inspection, abatement, reporting, and budget guidelines for DoD activities.

**DISPOSITION:** Temporary. Cut off annually. Destroy 5 years after cutoff.

**AUTHORITY:** NC1-330-77-011, item 1209-06c

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-06.1



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**FILE NUMBER:** 1209-17

**FILE TITLE:** Energy Policy

**FILE DOCUMENT:** Documents on preparing, coordinating, issuing, and interpreting policy, directives, regulatory instructions, and comparable records on the energy program in the Department of Defense.

**DISPOSITION:** Permanent. Cut off when no longer needed for reference. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-79-004, item 1209-07.1

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-07.1

**FILE NUMBER:** 1209-18

**FILE TITLE:** NATO Energy Files - Conservation

**FILE DESCRIPTION:** Studies reports, analyses made to measure energy conservation, and the effectiveness or current practices or proposed plans.

**DISPOSITION:** Temporary. Cut off annually. Destroy 15 years after cutoff.

**AUTHORITY:** NC1-330-79-004, item 1209-07.2

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-07.2

**FILE NUMBER:** 1209-19

**FILE TITLE:** NATO Energy Files - NATO Tariffs and Budget

**FILE DESCRIPTION:** Documents which monitor the NATO Tariffs and NATO Budget. This consists of copies of charges paid for pipeline storage and transportation, as well as payments for repairs and maintenance, and copies of the contributions of each NATO nation towards these expenses.

**DISPOSITION:** Temporary. Cut off each fiscal year. Destroy 3 years after cutoff.

**AUTHORITY:** NC1-330-79-004, item 1209-07.3a

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-07.3.1

**FILE NUMBER:** 1209-20

**FILE TITLE:** NATO Energy Files – CEPS Policy

**FILE DESCRIPTION:** Documents that recommend policy on the Central Europe Pipeline System (CEPS) operations.

**DISPOSITION:** Permanent. Cut off when no longer needed for reference. Transfer to NARA 25 years after cutoff.

**AUTHORITY:** NC1-330-79-004, item 1209-07.3b

**PRIVACY ACT:** Not Applicable

**FORMER FILE NUMBER:** 1209-07.3.2