
U.S. Department of State Records Schedule

Chapter 05: General Services

General

B-05-001-01a **Employee License and Permit Files**

Description: Correspondence and forms regarding firearms, licensing and hunting permits, permission to sell controlled items, etc. NOTE: See item 050102 for auto license and related material.

a. Firearms Registration Files.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-169-086, item 1a **Date Edited:** 4/1/1999

B-05-001-01b **Employee License and Permit Files**

Description: Correspondence and forms regarding firearms, licensing and hunting permits, permission to sell controlled items, etc. NOTE: See item 050102 for auto license and related material.

b. All Other Permit and License Files.

Disposition: Destroy when at least 6 months, but not more than 2 years old, depending on post operating needs.

DispAuthNo: NN-169-086, item 1b **Date Edited:** 4/1/1999

B-05-001-02 **Vehicle Registration Files (U.S. Government employee privately-owned)**

Description: Records of registration of private automobiles, including issuance of license plates, accident information, auto insurance.

Disposition: Destroy 2 years after departure of employee from post.

DispAuthNo: II-NNA-3, item 21 **Date Edited:** 4/1/1999

B-05-001-03 **Gratuity Records**

Description: Consists of names and titles of host government employees who perform services for the Embassy, including description of gift, cost, etc.

Disposition: Destroy when 1 year old.

DispAuthNo: NN-169-086, item 2 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-001-04a	Safety, Health and Environmental Records
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters. a. Records documenting employee occupational exposures (regarding chemicals, asbestos, radiation, etc.); medical monitoring information; annual hazardous material inventory; and all policies, procedures, cables and other safety and health information promulgated by the Department as well as policies/programs issued by the post.
Disposition:	Retire to RSC when 10 years old for transfer to WNRC. Destroy when 75 years old.
DispAuthNo:	N1-084-94-03, item 1a Date Edited: 4/1/1999
B-05-001-04b	Safety, Health and Environmental Records
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters. b. Records documenting post initiated inspections, assessment, findings and reports (i.e., related to safety, health, or environmental hazards); hazard condition notifications and requests to investigate hazardous conditions.
Disposition:	Destroy when 5 years old.
DispAuthNo:	N1-084-94-03, item 1b Date Edited: 4/1/1999
B-05-001-04c	Safety, Health and Environmental Records
Description:	Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters. c. Records of Mishap Investigation Analysis Boards, Mishap Forms (DS-1663), Motor Vehicle Accident Forms (SF-91 and SF- 91a); training records; and safety and health planning analyses.
Disposition:	Destroy when 3 years old.
DispAuthNo:	N1-084-94-03, item 1c Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-001-04d **Safety, Health and Environmental Records**

Description: Information retained by the Post Occupational Safety and Health Officer (POSHO) usually located in the General Service Office related to safety, occupational health or environmental matters.

d. Material Safety Data Sheets (MSDS).

Disposition: Retain as long as product is used, then destroy.

DispAuthNo: N1-084-94-03, item 1d

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Motor Vehicles

B-05-002-01a **Vehicle Registration Files - U.S. Government-owned**

Description: Records pertaining to the registration of U.S. Government-owned vehicles, including correspondence with the Foreign Office, prefecture of police or automobile organization.

a. One-time registrations.

Disposition: Destroy 3 years after disposal of vehicle.

DispAuthNo: NC1-084-80-07, item 1a **Date Edited:** 4/1/1999

B-05-002-01b **Vehicle Registration Files - U.S. Government-owned**

Description: Records pertaining to the registration of U.S. Government-owned vehicles, including correspondence with the Foreign Office, prefecture of police or automobile organization.

b. Renewal registrations.

Disposition: Destroy when superseded, except last one destroy 3 years after disposal of vehicle.

DispAuthNo: NC1-084-80-07, item 1b **Date Edited:** 4/1/1999

B-05-002-02 **Accident Files**

Description: Records relating to motor vehicle accidents involving U.S. Government-owned vehicles, including accident reports, statements of witnesses and investigating officer claims, etc.

Disposition: Temporary. Destroy 3 years after case is closed, but longer retention is authorized if required for business use. (Supersedes GRS 10, item 5)

DispAuthNo: GRS 5.4, Item 140 **Date Edited:** 3/10/2017

B-05-002-03 **Vehicle Acquisition and Disposition Files**

Description: Includes bids, sales agreements, certificates of award, etc.

Disposition: Temporary. Destroy when 3 years old, but longer retention is authorized if required for business use. (Supersedes GRS 10, item 6)

DispAuthNo: GRS 5.4, Item 040 **Date Edited:** 3/10/2017

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-002-06b **Motor Vehicles Program Files**

Description: b. Records pertaining to routine administrative matters.

Disposition: Destroy when 2 years old.

DispAuthNo: NC1-084-80-07, item 5b

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Building Construction, Maintenance, and Housing

B-05-003-01 **Building History Files**

Description: Summary or narrative reports on specific U.S. Government buildings regarding such aspects as acquisition of sites, architectural design, cornerstone laying, cost of construction and furnishing, and utilization of space, with photographs of completed buildings.

Disposition: Retain permanently at post.

DispAuthNo: II-NNA-530, item 1

Date Edited: 4/1/1999

B-05-003-02a **Real Property Title Records**

Description: Acquisition background information, agreements, amendments, appraisals, authorizations, correspondence, data, documentation, floor plans, freehold titles with associated documentation pertaining to U.S. Government properties, licenses, major construction information, maps, memorandums, original leasehold, photographs, recommendations, records, reports, sales contracts, surveys, and tasks.

a. Title Deeds to Property. Where local law DOES NOT require that originals be retained by the foreign country.

NOTE: Under NO circumstances should original titles, crown type lease deeds documentation, the equivalent substitute, or original issuance be held at post.

Disposition: Forward signed original title or crown lease type deed documents issued by host country TO: A/FBO/OPS/RE/RPM.

DispAuthNo: N1-059-94-09, item 9a(1)

Date Edited: 4/1/1999

B-05-003-02b **Real Property Title Records**

Description: b. Title Deeds to Property - Held at Post. Where local laws DO require that originals be retained by the foreign country.

NOTE: Retain originals in a file safe.

Disposition: Forward 2 signed certified copies of title or crown lease type deed documents or equivalent that is recognized by the host government as well as the courts of the host country as having equal validity as proof of U.S. Government ownership as would an original deed TO: A/FBO/OPS/RE/RPM.

DispAuthNo: N1-059-94-09, item 9a(2)

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-003-03a	Architectural Data Files
Description:	Includes blueprints, floor plans, charts and other architectural data for U.S. Government-owned buildings abroad. a. Master File.
Disposition:	To be retained until U.S. Government disposes of building.
DispAuthNo:	II-NNA-530, item 3
Date Edited:	4/1/1999
B-05-003-03b	Architectural Data Files
Description:	b. All other files.
Disposition:	Destroy when obsolete or of no further value.
DispAuthNo:	II-NNA-530, item 4
Date Edited:	4/1/1999
B-05-003-04	Buildings - Contract Files (Maintained in the Budget and Fiscal Section)
Description:	Consists of ORIGINAL contracts, Contractor Evaluation Statement (DS-1771), close out memorandums, and other related documents on construction, furnishing, maintenance or repair of U.S. Government-owned or leased quarters.
Disposition:	Destroy 6 years and 3 months after final payment if all claims have been satisfactorily resolved.
DispAuthNo:	NC1-084-80-04, item 1
Date Edited:	4/1/1999
B-05-003-05	Site Acquisition Files
Description:	Includes correspondence, survey reports and photographs regarding the selection of sites and acquisition of property for the construction of U.S. Government-owned buildings and residences. Excludes title deeds (see item 050302).
Disposition:	To be retained until U.S. Government ceases to have any interest in the property.
DispAuthNo:	II-NNA-530, item 2
Date Edited:	4/1/1999
B-05-003-06	Obligating Document Files
Description:	Includes purchase orders, vouchers, invoices and other obligating documents.
Disposition:	Destroy when 5 years old.
DispAuthNo:	II-NNA-530, item 7
Date Edited:	4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-003-07 Buildings - Program Files

Description: Includes correspondence, COPIES of contracts and related documents, reports, and specifications relating to the construction of, furnishing of, actual maintenance of, repair of, and sale of U.S. Government-owned buildings and residences.

(For ORIGINAL contracts see item 050304).

Disposition: Retain at post specifications and as built drawings until no longer needed. Destroy all other records 2 years after final payment if all claims have been satisfactorily resolved.

DispAuthNo: NC1-084-80-04, item 2 **Date Edited:** 4/1/1999

B-05-003-08 Buildings Maintenance - Procurement Files

Description: Correspondence, and COPIES of contracts with local companies relating to the - procurement - of materials, labor, supplies, and equipment that will be used in the maintenance of U.S. Government-owned buildings and leased quarters.

(For ORIGINAL contracts see item 050304).

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 24 **Date Edited:** 4/1/1999

B-05-003-09 Inspection and Testing Files

Description: Correspondence pertaining to inspection and testing of construction materials; daily or other periodic inspection reports, photographs and charts regarding U.S. Government-owned buildings and residences.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-530, item 10 **Date Edited:** 4/1/1999

B-05-003-10 Bid Files

Description: Correspondence regarding invitations to bid on contracts, and COPIES of contracts for the construction or repair of U.S. Government-owned buildings and residences.

(For ORIGINAL contracts see item 050304).

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-530, item 11 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-003-11 Delivery Sheets for Contractor or Warehouse**Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-530, item 13**Date Edited:** 4/1/1999

B-05-003-12 Lease - Contract Files**Description:** Lease contracts (COPIES), Contractor Evaluation Statement (DS-1771), close out memorandums, related bills, floor plans, advertising pamphlets, and communications.

(For ORIGINAL contracts see item 050304).

Disposition: Destroy 3 years after year in which premises are vacated; litigation, if any, is concluded; local laws no longer apply to the contract; and the statute of limitations period has expired.**DispAuthNo:** II-NNA-3183**Date Edited:** 4/1/1999

B-05-003-13 Records of Non-mission Related Internal Agency Committees**Description:** Post Interagency Housing Board Files. Files are maintained by the GSO section and arranged by the date of Interagency Housing Board (IAHB) meetings. Records consist of proceedings of the IAHB meetings held at post. (see 15 FAM 212.3 for guidance).

Records created and maintained by committees established by an agency for facilitative or operational purposes unrelated to the agency's mission, such as organizing events, selecting interior furnishings, overseeing volunteer activities, or employee recreational activities. Records include:

- meeting minutes, summaries, agendas, and transcripts
- reports and studies
- membership records
- correspondence, mailing, and distribution records

Exclusion: These items do not cover records of Federal Advisory Committee Act or interagency committees. GRS 6.2 covers Federal Advisory Committee Act committee records.

Note: Records of mission-related committees are potentially permanent and agencies must schedule them by an agency-specific records schedule.

Disposition: Temporary. Destroy when business use ceases. (Supersedes GRS 26, item 1a)**DispAuthNo:** DAA-GRS-2016-0016-0003 (G**Date Edited:** 9/13/2017

U.S. Department of State Records Schedule

Chapter 05: General Services

Procurement and Supply

B-05-004-01a **Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment**

Description: a. Original Contracts.

Transactions of MORE than \$25,000 and all construction contracts exceeding \$2,000.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][a]).

DispAuthNo: GRS 1.1, item 010

Date Edited: 6/22/2015

B-05-004-01b **Routine Procurement and Contract Files-Contracts, requisitions, purchase orders, leases, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment**

Description: b. Original Contracts.

Transactions of LESS than or equal to \$25,000 and construction contracts under \$2,000.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 3, item 3a[1][b]).

DispAuthNo: GRS 1.1, item 010

Date Edited: 6/22/2015

B-05-004-02a **Non-Expendable Property Inventory Files**

Description: a. Inventory Reconciliation Files. Documents used in making annual physical inventories. Included are the following reports: Automatic Adjustment Report, Comprehensive Report, Visual Report, Inventory Coverage Report, and Certificate of Reconciliation Report (OF-127, OF-132).

Disposition: Destroy 3 complete fiscal years after completion of inventory.

DispAuthNo: N1-084-94-05, item 1a

Date Edited: 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Publications and Map Procurement

B-05-005-01 Map Procurement Correspondence Files

Description: Correspondence regarding the procurement of maps for the Department or other Government agencies.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-169-085, item 1 **Date Edited:** 4/1/1999

B-05-005-02 Publications Record Files

Description: Cards or other records of publications transmitted to the Department.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-169-085, item 2 **Date Edited:** 4/1/1999

B-05-005-03 Purchase Order Files

Description: Copies of purchase orders and invoices for publications procured, excluding copies maintained in the post Budget and Fiscal Section.

Disposition: Destroy when business use ceases. (Supersedes GRS 3, item 3c).

DispAuthNo: GRS 1.1, item 011 **Date Edited:** 6/22/2015

B-05-005-04 Foreign Publications Correspondence Files

Description: Communications with the Department, foreign organizations and institutions and other posts regarding the procurement of foreign publications for the Department, other Federal agencies and U.S. Government libraries.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 35 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Travel and Transportation

B-05-006-01a	Official Travel Records
Description:	a. Requests, authorizations, orders, obligating documents and related papers, local transportation requests and authorizations issued by posts.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NN-169-086, item 8
Date Edited:	4/1/1999
B-05-006-01b	Official Travel Records
Description:	b. Issuing office copies of U.S. Government Transportation Request (SF-1169).
Disposition:	Destroy 6 years after final payment or cancellation. (Supersedes GRS 9, item 1c).
DispAuthNo:	GRS 1.1, item 010
Date Edited:	6/22/2015
B-05-006-02	Travel Program Files
Description:	Communications regarding travel arrangements, including arrivals, visits and departures of travelers, information on travel orders, hotel accommodations, conference details, assignment of space; correspondence with transportation companies and hotels regarding travel and accommodations for official travelers; and card indexes to the travel correspondence file.
Disposition:	Destroy when 1 year old.
DispAuthNo:	NN-169-086, item 9
Date Edited:	4/1/1999
B-05-006-03	Passenger Lists
Description:	Includes ship and air schedules and lists of official passengers aboard incoming ships and planes.
Disposition:	Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use. (Supersedes GRS 9, item 4a)
DispAuthNo:	GRS 1.1, Item 001
Date Edited:	3/13/2017
B-05-006-04	Arrival and Departure Lists
Description:	List of persons arriving and departing from posts.
Disposition:	Temporary. Destroy when 3 years old, but longer retention is authorized if needed for business use. (Supersedes GRS 9, item 4a)
DispAuthNo:	GRS 1.1, Item 001
Date Edited:	3/13/2017

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-006-05 Shipment Files, Official Supplies and Equipment

Description: Correspondence and forms regarding the shipment of materials to and from the post, including bills of lading, airway bills and related documents. Where a separate Bills of Lading File is maintained, see item 050607.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 9, item 1c).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 6/22/2015

B-05-006-06 Household and Personal Effects - Shipment Files

Description: Correspondence and forms regarding the shipment of materials to and from the post and related card records regarding shipment; bills of lading, airway bills and related documents. Where a separate Bills of Lading File is maintained, see item 050607.

Disposition: Temporary. Destroy 6 years after final payment or cancellation. (Supersedes GRS 9, item 1c).

DispAuthNo: GRS 1.1, item 010 **Date Edited:** 6/22/2015

B-05-006-07a Bills of Lading Files

Description: Includes airway bills and related documents used in connection with the transportation of official supplies or personal effects.

a. Shipment of official supplies and equipment.

Disposition: Destroy when 2 years old.

DispAuthNo: NN-169-086, item 12a **Date Edited:** 4/1/1999

B-05-006-07b Bills of Lading Files

Description: b. Shipment of household and personal effects.

Disposition: Destroy 2 years after reassignment or transfer of employee.

DispAuthNo: NN-169-086, item 12b **Date Edited:** 4/1/1999

B-05-006-08 Shipping Requests

Description: Requests made to American firms to ship goods to an overseas post.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 27 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-006-09a **Free Entry Permits**

Description: a. Copies bearing Foreign Office approval.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 26 **Date Edited:** 4/1/1999

B-05-006-09b **Free Entry Permits**

Description: b. All other copies.

Disposition: Destroy when 6 months old.

DispAuthNo: II-NNA-3, item 26 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Commissary

B-05-007-01 Procurement Files

Description: Commissary orders and related correspondence with firms regarding the purchase of supplies for the commissary.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 86 **Date Edited:** 4/1/1999

B-05-007-02 Order Files

Description: Correspondence with customers and with other posts regarding their orders for supplies through the commissary.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 87 **Date Edited:** 4/1/1999

B-05-007-03 Price Lists

Description: Lists sent to other posts ordering from the commissary.

Disposition: Retain one copy of each list and destroy all other copies when new list is issued.

DispAuthNo: II-NNA-3, item 88 **Date Edited:** 4/1/1999

B-05-007-04a Stock Record Cards

Description: a. Merchandise stock record cards reflect the movement of stock.

Disposition: Destroy after monthly inventory is verified.

DispAuthNo: II-NNA-3, item 89 **Date Edited:** 4/1/1999

B-05-007-04b Stock Record Cards

Description: b. Warehouse stock cards consisting of a daily running inventory of stock in the warehouse.

Disposition: Destroy after yearly audit.

DispAuthNo: II-NNA-3, item 90 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-007-09 Sales Receipts for Merchandise purchased from Commissary on account**Description:****Disposition:** Destroy 1 year after posting to customer account.**DispAuthNo:** II-NNA-3, item 100 **Date Edited:** 4/1/1999

B-05-007-10 Cash Sales Control Slips**Description:****Disposition:** Destroy after monthly audit.**DispAuthNo:** II-NNA-3, item 101 **Date Edited:** 4/1/1999

B-05-007-11 Daily Cash/Bank Receipts and Disbursement Forms**Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** II-NNA-3, item 102 **Date Edited:** 4/1/1999

B-05-007-12 Journal Vouchers**Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** II-NNA-3, item 103 **Date Edited:** 4/1/1999

B-05-007-13 Cigarette Ration Card**Description:****Disposition:** Destroy 3 months after completion of card or after card becomes inactive.**DispAuthNo:** II-NNA-3, item 104 **Date Edited:** 4/1/1999

B-05-007-14 Coal Order Card with related correspondence**Description:****Disposition:** Destroy when 2 years old.**DispAuthNo:** II-NNA-3, item 105 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-007-15 Gasoline Cards and related data**Description:****Disposition:** Destroy 1 year after card becomes inactive.**DispAuthNo:** II-NNA-3, item 106**Date Edited:** 4/1/1999

B-05-007-16 Personnel Files**Description:** Personnel records and related data pertaining to salaries and taxes for commissary employees ONLY in case of those commissaries operated independently of post funds.**Disposition:** Destroy 2 years after separation of employee.**DispAuthNo:** II-NNA-3, item 107**Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

Restaurant

B-05-008-01 Restaurant Program Files

Description: Correspondence with firms supplying necessary food, merchandise and equipment for the proper overall operation of restaurant or cafeteria.

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 75 **Date Edited:** 4/1/1999

B-05-008-02a Inventory Records

Description: a. Daily report on food supplies on-hand.

Disposition: Destroy after monthly report is prepared.

DispAuthNo: II-NNA-3, item 76 **Date Edited:** 4/1/1999

B-05-008-02b Inventory Records

Description: b. Monthly report of food purchased from Commissary, Army PX, or local market

Disposition: Destroy when 2 years old.

DispAuthNo: II-NNA-3, item 77 **Date Edited:** 4/1/1999

B-05-008-03a Restaurant Records

Description: a. Daily report on restaurant or cafeteria receipts.

Disposition: Destroy when monthly statement of accounts is verified.

DispAuthNo: II-NNA-3, item 79 **Date Edited:** 4/1/1999

B-05-008-03b Restaurant Records

Description: b. Monthly Statements on restaurant or cafeteria account.

Disposition: Retain one record set indefinitely and destroy all other copies after 3 months.

DispAuthNo: II-NNA-3, item 80 **Date Edited:** 4/1/1999

U.S. Department of State Records Schedule

Chapter 05: General Services

B-05-008-04 Cash Vouchers for Payment or Receipt of Funds**Description:****Disposition:** Destroy when 5 years old.**DispAuthNo:** II-NNA-3, item 81 **Date Edited:** 4/1/1999

B-05-008-05 Requisitions Files**Description:** Requisitions for supplies, equipment or services.**Disposition:** Destroy when 1 year old.**DispAuthNo:** II-NNA-3, item 82 **Date Edited:** 4/1/1999

B-05-008-06 Personnel Records**Description:** Personnel files for restaurant or cafeteria employees ONLY in those cases where the facility is operated independently of post funds.**Disposition:** Destroy 2 years after employee is separated.**DispAuthNo:** II-NNA-3, item 83 **Date Edited:** 4/1/1999

B-05-008-07 Working schedules or other assignment data for restaurant or cafeteria employee**Description:****Disposition:** Destroy when new schedule or assignment data is prepared.**DispAuthNo:** II-NNA-3, item 84 **Date Edited:** 4/1/1999

B-05-008-08 Time and Attendance Records**Description:** Sign-in/sign-out records, time cards, leave applications and approvals of all types (annual, sick, family medical, military service, jury duty, leave donations, etc.); overtime, compensatory, and credit time requests and approvals; premium pay authorizations; and other records documenting employees' presence at or absence from work.

Time and Attendance Reports for restaurant or cafeteria employees ONLY in those cases where the facility is operated independently of post funds.

Legal citation: 29 U.S.C. 516.5a

Disposition: Temporary. Destroy after GAO audit or when 3 years old, whichever is sooner. (Supersedes GRS 2, item 7)**DispAuthNo:** DAA-GRS-2016-0015-0003 (G) **Date Edited:** 9/13/2017
