

## PROPERTY MANAGEMENT

Classification Code	Title	Disposition after folder closure	Security Code*
PRM-1.00	Property Management Policy	Permanent	
PRM-1.10	Property Management General Files	6 years	
PRM-1.11	Reserved – Use PRM-1.10		
PRM-2.00	Property Management Reports	3 years	
PRM-3.00	Personal Property Classification	3 years	
PRM-4.00	Property Accountability	6 years	
PRM-5.00	Personal Property Loan Activities	2 years	
PRM-6.00	Nonexpendable Property Rental	2 years	
PRM-7.00	Excess Personal Property	3 years	
PRM-8.00	Surplus Property Transactions of More Than \$25,000	6 years	
PRM-8.10	Surplus Property Transactions of Less Than \$25,000	3 years	
PRM-9.00	Survey Boards	6 years	PA
PRM-10.00	Museum Property, Artwork, and Artifacts	Permanent	
PRM-11.00	Aircraft Management	4 years	PA
PRM-11.10	Reserved – Use PRM-11.00		
PRM-11.20	Reserved – Use PRM-11.00		
PRM-12.00	Motor Vehicle/Heavy Equipment	2 years	
PRM-12.10	Motor Vehicle/Heavy Equipment Accidents	6 years	PA
PRM-12.20	Motor Vehicle/Heavy Equipment Release and Transfer	4 years	
PRM-13.00	Motor Vehicle Operator Records	3 years	PA
PRM-14.00	Energy Conservation Programs	15 years	
PRM-15.00	Housing/Quarters Lease Records	3 years	PA
PRM-16.00	Grounds and Space Management	2 years	FOUO/PA
PRM-17.00	Building Maintenance and Service	3 years	FOUO/PA

# PROPERTY MANAGEMENT

PRM-18.00	Copier Management	1 year	
PRM-18.10	Reserved – Use PRM-18.00		
PRM-19.00	Firearms and Explosives Management	10 years	FOUO
PRM-20.00	Stewart B. McKinney Homeless Act	3 years	

\*Documents under these codes could be:  
FOUO – For Official Use Only  
PA = Privacy Act  
No designation = Public

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-1.00</b>	<p><b>Property Management Policy</b></p> <p>Case files for official policy (including final rules and solicitors' opinions), guidelines, and procedures that govern property management activities that is not included in the master set of directives. Includes correspondence, memorandums, e-mail and other documentation relating to the creation and implementation of official policy, guidance, and procedures.</p>	<b>DISPOSAL NOT AUTHORIZED</b>
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>PERMANENT</b> – Close file at the end of calendar year when policy is superseded, canceled, or revoked.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: Yes</p>	<p>NARA Disposal Authority: N1-115-94-2</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-1.10</b>	<b>Property Management General Files</b>  General subject files including correspondence, memorandums, e-mail and other documentation relating to property management activities.	
	<b>NOTE:</b> Use case files for program specific documentation.	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-94-2

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-2.00</b>	<p><b>Property Management Reports</b></p> <p>Reports relating to property management. Including:</p> <ul style="list-style-type: none"> <li>&gt; Report of Excess Real Property</li> <li>&gt; Report on Exchange Sale Property</li> <li>&gt; Report of Real Property Leased to U.S. and Summary of Properties Leased to U.S.</li> <li>&gt; Reports on space holding and requirements</li> <li>&gt; Annual Motor Vehicle Report</li> <li>&gt; Vehicle Trip Report</li> <li>&gt; Motor Vehicle Report</li> <li>&gt; Motor Vehicle Use and Assignment Report</li> <li>&gt; Reports to General Services Administration</li> <li>&gt; SF-81, Request for Space</li> <li>&gt; Quarterly Energy Report</li> </ul>	
	<p><b>Official File Copy -</b></p> <p><b>Disposal Instructions -</b></p> <p><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-2

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-3.00</b>	<p><b>Personal Property Classification</b></p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to identification numbers and other symbolizations which are assigned and affixed to controlled property. Including:</p> <ul style="list-style-type: none"> <li>&gt; Manufacturer codes</li> <li>&gt; Federal Supply Classification Identification</li> </ul>	.
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files when superseded, revoked, or at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-4.00</b>	<p><b>Property Accountability</b></p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to controlling and accounting for personal property. Including:</p> <ul style="list-style-type: none"> <li>&gt; Responsibility listings</li> <li>&gt; Property assignments</li> <li>&gt; Freight bills, packing lists, and Government Bills of Lading</li> <li>&gt; Copies of requisitions</li> <li>&gt; Copies of purchase orders and SF-44's</li> <li>&gt; Storehouse/warehouse records</li> <li>&gt; Receipts for property</li> <li>&gt; Bar codes, inventories</li> <li>&gt; Designation of Custodial Officer</li> </ul>	
	<p><b>NOTE:</b> Property Officials retain copies of administrative files on site for long-term reference. Review annually and destroy material which is no longer needed for local reference. Upon disposition of an accountable personal property asset, move asset file to PRM-7.00 or PRM-8.00, as applicable, depending upon the disposal method used.</p>	
	<p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act – DOI-58 Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-5.00</b>	<b>Personal Property Loan Activities</b>  Documentation accumulated as a result of property loans. Including:  > Loan agreements > Equipment maintenance > Inventories	
	<b>Official File Copy -</b>  <b>Disposal Instructions -</b>  <b>Reference Copy -</b>	<b>Temporary</b> - Close files at the end of each calendar year property was returned.  Paper/film/electronic: Destroy in agency 2 years after closure.  Retain working reference copy in agency and destroy when 2 years old or sooner if no longer required for current business needs.
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-94-2

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-6.00</b>	<p><b>Nonexpendable Property Rental</b></p> <p>Documents reflecting temporary loan and receipt of non-expendable property.</p>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year property is returned.</p> <p>Paper/film/electronic: Destroy in agency 2 years after closure.</p> <p>Retain working reference copy in agency and destroy when 2 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-7.00</b>	<p><b>Excess Personal Property</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the transfer of equipment or supplies owned by Reclamation to others. Including:</p> <ul style="list-style-type: none"> <li>&gt; Disposal inquiries</li> <li>&gt; Lists of items available for disposal</li> <li>&gt; Items withdrawn from disposal</li> <li>&gt; Inspection reports</li> <li>&gt; Notification requests for disposal items</li> </ul>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 4.2</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-8.00</b>	<p><b>Surplus Property Transactions of More Than \$25,000</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the sale of surplus personal property greater than \$25,000. Including:</p> <ul style="list-style-type: none"> <li>&gt; Invitations</li> <li>&gt; Bids and acceptance</li> <li>&gt; Lists of property</li> <li>&gt; Sales and similar documentation</li> </ul>	
	<p><b>Official File Copy -</b></p> <p><b>Disposal Instructions -</b></p> <p><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files after final payment.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 4.3a</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-8.10</b>	<p><b>Surplus Property Transactions of Less than \$25,000</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the sale of surplus personal property less than \$25,000. Including:</p> <ul style="list-style-type: none"> <li>&gt; Invitations</li> <li>&gt; Bids and acceptance</li> <li>&gt; Lists of property</li> <li>&gt; Sale and similar documentation</li> </ul>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files after final payment.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 4.3b</p>

# PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-9.00</b>	<p><b>Survey Boards</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to actions taken by a Board of Survey for property which has been lost, stolen, or damaged beyond repair. Including:</p> <ul style="list-style-type: none"> <li>&gt; Findings and recommendations</li> <li>&gt; Appeals</li> <li>&gt; Copy of Firearms &amp; Explosive Reports of Survey</li> </ul>	
	<p><b>Official File Copy -</b></p> <p><b>Disposal Instructions -</b></p> <p><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files after final payment or determination of no fault.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act – DOI-58</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-07-1

# PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-10.00</b>	<p><b>Museum Property, Artwork, and Artifacts</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the administration, management, and accountability for museum property. Including:</p> <ul style="list-style-type: none"> <li>&gt; Agreements and contracts, scope of collection statements, annual reports to DOI, accessioning records, cataloging and inventory records, collection management actions, and emergency management plans for:               <ul style="list-style-type: none"> <li>&gt;&gt; Archaeological objects and associated records</li> <li>&gt;&gt; Fine Art/renderings</li> <li>&gt;&gt; Ethnographic collections</li> </ul> </li> <li>&gt; Historic, scientific, and natural resource objects and accompanying documentation</li> </ul>	<b>DISPOSAL NOT AUTHORIZED</b>
	<b>NOTE:</b> Designated Authority retains original files onsite for use in managing museum property collections and materials. Review records annually and destroy obsolete files when revised.	<b>NOTE:</b> Disposition of administrative files must be coordinated with the Designated Authority in accordance with 411 DM 1 appendix 1-L.
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Transfer Medium – Paper/Film -</b></p> <p style="text-align: center;"><b>Transfer Medium – Electronic –</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>PERMANENT</b> - Retain original record in agency in accordance with 411 DM.</p> <p>Hardcopy records (other than nonrecurring series) – Transfer to the Federal Records Center 3 years from cutoff or as volume warrants; transfer to the National Archives 30 years from closure.</p> <p>Transfer to the National Archives 3 years from cutoff, as volume warrants, or other event (dependent on how the electronic record is generated or the system that generates the electronic record).</p> <p>Retain working reference copy in agency until no longer required for current business needs.</p>
	Security Code: None Vital Record: No	NARA Disposal Authority: N1-115-94-2

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-11.00</b>	<p><b>Aircraft Management</b></p> <p>Case files, including correspondence, memorandums, e-mail and other documentation relating to aircraft operations from acquisition through disposal. Including:</p> <ul style="list-style-type: none"> <li>&gt; Authorizations/justifications</li> <li>&gt; Registration documentation</li> <li>&gt; Manuals, instructions, guides, parts lists, etc., used for maintenance</li> <li>&gt; Time-in-service documentation</li> <li>&gt; Inspections</li> <li>&gt; Repair and maintenance</li> <li>&gt; Investigation and report of accident or incident</li> <li>&gt; Final investigative report from the National Transportation Safety Board or other government agency</li> <li>&gt; Passenger lists</li> <li>&gt; Transfer voucher and related files</li> </ul>	
	<p><b>Official File Copy -</b></p> <p><b>Disposal Instructions -</b></p> <p><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files when aircraft is transferred or after disposal.</p> <p>Paper/film/electronic: Destroy in agency 4 years after closure.</p> <p>Retain working reference copy in agency and destroy when 4 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act – DOI-7</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-2

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-12.00</b>	<p><b>Motor Vehicle/Heavy Equipment</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to Reclamation's vehicles and heavy equipment from acquisition to disposal. Including:</p> <ul style="list-style-type: none"> <li>&gt; Procurement requests and justification</li> <li>&gt; Purchase, repair, maintenance invoices</li> <li>&gt; License plates</li> <li>&gt; Special equipment capabilities</li> <li>&gt; Daily trip logs</li> <li>&gt; Inspection reports</li> <li>&gt; Fuel consumption</li> </ul>	
	<p><b>NOTE:</b> 41 CFR 102-34.150 – 155 requires that all lost or stolen license plates be reported and a list maintained indefinitely or until the plate is accounted for.</p>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close when vehicle is transferred or no longer in Government service.</p> <p>Paper/film/electronic: Destroy in agency 2 years after closure.</p> <p>Retain working reference copy in agency and destroy when 2 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 10.1-4</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-12.10</b>	<p><b>Motor Vehicle/Heavy Equipment Accidents</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to accidents involving motor vehicles or heavy equipment.</p>	
	<p><b>Official File Copy -</b></p> <p><b>Disposal Instructions -</b></p> <p><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files when case is closed.</p> <p>Paper/film/electronic: Destroy in agency 6 years after closure.</p> <p>Retain working reference copy in agency and destroy when 6 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 10.5</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-12.20</b>	<p><b>Motor Vehicle/Heavy Equipment Release and Transfer</b></p> <p>Documentation, including correspondence, memorandums and e-mail relating to the transfer, sale, donation, or exchange of vehicles.</p>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files when vehicle/heavy equipment is transferred or no longer in Government service.</p> <p>Paper/film/electronic: Destroy in agency 4 years after closure.</p> <p>Retain working reference copy in agency and destroy when 4 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-5</p> <p>Vital Records: No</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 10.6</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-13.00</b>	<p><b>Motor Vehicle Operator Records</b></p> <p>Correspondence, memorandums, e-mail and other documents relating to individual employee operation of Government-owned vehicles</p>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> – Close files at the end of each calendar year or when operator has separated/ transferred or authorization/permit expires.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - WBR-11</p> <p>Vital Record: No</p>	<p>Disposal Authority: N1-115-94-2</p> <p>GRS 10.7</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-14.00</b>	<p><b>Energy Conservation Programs</b></p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to energy conservation. Including:</p> <ul style="list-style-type: none"> <li>&gt; Recycling</li> <li>&gt; Ride sharing</li> <li>&gt; Alternative fuel vehicles</li> <li>&gt; Employee awareness</li> <li>&gt; Life-cycle cost analysis</li> <li>&gt; Energy survey</li> <li>&gt; Energy conservation plans for buildings, facilities, and vehicles</li> </ul>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year or at conclusion of study, investigation, or activity.</p> <p>Paper/film/electronic: Destroy in agency 15 years after closure.</p> <p>Retain working reference copy in agency and destroy when 15 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-15.00</b>	<p><b>Housing/Quarters Lease Records</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to leasing of housing to individuals by the Government. Including:</p> <ul style="list-style-type: none"> <li>&gt; Lease application</li> <li>&gt; Agreement/lease</li> <li>&gt; Renewal</li> <li>&gt; Termination notices and similar documentation</li> </ul>	
	<p><b>NOTE:</b> Use FIN-15.00 for rental deduction documentation.</p>	
	<p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at termination of lease or cancellation.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: Privacy Act - DOI-58</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2</p> <p>GRS 15.4</p>

# PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-16.00</b>	<p><b>Grounds and Space Management</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to space allocation and utilization. Including:</p> <ul style="list-style-type: none"> <li>&gt; Building plan files</li> <li>&gt; Requests for space, floor plans, and layouts</li> <li>&gt; Handicap accessibility plans, including wheelchair access, parking, and other documentation associated with the Americans with Disabilities Act (ADA)</li> <li>&gt; Handicap Accessibility Data Management Program (ADMS)</li> <li>&gt; Section 504 and 508, Rehabilitation Act</li> <li>&gt; Parking management</li> <li>&gt; Space agreement files</li> <li>&gt; Designated smoking areas and similar documentation</li> <li>&gt; GSA cooperation</li> </ul>	
	<p><b>NOTE:</b> Building plans, floor plans, and other similar records for Reclamation-owned buildings and facilities greater than 20 years old must be reviewed by Cultural Resource Program specialists for historical significance before destruction.</p> <p><b>NOTE:</b> Use appropriate permanent PRJ code for structural and construction records such as drawings, photos, etc.</p> <p><b>NOTE:</b> Americans with Disabilities Act (ADA) records must be retained until superseded or obsolete or in accordance with disposal instructions.</p>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files when floor plans are obsolete, guidance is superseded, or at the end of lease termination, building rehabilitation, ownership transfer to third party, or similar activity.</p> <p>Paper/film/electronic: Destroy in agency 2 years after closure and review by program specialist.</p> <p>Retain working reference copy in agency and destroy when 2 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO, Privacy Act - WBR-11</p> <p>Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2 GRS 11.2, 17.6</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-17.00</b>	<p><b>Building Maintenance and Service</b></p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to administration of building renovations and ground maintenance and services. Including:</p> <ul style="list-style-type: none"> <li>&gt; Installation of electrical outlets and communications equipment</li> <li>&gt; Issuance of room keys</li> <li>&gt; Furniture moving and installation</li> <li>&gt; Painting</li> <li>&gt; Plumbing and custodial services</li> <li>&gt; Environmental control</li> <li>&gt; Computer site management and planning</li> <li>&gt; Work environment complaints and action</li> <li>&gt; GSA cooperation</li> </ul>	
	<p><b>Official File Copy -</b></p> <p><b>Disposal Instructions -</b></p> <p><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO, Privacy Act - WBR-11</p> <p>Vital Record: No</p>	NARA Disposal Authority: N1-115-94-2

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-18.00</b>	<p><b>Copier Management</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to leased, rented, or owned copier equipment. Including:</p> <ul style="list-style-type: none"> <li>&gt; Forms</li> <li>&gt; Leases</li> <li>&gt; Agreements</li> </ul>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files when equipment is no longer in government service.</p> <p>Paper/film/electronic: Destroy in agency 1 year after closure.</p> <p>Retain working reference copy in agency and destroy when 1 year old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-94-2</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-19.00</b>	<p><b>Firearms and Explosives Management</b></p> <p>Case files including correspondence, memorandums, e-mail and other documentation relating to the control and accountability of firearms and explosives. Including:</p> <ul style="list-style-type: none"> <li>&gt; Applications, permits, licenses, registrations, transfers, or disposal</li> <li>&gt; Records of usage</li> <li>&gt; Storage and control guidance</li> <li>&gt; Inspections of storage sites</li> <li>&gt; Employee training records</li> <li>&gt; Reports of Survey</li> <li>&gt; Records of compliance with ATF or Homeland Security regulations</li> <li>&gt; Receipts for ammunitions and explosives</li> <li>&gt; Property vouchers and photographic evidence</li> <li>&gt; Witnessed disposal or destruction of firearms or explosives documents</li> </ul>	
	<p style="text-align: right;"><b>Official File Copy -</b></p> <p style="text-align: right;"><b>Disposal Instructions -</b></p> <p style="text-align: right;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files when activity warrants, separation of employee, or final usage.</p> <p>Paper/film/electronic: Destroy in agency 10 years after closure.</p> <p>Retain working reference copy in agency and destroy when 10 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: FOUO Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-07-1</p>

## PROPERTY MANAGEMENT

CLASS CODE	DESCRIPTION	RETENTION AFTER FOLDER CLOSURE
<b>PRM-20.00</b>	<p><b>Stewart B. McKinney Homeless Act</b></p> <p>General files including correspondence, memorandums, e-mail and other documentation relating to the administration of the Homeless Assistance Act in cooperation with reviews and evaluations conducted by Housing and Urban Development (HUD), including periodic reports.</p>	
	<p><b>NOTE:</b> Records documenting the transfer or disposal of real property, including: Transmittals; Title V Property Survey Checklists; Public or Agency inquiries; etc., are maintained in the Official Case File under LND-5.00, Sale, Transfer, Exchange, and Disposal of Reclamation-owned Land to Others.</p>	
	<p>Authorization:</p> <p>&gt; Stewart B. McKinney Homeless Assistance Act of 1987, P.L. 100-77, Title 42, Chapter 119, as amended</p>	
	<p style="text-align: center;"><b>Official File Copy -</b></p> <p style="text-align: center;"><b>Disposal Instructions -</b></p> <p style="text-align: center;"><b>Reference Copy -</b></p>	<p><b>Temporary</b> - Close files at the end of each calendar year.</p> <p>Paper/film/electronic: Destroy in agency 3 years after closure.</p> <p>Retain working reference copy in agency and destroy when 3 years old or sooner if no longer required for current business needs.</p>
	<p>Security Code: None Vital Record: No</p>	<p>NARA Disposal Authority: N1-115-07-1</p>