

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CENSUS ADMINISTRATIVE RECORDS SCHEDULE 7</p> <p>REAL PROPERTY MANAGEMENT</p> <p>This schedule provides for the disposal of real property management records, including those pertaining to building plans and space, identification credentials, parking permits, and request for maintenance service.</p>		
112	<p>[1.] Building plan files and related records, including internal reports, utilized in space planning, assignment, and adjustment.</p> <p>Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or become obsolete. (GRS #11, Item 2a)</p>		
113	<p>[2.] Correspondence files relating to real property management, including correspondence with the reports relating to agency space holdings and requirements.</p> <p>Destroy when 2 years old. Bring forward into the current file material of continuing reference value when file is destroyed. (GRS #11, Item 2b(1))</p>		
114	<p>[3.] Identification credentials such as cards, badges, photographs, building passes, visitor passes, and records accounting for use and control, including Form CD-75, "Messenger Identification Cards."</p> <p>Destroy 3 months after return to issuing office or after accountability has been cleared. (GRS #11, Item 4a)</p>		
115	<p>[4.] Parking permit records including lists, memoranda, and related records controlling parking on Bureau occupied space, and agreements with other agencies occupying parts of the same areas.</p>		

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116	<p>Destroy 3 months after the credentials are returned, when the records are superseded, or when they become obsolete. (GRS #11, Item 4A)</p> <p>[5.] Records relating to requests for maintenance services, repair, and improvement to buildings, grounds, and fixed equipment, other than those records included in Job Order files covered in Item 6, Census Records Schedule 3.</p> <p>Destroy 3 months after the work is performed, or 3 months after the date of the record if the requisition is cancelled. (GRS #11, Item 5)</p>		