

Sample Folder Labels

Permanent:

103-01 Common Policy Files FY 2011
UN SECURITY COUNCIL RESOLUTION 1540
COFF OCT 2011; TRF JAN 2032

Temporary:

202-11 Travel/TDY Files FY 2011
SCIF ACCESS (CONTAINS PII)
COFF JAN 2012; DEST JAN 2018

File Plan Abbreviations:

| | |
|-------|--|
| CFA | Current Files Area |
| COFF | Cut Off |
| DEST | Destroy |
| NLN | No Longer Needed |
| OBSOL | Obsolete |
| RET | Retire |
| SS | Superseded |
| TRF | Transfer |
| WNRC | Washington National Record Center |
| NARA | National Archives and Records Administration |

References:

Administrative Instruction No. 15:
www.dtic.mil/whs/directives/corres/pdf/a015p.pdf

OSD Records Disposition Schedule:

<http://www.dtic.mil/whs/esd/rdd/recordsmgmt.html>

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Records Management for Action Officers



A guide to managing OSD Records and Information

Definitions

What is a Record?

Records are official correspondence, briefs, memoranda, metrics and analytical data, policies, and agreements. Regardless of format and includes e-mail, social media, instant messaging, information systems and databases.

What is a Non-Record?

Material generated and used in agency business, but not maintained as an official record – still owned by the agency. Examples:

- Convenience copies – Personal copies of records used for ease of access/use
- Reference materials – Material written by other agencies/organizations, journals and newsletters, etc.
- Stock publications and forms – Extra copies of publication and empty forms

What are a File / Series Number?

File Numbers are used to identify a group of related records (usually related by function or topic) and are listed in OSD's Records Schedules (AI 15).

What are Disposition Instructions? Disposition Instructions provide guidance on what to do with records at the end of their lifecycle. Permanent records are eventually transferred to NARA. Temporary records have a specific retention period at the end of which, they can be destroyed.

Most Common File Numbers for AO's

102-03 Reading Files
102-17.1 Whitehouse Communications
102-18.1 Congressional Correspondence (Routine)
102-18.2 Congressional Correspondence (HI-VIS)
103-01 Policy Files
103-01.2 Program Analysis
103-03.1 Directive Review
103-03.3 Program and budget documents
103-11 Legislative Files
202-11 Travel Files

Electronic Filing Structures

| Name |
|--|
| 000 - WORKING |
| Administrative Files 103-03.1 – (DEST 5 yrs) |
| Congressional Correspondence (High Vis) (102-18.2) (Perm Transfer when 20 yea... |
| Contracts 208-04.1.1 – (DEST 6 yrs 3 months after final payment) |
| Course Training Files 202-48.2.1 - (DEST when superseded) |
| Employee Training 202-48.3 - RESTRICTED (DEST 5 yr or when superseded) |
| File Plan 101-05 – (DEST when SS) |
| FOIA IT Oversight Records 1606-01-2 (Dest when 3 yrs) |
| FOIA Policy Files 704-02.6 – (RET when SS or OBSOL) |
| FOIA Program Analysis files (103-01.2) (Perm Transfer when 20 years old) |
| GAO-IG Audit Reports (103-10.a) DEST when 15 yrs after NLN |
| Internal FOID Instructions 101-03 – (DEST when SS or OBSOL) |
| Legislative Branch Relations Files (103-11) (Destroy when 5 years old) |
| Non-Policy Administration Files 102-07 – (DEST 3 yrs after COFF) |
| Office Equipment 101-17 – (DEST when SS or OBSOL) |
| Office Financial Files 101-14 (DEST 1 yr, Temporary) |
| Office General Management Files 101-01 – (DEST 1 yr or discontinuance) |
| Office Inspection and Survey 101-02 – (DEST after next survey) |
| Office Mail Control Files 101-13 - (DEST after 2 years) |
| Office Service and Supply 101-15 – (DEST 1 yr after completion of action) |
| Personnel Files 202-07 – RESTRICTED – (COFF annually, DEST docs that are SS or ... |
| Personnel Security - 202-40.1 - RESTRICTED (Dest 2 yrs after Separation) |
| Position Descriptions 202-05.2.1 – RESTRICTED - (DEST 2 yrs after position SS) |
| Record Access Files 101-06 – RESTRICTED – (DEST when SS or OBSOL) |
| Reference Paper Files 103-08.4 – (DEST 1 yr) |
| Routine Whitehouse Correspondence (102-17.1) DEST when 7 yrs old |
| Security Violation Reports 209-08b - RESTRICTED (Dest when 2 yrs old) |
| Supervisor's Personnel Files 202-46.1 - RESTRICTED (DEST 1 Year after Separation) |
| Travel Files FN 202.11 - RESTRICTED (Dest when 6 years old) |
| 13-39 Cox Cuny School of Law REQUEST[1] |

This is an example of what your electronic file structure COULD look like. These records are organized by subject and file series number, and then by year. Please refer to your office Records Liaison to determine which series numbers are appropriate for your use.

This structure has incorporated a working folder for AO's and others to house pending action until finalized and moved to their correct folder.

