

**DISTRICT OF COLUMBIA  
GENERAL RECORDS SCHEDULE 11**

**Space and Maintenance Records**

This schedule provides for the disposal of all copies, wherever located in an agency, of records relating to space and maintenance, except as indicated below. Records documenting these functions pertain to the acquisition, allocation, utilization, and release of space and include related correspondence and reports submitted to the Department of Administrative Services; correspondence and forms relating to the compilation of directory service listings; identification credentials and related accountable records; requests for building and equipment services; and correspondence files reflecting the activities of the unit responsible for handling space and related matters within the agency.

This schedule does not cover records that are an integral part of accountable officers' accounts, or records of procurement and supply. These records are covered by D.C. Schedule 40, Sections 4 and 8.

Records created prior to January 1, 1921, must be offered to the D.C. Archives before applying the disposition instructions set forth in this schedule.

This general records schedule was approved by the D.C. Records Disposition Committee on December 18, 1986. It replaces D.C. Schedule 40, Section 21.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	<b>Space and Maintenance General Correspondence Files.</b>	
	Correspondence files of units responsible for space and maintenance matters and related papers.	Destroy when 2 years old.
2.	<b>Agency Space Files.</b>	
	Records relating to the allocation, utilization, and release of space under agency control, and related reports.	
	a. Building plan files and related agency records used in space planning, assignment and adjustment.	Destroy 2 years after termination of assignment, or when lease is cancelled or when plans are superseded or obsolete.
	b. Correspondence with and reports to agencies relating to agency space holdings and requirements.	Destroy when 2 years old.
3.	<b>Directory Service Files.</b>	
	Correspondence, forms, and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
4.	<b>Credentials Files.</b>	
	a. Identification credentials including cards, badges, parking permits, photographs, authorizations to operate motor vehicles, visitors' passes, and other identification credentials.	Destroy credentials 3 months after return to issuing office.
	b. Receipts, indices, listings, and accountable records.	Destroy after listed credentials are accounted for.
5.	<b>Building and Equipment Service Files.</b>	
	Requests for building and equipment maintenance excluding fiscal copies.	Destroy 3 months after work performed or requisition cancelled.