

**DISTRICT OF COLUMBIA
GENERAL RECORDS SCHEDULE 16**

Administrative Management Records

This schedule provides for the retention or destruction of certain records relating to administrative management activities in D.C. agencies. These activities involve the direction and control of those staff and management improvement programs not under line personnel directing and controlling substantive operations and programs. They exclude records of operating personnel, budget, accounting, and printing, functions, which are covered by other general records schedules, but include records of related specialized procedural and management staffs. Included within the scope of the schedule are the most frequently found files which are created in the course of organizational planning, development, and simplification of improvement programs. DCGRS 1, items 13 and 14 provide for the disposition of case files on individuals involved in incentive award and similar types of management improvement programs.

This schedule is based on the presumption that management activities are carried on by a specialized person or unit with at least division-wide and usually bureau-wide or agency-wide, responsibilities or by a group of such persons or units in an agency, although its provisions are applicable to exactly comparable records of agencies without such formal assignments of responsibility. Many similar or comparable records related at lower organizational levels vary so greatly in content, value, and arrangement that they are not covered by this schedule.

Because of the nature of the activities documented by administrative management records, a relatively large proportion of them are of continuing value. Files pertaining to a management program in a well-defined area, such as reports management, consist primarily of detailed case files on each form or report and for a limited period of time are of administrative importance. Files of programs covering broader and more diverse fields, such as organizational planning studies, normally consist largely of project files, which are established for each separate problem assigned for investigation, the resulting case file is usually of continuing value in documenting the history of how the agency conducted its business. In either event there is a residue of transitory materials. These may include working papers that do not have a direct bearing on the transaction, preliminary or intermediate drafts of documents and preliminary work sheets that do not represent significant basic steps in the preparation of final drafts, letters or memorandums of transmittal and acknowledgement, routing slips, and extra copies of documents.

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 record schedule was approved by the D.C. Records Disposition Committee on April 20, 1988. It replaces D.C. Schedule 40, Section 7.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
1.	<p>Formal Directives, Procedural and Operating Manuals.</p> <p>Formal directives distributed as orders, circulars, or in loose-leaf manual form announcing major changes in the agency's policies and procedures. Normally these are issued by authority of the head of the agency. Extensive procedures are frequently detailed in lengthy operating manuals.</p>	
	<p>a. Issuances related to agency program functions.</p>	<p>PERMANENT. Offer to D.C. Archives in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).</p>
	<p>b. Case files related to "a" above which document important aspects of the development of the issuance.</p>	<p>Submit request for disposition authority to D.C. Archives.</p>
	<p>c. Issuances related to routine administrative functions (e.g., payroll, procurement, personnel).</p>	<p>Destroy when superseded or obsolete.</p>
	<p>d. Case files related to "c" above which document aspects of the development of the issuance.</p>	<p>Destroy when issuance is destroyed.</p>
2.	<p>Publications.</p> <p>Pamphlets, reports, leaflets, file manuals, or other published or processed documents, or the last manuscript report if not published, related to management projects.</p> <p><i>Note:</i> The instructions below are in addition to the provisions of D.C. Law 6-19, effective Sept. 5, 1985, which provides that agencies "shall transmit to the Library of Governmental Information at least 4 copies of each report, study, or publication of the agency and those prepared by independent contractors, immediately after they have been issued."</p>	
	<p>a. Record copy with supporting papers which document the inception, scope, and purpose of the project.</p>	<p>Submit request for disposition authority to D.C. Archives.</p>
	<p>b. Working papers and background materials.</p>	<p>See Item 9.</p>

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
3.	Records Disposition Files.	
	Descriptive inventories, disposal authorizations, schedules, and reports.	
	a. Basic documentation of records description and disposition programs, including the following: "Request for Records Disposition Authority"; "Records Transmittal and Receipt"; "Request to Transfer, Approval, and Receipt of Records to D.C. Archives"; and related documentation.	Destroy when related records are destroyed, or transferred to the D.C. Archives, or when no longer needed for administrative or reference purposes.
	b. Extra copies and routine correspondence and memorandums.	Destroy when no longer needed for reference.
	c. Working papers and background material.	See Item 9.
4.	Forms Files.	
	a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.	Destroy 5 years after related form is discontinued, superseded, or cancelled.
	b. Working papers, background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or cancelled.
5.	Management Improvement Reports.	
	Copies of reports and related analyses and feeder reports.	Submit request for disposition authority to D.C. Archives.
6.	Records Holdings Files.	
	Statistical and other reports of agency holdings required by the Office of Public Records, including feeder reports from all offices and data on the destruction or transfer of records.	
	a. Records held by offices which prepare reports on agency-wide records holdings for submission to OPR.	Destroy when 3 years old.
	b. Records held by other offices.	Destroy when 1 year old.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
7.	<p>Project Control Files.</p> <p>Memorandums; reports, and other records documenting assignments, progress, and completion of projects.</p>	<p>Destroy 1 year after the year in which the project is closed.</p>
8.	<p>Reports Control Files.</p> <p>Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.</p>	<p>Destroy 2 years after the report is discontinued.</p>
9.	<p>Working Papers.</p> <p>Project background records, such as studies, analyses, notes, drafts, and interim reports.</p>	<p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>
10.	<p>Records Management Files.</p> <p>Correspondence, reports, authorizations, and other records that relate to the management of agency records, including, such matters as forms, correspondence, reports, mail, and the use of files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.</p>	<p>Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.</p>
11.	<p>Committee and Conference Files.</p> <p>a. Records relating to establishment, organization, membership, and policy of interagency, advisory, and internal committees and of agency sponsored conferences.</p>	<p>Submit request for disposition authority to D.C. Archives.</p>
	<p><i>Note:</i> The records of boards, commissions, committees, task forces, and conferences created by legislation or by Mayor's Order are covered by DCGRS 24.</p>	

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
b.	Records created by committees or conferences.	
(1)	Agenda, programs, minutes, transcripts, final reports and related records documenting the accomplishments of committees or conferences.	
(a)	Records of the liaison, sponsor, or secretary.	Submit request for disposition authority to D.C. Archives.
(b)	All other copies.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.
(2)	All other committee or conference records.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.
12.	Organizational Files.	
a.	Organizational charts and reorganization studies. Graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs.	PERMANENT. Offer to D.C. Archives when 5 years old.
b.	Functional statements. Formally prepared descriptions of the responsibilities assigned to the senior executives of an agency at the division level and above.	PERMANENT. Offer to D.C. Archives when 5 years old.
c.	Agency histories and selected background materials, including oral histories. Some background materials, such as interviews with past and present agency personnel, generated during the research stage may also be selected for permanent retention. Excluded are electrostatic copies of agency documents made for reference.	PERMANENT. Offer to D.C. Archives when 5 years old.

ITEM	DESCRIPTION	AUTHORIZED DISPOSITION
13.	<p data-bbox="344 254 836 285">Feasibility Studies.</p> <p data-bbox="344 317 836 716">Studies conducted before the installation of any technology or equipment associated with information management systems, such as computer systems, copiers, micrographics, and communications, including studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include consideration of the alternatives to the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness expected from the proposed system.</p>	<p data-bbox="889 317 1399 380">Destroy when the completed study is 5 years old.</p>