



GENERAL ORDER



SERIES

205

NUMBER

3

EFFECTIVE DATE

July 9, 1978

SUBJECT

Records Retention and Disposition

DISTRIBUTION

D

ORIGINATING UNIT

PDD

The purpose of this order is to establish a records management program for the department. This order shall consist of the following two parts:

PART I Responsibilities and Procedures for Special Assignment Personnel

- A. Disposal Authorities.
- B. Procedures for the Destruction of
Obsolete Records and Files.
- C. Procedures for the Transfer of Non-Current
Records and Files to Storage at the WNRC.
- D. Obtaining Reference Service.
- E. Annual Summary of Records Holdings.
- F. Federal Records Clerk, Identification
and Records Division.
- G. Records Management Officer,
Planning and Development Division.

PART II Responsibilities and Procedures for Supervisory and Command Personnel

- A. Commanding Officers.
- B. Director, Identification and Records Division.
- C. Official in Charge, Field Inspections Unit.
- D. Director, Planning and Development Division.

PART I

A. Disposal Authorities.

1. The Federal Records Act of 1950 (Public Law 81-754) requires all Federal and District of Columbia government agencies that use Federal Records Centers to establish and maintain a records management program that provides for controlling the creation, organization, maintenance, use and disposition of their records.

2. The department's records management program provides for the disposal of our records under any one of the following three authorities.

- a. The department's Records Disposition and Retention Schedule.

- (1) Reorganization Order Number 3 as amended January 26, 1965, provides for the creation of a comprehensive records schedule that specifies mandatory authorizations

(Revised 7-17-86)

for the period of retention, destruction or transfer of our records to the Washington National Records Center (WNRC).

- (2) The schedule is distributed to all organizational elements and it shall constitute our primary disposal authority.

b. The General Records Schedule.

- (1) Commissioner's Order 65-110 dated January 26, 1965, adopted the General Records Schedule developed by the National Archives and Records Service, General Services Administration, for use by the District of Columbia Government.
- (2) If the record or file is not listed in the department's Records Disposition and Retention Schedule, the General Records Schedule shall be consulted. The General Records Schedule is available for review by contacting the Federal Records Clerk, Identification and Records Division, or the Records Management Officer, Planning and Development Division.

c. Title 4, Section 137 of the D.C. Code.

- (1) Title 4, Section 137 of the D.C. Code provides for one-time authorizations for the destruction of precise lists of obsolete records in the department's custody that are deemed by the Chief of Police to be not of sufficient value to warrant further preservation.
- (2) If the record or file is not listed in the department's Records Disposition and Retention Schedule or in the General Records Schedule the record may be destroyed, on a one-time basis only, under the authority of Title 4.

B. Procedures for the Destruction of Obsolete Records and Files.

1. Records listed in the department's Records Disposition and Retention Schedule or the General Records Schedule that have been retained for the prescribed retention period and are not required to be sent to the WNRC for further retention are ready for destruction. A list of the records ready for destruction shall be prepared in duplicate on plain bond paper (Attachment A). The original shall be forwarded, through channels, to the Director, Planning and Development Division who will issue destruction instructions to the organizational element. The copy of the list shall be retained by the organizational element.

2. Records not listed in either the Records Disposition and Retention Schedule or the General Records Schedule may be destroyed on a one-time basis only, under the authority of Title 4, Section 137 of the D.C. Code. A list of records ready for destruction shall be prepared in duplicate on plain bond paper (Attachment B). The original shall be forwarded, through channels, to the Director, Planning and Development Division who will obtain all necessary approvals for the destruction of the records. The records or files shall not be destroyed without the written approval of the Director, Planning and Development Division. The copy of the list shall be retained by the organizational element requesting destruction approval.

C. Procedures for the Transfer of Non-Current
Records and Files to Storage at the WNRC.

1. Records which are to be stored for more than three years shall be sent to the Records Center for storage. Those records to be stored for less than three years will be retained at the organizational element.

2. Duplicate copies of records shall be removed from the files prior to transfer of records to the Records Center. Only one (1) copy of record material shall be transferred.

3. Half-empty cartons shall not be transferred to the Records Center. While files and records should not be forced into the boxes, a half-inch of space is sufficient to permit easy withdrawal of individual files and folders for reference purposes. This space is also sufficient in the event related files must be interfiled at a later date.

4. Reference materials shall be removed from the files prior to transfer of records to the Records Center. Reference materials are records preserved solely for convenience of reference and are considered non-record material. These records consist of processed materials, publications, copies of correspondence received from other offices for information purposes, preliminary drafts and follow-up copies of correspondence.

5. If the record or file has been retained for the prescribed retention period as specified in the Records Disposition and Retention Schedule or the General Records Schedule and is required to be sent to the WNRC for further retention the following procedures apply:

- a. Obtain records shipping cartons by submitting PD Form 160 (Request for Issue or Turn-In) to the Property Division through the Federal Records Clerk for intermediate management review.

NOTE: A records shipping carton is of 1-cubic foot in capacity and is the only authorized carton to be used for the transfer of records to the WNRC. Records shall not be shipped to the WNRC in storage cartons. Storage cartons are larger than 1 cubic foot in capacity and they will not fit into the assigned cubic foot of space that the WNRC allots each carton.

- b. Each series of records to be transferred to the WNRC shall be removed from file and placed in the records shipping cartons. A series of records consists of records relating to a particular subject, having the same disposal authority and disposal date that are transferred together to the WNRC.
- c. Once all of the cartons have been packed DO NOT SEAL the first carton of each series of records.

6. Utilizing a black felt-tip marker, print the following information on the front end of each packed record carton:

- a. In the upper left-hand corner, enter the assigned accession number.
- b. In the upper right-hand corner, enter a box number on each box within the accession (i.e., 1 of 10 boxes, etc.).
- c. In the center of the box, enter the records series description (as cited in the MPD Records Disposition and Retention Schedule) and inclusive dates.
- d. Below the records series description, enter "MPD" (see Attachment C).

7. Obtain SF-135 (Records Transmittal and Receipt) (Attachment D) and SF-135-A (Continuation Receipt) (Attachment E) by submitting PD Form 160 to the Property Division through the Federal Records Clerk for intermediate management review.

8. Complete SF-135 and SF-135-A in original and 5 copies in accordance with the following instructions:

- Item 1 4205 Suitland Road
 Suitland, Md. 20409
- Item 2 Director, Identification and Records Division, MPD
- Item 3 Federal Records Clerk, Identification and Records Division, MPD
- Item 4 Leave blank
- Item 5 Office of Public Records
- Item 6 Accession Number-A separate accession number is required for each series of records listed on the form.

- (a) Record Group-Obtained from the Federal Records Clerk.
- (b) Fiscal Year-Obtained from the Federal Records Clerk.
- (c) Series Number-Obtained from the Federal Records Clerk.
- (d) Volume-Enter the volume in cubic feet for each series of records being transferred.

NOTE: One records shipping carton equals one cubic foot.

- (e) Agency Box Numbers-Show the inclusive box numbers for each series of records being transferred.
- (f) Series Description-ENTER THE NAME AND ADDRESS OF THE ORGANIZATIONAL ELEMENT THAT CREATED THE RECORDS. Enter the title of the records series as it appears in the Records Disposition and Retention Schedule. Do not list the content of each individual carton. The content of each separate carton shall be listed on a separate piece of paper (Attachment F). The inclusive dates for the entire records series must be included in this block. Future retrieval of the records contained in the shipping cartons will be based, in part, on the content of these descriptions.
- (g) Restriction-Enter one of the following codes to show a restriction on the use of the records. Restrictions other than, or in addition to, security classifications, such as limited access to certain agency officials, are to be specified by a statement in the Series Description column (f).

CODE	RESTRICTION
Q	Q security classification,
T	Top Secret security classification,
S	Secret security classification,
C	Confidential security classification,

- R. Restricted use/witnessed disposal not required (Specify in column (f)-Authorization of Director, Identification and Records Division),
- W Restricted use/witnessed disposal required (Specify in column (f)-Authorization of Director, Identification and Records Division), or
- N No restrictions.

(h) Disposal Authority-For each series of records cite the number of the department's Records Disposition and Retention Schedule you are referencing and the specific item number authorizing disposal.

(i) Disposal Date-Appling the disposal authority previously cited in column (h), enter the month and year in which the records may be destroyed.

9. Forward the original and 4 copies of the SF-135 along with one copy of the separate sheet of paper describing the content of each carton (Attachment F) to the Federal Records Clerk. The last copy of SF-135 along with a second copy of the separate sheet of paper describing the content of each carton (Attachment F) shall be retained by the organizational element as their temporary file copy. The packed records shipping cartons shall be retained by the element.

10. When the transfer of the records is approved the WNRC will complete item 6 (j) (FRC Location) on the SF-135 and return two copies of the approved form to the Federal Records Clerk indicating that the records may be transferred.

11. The Federal Records Clerk shall forward one copy of the approved SF-135 to the concerned element. The concerned element shall place the approved copy of the SF-135 in the UNSEALED first carton of each series of records. The approved copy of the SF-135 shall be placed in the carton so that it is facing upward, flat on top of the records contained in the records shipping carton.

12. Physical shipment of the records to the WNRC.

- a. The physical shipment of the records shipping cartons is the responsibility of the organizational element transferring the records to the WNRC.
- b. The shipment shall be accomplished within 30-calendar days after receipt of the approved SF-135 and the shipping instructions.
- c. Delay in shipment of more than 30-calendar days will result in the return of the SF-135 by the WNRC requiring resubmission of the accessioning paperwork.

- d. Elements located in the Municipal Center building and elements shipping more than 24 cartons in any one series of records shall contact the Federal Records Clerk for shipping instructions before transferring the records to the WNRC.
- e. After the records have been received by the Federal Records Center and placed on the shelf, the Federal Records Center will return the approved SF-135 that was placed in the first unsealed carton. The approved SF-135 shall be filed by the concerned element along with the separate sheet of paper describing the content of each carton (Attachment F). The temporary file copy of SF-135 may be destroyed. Return of the approved SF-135 indicates that the records were received by the WNRC and placed on the shelf. The element may now access the records for reference purposes.

D. Obtaining Reference Service.

1. Requests for reference service shall be made in writing or by a telephone call to the Federal Records Clerk.

2. Elements shall specify the following information in order to obtain reference service:

- a. Organizational element, address, room number and zip code of the element requesting the record.
- b. Name and telephone number of the person requesting the record.
- c. Accession number-obtained from the approved copy of SF-135 on file at the organizational element.
- d. FRC Location Number-obtained from the approved copy of SF-135 on file at the organizational element.
- e. Box number-obtained from the approved copy of SF-135 on file at the organizational element.
- f. File number or file title of the record within the records shipping carton that the requestor wishes withdrawn for reference purposes.

E. Annual Summary of Records Holdings.

1. Prior to October 1 of each fiscal year SF-136 (Annual Summary of Records Holdings) (Attachment G) shall be submitted in an original and one copy to the Director, Identification and Records Division.

2. Supplies of SF-136 shall be obtained by submitting PD Form 160 to the Property Division through the Federal Records Clerk for intermediate management review.

F. Federal Records Clerk, Identification and Records Division.

The Federal Records Clerk shall be responsible for:

1. Coordinating the transfer to the WNRC of all records contained in the Records Disposition and Retention Schedule and the General Records Schedule.
2. Obtaining reference service from the WNRC.
3. Preparing the consolidated SF-136 for submission through the Director, Planning and Development Division, to the Office of Public Records.
4. Exercising intermediate management review over requisitions for records shipping cartons, and SF Forms 135, 135-A and 136.

G. Records Management Officer, Planning and Development Division.

The Records Management Officer shall be responsible for:

1. Developing the department's records management policies.
2. Serving as the liaison between the department and the Office of Public Records.
3. Developing and maintaining the department's Records Disposition and Retention Schedule to include:
 - a. Surveying the files and records of the department to assure the adequacy of filing methods, retention periods, and disposal authorizations for paper as well as non-paper records.
 - b. Reviewing all requests for additions, deletions or changes to the schedule.
4. Coordinating the destruction of all obsolete records being destroyed under the authority of the department's Records Disposition and Retention Schedule and Title 4, Section 137 of the D.C. Code.
5. Coordinating the transfer of all historical records to the National Archives.

General Order No. 205.3
(Revised 7-17-86)

PART II

A. Commanding Officers.

Commanding officers shall be responsible for:

1. Consulting the department's Records Disposition and Retention Schedule or, if necessary, the General Records Schedule, at least once yearly, in January, and arranging for the destruction or transfer to the WNRC of all records and files that have met or exceeded their disposal date.

2. Submitting, in writing, to the Director, Identification and Records Division:

- a. All SF-135s for the transfer of records to the WNRC under the authority of the department's Records Disposition and Retention Schedule or the General Records Schedule.
- b. All requests for reference service.
- c. The element's annual summary of records holdings.
- d. The name of the official of their command who has been appointed to serve as the element's Records Disposition Officer.

3. Submitting, in writing, to the Director, Planning and Development Division:

- a. All requests for additions, deletions or changes to the department's Records Disposition and Retention Schedule.
- b. All requests for the destruction of records under the authority of the department's Records Disposition and Retention Schedule and Title 4, Section 137 of the D.C. Code.
- c. All requests for the transfer of historical records to the National Archives.

B. Director, Identification and Records Division.

The Director, Identification and Records Division, shall be responsible for:

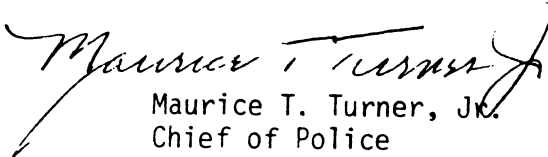
1. Coordinating the transfer and retrieval of inactive records to and from the WNRC.
2. Serving as the official custodian for the records of the department.

C. Official in Charge, Field Inspections Unit.

The Official in Charge, Field Inspections Unit, shall be responsible for conducting spot inspections to determine compliance with the provisions of the department's records management program.

D. Director, Planning and Development Division.

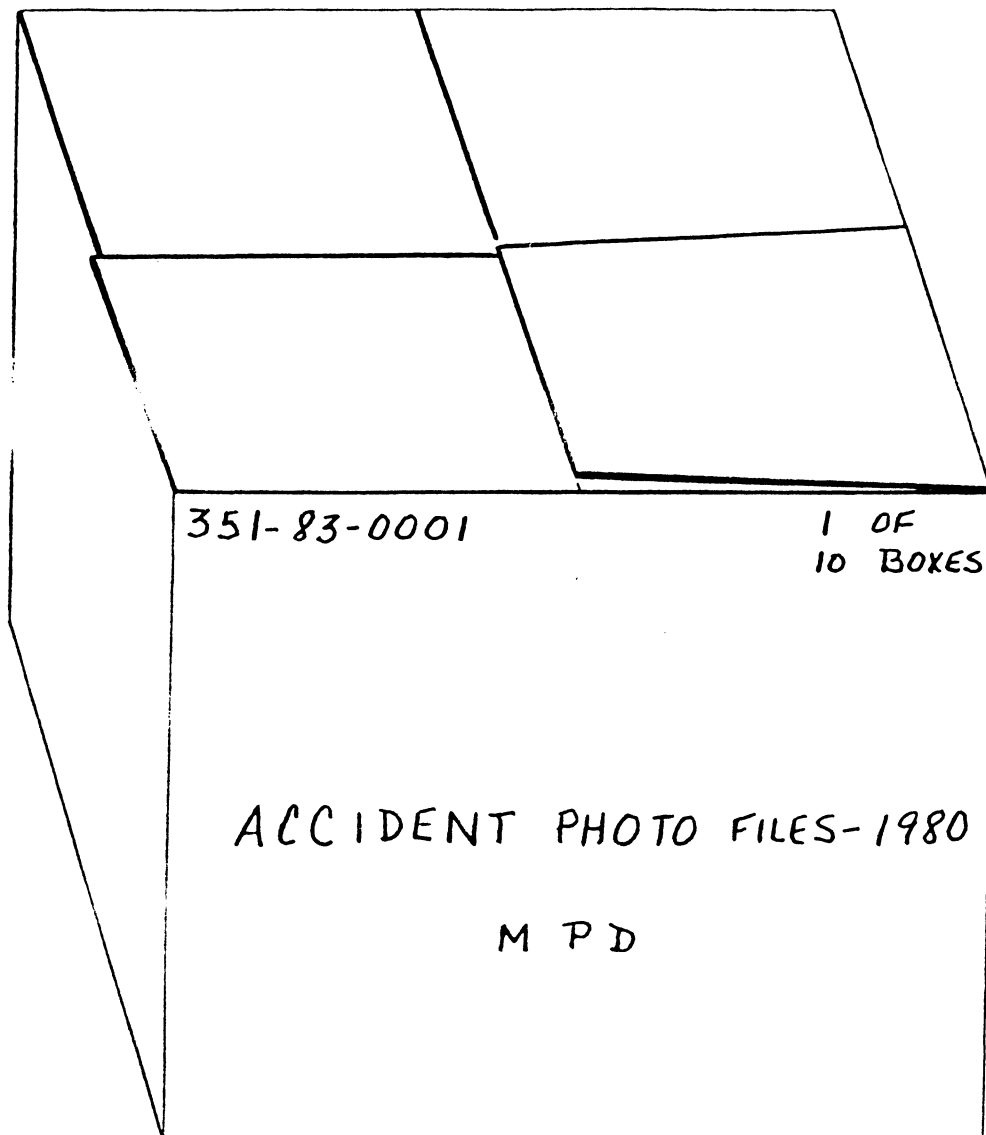
The Director, Planning and Development Division, shall be responsible for developing, maintaining, and administering the records management program for the department.


Maurice T. Turner, Jr.
Chief of Police

Attachments

MTT:GRH:jtw

General Order No. 203.5



ATTACHMENT "C" TO
General Order No. 205.3

INSTRUCTIONS FOR COMPLETION OF STANDARD FORM 135

FOR COMPLETION BY THE TRANSFERRING AGENCY

Items 1, 2, 3 and 5 are self-explanatory. Specific instructions for item 6 are as follows:

Col.

Accession Number. A separate accession number is required for each series of records listed on the form. A series consists of records having the same disposal authority and disposal date that are transferred together to the records center. The accession number is entered in three parts, consisting of:

- (a) The NARS record group number assigned to the records of the agency making the transfer;
- (b) The last two digits of the current fiscal year; and
- (c) A four digit sequential number obtained in advance from the records center. (Arrangements may be made with the center to have these numbers assigned by the agency records officer or other official.)
- (d) *Volume.* Enter the volume in cubic feet of each series of records being transferred.
- (e) *Agency Box Numbers.* Show the inclusive box numbers for each series of records being transferred. The agency shall number each carton sequentially as follows: 1 of 25, 2 of 25, 3 of 25, etc. (Each new series of records should begin with carton number 1.) To facilitate control of the records and future reference service, the agency also shall mark each container with the assigned accession number prior to shipment.
- (f) *Series Description.* Describe the records in sufficient detail to allow the records center to check for proper application of the disposal schedule. Inclusive dates of the records should be indicated. Show the organizational component that created the records when it is other than that shown in item 5.
- (g) *Restriction.* Enter one of the following codes to show a restriction on use of the records. Restrictions other than (or in addition to) security classifications, such as limiting access to certain agency officials, are to be specified by a statement in the Series Description column (f).

Code

Restrictions

Q	Q security classification
T	Top Secret security classification
S	Secret security classification
C	Confidential security classification
R	Restricted use—witnessed disposal <i>not required</i> (specify in column (f))
W	Restricted use—witnessed disposal <i>required</i> (specify in column (f))
N	No restrictions

- (h) *Disposal Authority.* For each series of records, cite the agency schedule and specific item number authorizing disposal. Cite the NARS disposal job and item number if it has not been incorporated into an updated agency schedule.
- (i) *Disposal Date.* Applying the disposal authority previously cited in column (h), enter the month and year in which the records may be destroyed.

FOR COMPLETION BY THE RECORDS CENTER

Item 4 is self-explanatory. Specific instructions for item 6 are as follows:

Col.

- (j) *Location.* The records center annotates the shelf location of the first carton for each series of records.
- (k) *Shelving Plan.* The records center enters the appropriate code from Chap. 7-10e, HB, Records Center Operations (NAR P 1864.1A), to reflect the shelving system.
- (l) *Container Type.* The records center enters the appropriate code from Chap. 7-10h, NAR P 1864.1A, to reflect the type of container in which the records are retired.
- (m) *Automatic Disposal.* The records center enters either *Y* (yes) to indicate automatic disposal applies or *N* (no) indicating that the agency wishes to receive disposal concurrence notice prior to destruction of the records. Automatic disposal is applied only when previously agreed upon by the agency.

Use Standard Form 135-A, Records Transmittal and Receipt Continuation, when additional space is required for listing records data.

Standard Form 135 Back (Rev. 6-76)

☆ U. S. GPO: 1977-0-241-530/3110

RECORDS TRANSMITTAL AND RECEIPT

Complete and send original and two copies of this form to the appropriate Federal Records Center for approval prior to shipment of records. See specific instructions on reverse.

PAGE 1 OF 2 PAGES

1. TO (Complete the address for the appropriate records center serving your area)

Federal Archives and Records Center
General Services Administration

As shown in
FPMR 101-11.410-1

4205 Suitland Road
Suitland, Md. 20409

2. AGENCY TRANSFER AUTHORIZATION
TRANSFERRING AGENCY OFFICIAL (Signature and title)
Director, Identification and
Records Division, MPD

DATE

3. AGENCY CONTACT
TRANSFERRING AGENCY LIAISON OFFICIAL (Name, office and telephone No.)
Federal Records Clerk
Ident. & Records Division

4. RECORDS CENTER RECEIPT
RECORDS RECEIVED BY (Signature and title)

DATE

5. FROM (Enter the name and complete mailing address of the office retiring the records. The signed receipt of this form will be sent to this address)

Office of Public Records
District of Columbia Government
515 D Street, N.W., #307
Washington, D.C. 20001

Fold line

6. RECORDS DATA

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRIC- TION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
					RECORDS CREATED BY: Metropolitan Police Department Property Division Transportation Branch 1225-4th Street, N.E. Washington, D.C. 20002							
351	77	0001	3	1-3	Vehicle History Files for vehicles surveyed as of 12/31/85	R	2J:D-21	Dec. 1989				
351	77	0003	1	1	Property Books covering 07/27/82 thru 11/15/83	R	2J:X-02	Dec. 1995				
351	77	0004	1	1	Patrol Signal System Books covering 07/27/82 thru 11/15/83	R	2J:Y-05	July 1990				

ATTACHMENT "D" TO
General Order No. 205.3

**RECORDS TRANSMITTAL
AND RECEIPT**
(Continuation)

This form is to continue listing of Records Data when space on SF 135 is not adequate. Instructions for completion of SF 135 apply.

TRANSFERRING AGENCY'S NAME

Office of Public Records
District of Columbia Government
Washington, D.C. 20001

DATE

PAGE OF

2 2 PAGES

ACCESSION NUMBER			VOLUME (cu. ft.)	AGENCY BOX NUMBERS	SERIES DESCRIPTION (With inclusive dates of records)	RESTRICTION	DISPOSAL AUTHORITY (Schedule and item number)	DISPOSAL DATE	COMPLETED BY RECORDS CENTER			
RG	FY	NUMBER							LOCATION	SHELF PLAN	CONT. TYPE	AUTO. DISP.
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)
351	77	0005	1	1	Arrest Books covering 08/23/81 thru 05/01/83 RESTRICTION: Code R = Authorization, Director, Identification and Record Division	R	2J:X-01	May 2013				

INSTRUCTIONS FOR STANDARD FORM 136

GENERAL

This **report** is required by GSA Regulations FPMR 101-11.102-7. Submit the report for each fiscal year to the National Archives and Records Service, GSA (NCD), within 30 days after the close of the fiscal year.

Records to be included in the total volume of records should comprise:

1. All the records of the reporting agency;
2. Records held at agency sites for GAO audit; and
3. Official Personnel Folders (records of the Office of Personnel Management) in the custody of the reporting agency.

A Standard Form 136 shall be submitted for each Agency, Bureau, Service or other organizational unit which has a National Archives and Records Service assigned record group number. If an organizational unit has no record group its records holding should be totaled in with the next higher organizational level which does have a record group.

No volume should be included for Agency records centers operated by the reporting agency, in accordance with GSA Regulations FPMR 101-11.412.4. This data should be submitted as separate reports on Standard Form 137, Agency Records Center Annual Report.

DEFINITIONS

"Departmental" means the headquarters office of the reporting agency, as contrasted to its field offices, but excludes Agency records centers.

"Records" includes all books, papers, maps, photographs, machine readable records, or other documentary materials, regardless of physical form or characteristics made or received by an agency of the United States Government under Federal law or in connection with the transactions of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included.

"Field" means the reporting agency's offices other than the headquarters office and Agency records centers.

"Staging, Holding, and Other Storage Areas" means areas at departmental or field locations formally designated for staging and holding purposes, as well as all other storage

areas except current file rooms and offices, Agency records centers, and Federal records centers.

The term "magnetic tape" includes all tapes on which data are recorded as part of an automated data processing or information retrieval systems. Audio recordings of music, speeches, and the like are not included.

EQUIVALENTS

For the purpose of this report, volume may be calculated according to the following table of cubic foot equivalents:

Filing cabinets:

- One letter-size drawer = $1\frac{1}{2}$ cubic feet
- One legal-size drawer = 2 cubic feet

Filing cases:

- One 3- by 5-inch case = $1/10$ cubic foot
- One 4- by 6-inch case = $1/4$ cubic foot
- One 5- by 8-inch case = $1/4$ cubic foot

Shelf files:

- Letter-size, 1 linear foot = $4/5$ cubic foot
- Legal-size, 1 linear foot = 1 cubic foot

Tabulating cards:

- 10,000 cards = 1 cubic foot

Outsized equipment:

- Inside cubic measurement

Magnetic tape:

- Seven reels = 1 cubic foot

Microfilm:

- 100 16mm reels (100 feet) = 1 cubic foot
- 50 35mm reels (100 feet) = 1 cubic foot

Still pictures:

Negatives

- 2300 35mm 6 exposure strips = 1 cubic foot
- 8640 2- by 2-inch mounted slides = 1 cubic foot
- 2184 4- by 5-inch film sheets = 1 cubic foot
- 5960 2 1/4- by 3 1/4-inch film sheets = 1 cubic foot

Prints

- 2350 8- by 10-inch glossies or contact sheets = 1 cubic foot
- 9400 4- by 5-inch glossies = 1 cubic foot

Motion pictures:

- Six 35mm reels (1000 feet) = 1 cubic foot
- 11 16mm reels (1200 feet) = 1 cubic foot
- 15 16mm reels (800 feet) = 1 cubic foot
- 32 16mm reels (400 feet) = 1 cubic foot

Sound recordings:

- 76 16 inch disc recordings = 1 cubic foot
- 144 12 inch disc recordings = 1 cubic foot
- 48 7 inch audiotape reels = 1 cubic foot
- 16 10 inch audiotape reels = 1 cubic foot

Video recordings:

- Ten 3/4 inch cassettes = 1 cubic foot
- Three 2 inch reels = 1 cubic foot
- Nine 1 inch reels = 1 cubic foot
- 43 1/2 inch reels = 1 cubic foot

ANNUAL SUMMARY OF RECORDS HOLDINGS

(See Instructions on reverse before completing form)

INTERAGENCY REPORT CONTROL NO 1094-GSA-AN

REPORTING PERIOD (From To)

To:

Director
Identification and Records Division

FROM (Reporting unit)

Commander
Criminal Investigations Division**VOLUME OF RECORDS** (cubic feet)

STATUS—ACTION	DEPARTMENTAL		FIELD		TOTAL
	CURRENT FILE ROOMS AND OFFICES (a)	STAGING, HOLDING AND OTHER STORAGE AREAS (b)	CURRENT FILE ROOMS AND OFFICES (c)	STAGING, HOLDING AND OTHER STORAGE AREAS (d)	
1. ON HAND BEGINNING OF PERIOD	573				573
2. TRANSFERRED TO					
a. FEDERAL RECORDS CENTERS OR NATIONAL ARCHIVES	43				43
b. OTHER AGENCIES	0				0
3. DESTROYED	10				10
4. ON HAND—END OF PERIOD	556				556
5. MAGNETIC TAPE (Number of reels included in item 4(e))				NO. OF REELS 0	
6. AUDIO VISUAL RECORDS (Volume of each included in item 3(e) destroyed under the authority of 101-11.404-2, General Records Schedule 2.1)		STILL PICTURES	MOTION PICTURES	SOUND RECORDINGS	VIDEO RECORDINGS

CERTIFICATION:

The records holdings reported on this form are covered adequately by current and operational Records Control Schedules as provided by Subpart 101-11.4, "Disposition of Federal Records" of the Federal Property Management Regulations.

☒ Yes ☐ No (If "No", please attach explanation)

REMARKS (Include comments on significant increases or decreases in holdings, any plans for records cleanout campaigns, or any other significant records disposition matters)

NAME OF PERSON WITH WHOM TO CONFER

PHONE NUMBER

Administrative Lieutenant's name

DATE PREPARED

TITLE

SIGNATURE

Commanding Officer, CID