

**Schedule 11 - Space and Maintenance Records**

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**Introduction**

This schedule provides for the disposal of all copies, wherever located in the Bureau of Land Management (BLM), 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 General Services Administration (GSA) or similar agency, as directed by law and regulations (41 CFR 101-17); 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 BLM.

This schedule does not cover: (a) copies of these records that are an integral part of accountable officers' accounts (Schedule 6); or, (b) records of procurement and supply (Schedule 3). Any records created prior to the establishment of the Public Buildings Administration in 1939 must be offered to the National Archives and Records Administration (NARA) for appraisal before applying these disposition instructions.

A new item has been added to this schedule to authorize the destruction of electronic mail and word processing records maintained by the BLM in addition to the copy in the recordkeeping system. This item covers electronic copies of electronic mail and word processing records created and used solely to produce the recordkeeping copy, and electronic copies of electronic mail and word processing records that are needed in addition to the recordkeeping copy for dissemination, revision, or updating.

Item	Record Series Description		Disposition Authority
1	<b>SPACE AND MAINTENANCE GENERAL CORRESPONDENCE FILES [1535].</b> Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers. Location: All.		TEMPORARY. Destroy when 2 years old. GRS 11/1.
2	<b>SPACE FILES [1535].</b> Records re. allocation, utilization, and release of space under BLM control, and related reports to GSA. Confidentiality: Non-public record category 3. Exclusions: Space procurement files (Schedule 3/3). Location: All.		
	a.	Building plan files, surveys, and other records utilized in BLM space planning, assignment, and adjustment. Forms: GSA-2957 (reference copies). Vital: Rights and interests records.	TEMPORARY. Destroy 2 years after termination of assignment, or when lease is canceled, or when plans are superseded or obsolete. GRS 11/2a.
	b.	Correspondence with and reports to staff agencies re. agency space holdings and requirements. Forms: SF-81; BLM 1530-10.	
	(1)	BLM Reports to GSA. SF-81 and related documents. Location: WO.	TEMPORARY. Destroy when 2 years old. GRS 11/2b(1).
	(2)	Copies in Subordinate Reporting Units. And related workpapers. Location: All.	TEMPORARY. Destroy when 1 year old. GRS 11/2b(2).
3	<b>DIRECTORY SERVICE FILES [1540].</b> Correspondence, forms, and other records re. compilation of directory service listings. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-58. Location: All.		TEMPORARY. Destroy 2 months after issuance of listing. GRS 11/3.

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<b>Item</b>	<b>Record Series Description</b>	<b>Disposition Authority</b>
<b>4</b>	<b>CREDENTIAL FILES [1540].</b> Identification credentials and related papers. Confidentiality: Non-public record category 3; Privacy Act System Interior/OS-58. Vital: Rights and interests records. Location: All. Exclusions: property passes (18/13)	
	a. Identification Credentials. Cards, badges, parking permits, photos, the BLM permits to operate motor vehicles and property, dining room and visitor passes, and other identification credentials. Forms: OF-7, 55; DI-131.	TEMPORARY. Destroy credentials 3 months after return to issuing office. GRS 11/4a.
	b. Credentials Receipts, Indexes, Lists, Accountable Files. Forms: BLM 1100-3.	TEMPORARY. Destroy after all listed credentials are accounted for. GRS 11/4b.
<b>5</b>	<b>BUILDING AND EQUIPMENT SERVICE FILES [1535].</b> Requests for building and equipment maintenance services. Confidentiality: Non-public record category 3. Forms: OF-12. Location: All. Exclusions: fiscal copies (Schedule 6/1).	TEMPORARY. Destroy 3 months after work is performed or requisition is canceled. GRS 11/5.
<b>6-10</b>	<b>Reserved</b>	
<b>11</b>	<b>ELECTRONIC MAIL AND WORD PROCESSING SYSTEM COPIES.</b> Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.	
	a. Copies that have No Further Administrative Value. After the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.	TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced. GRS 11/6a.
	b. Copies Used for Dissemination, Revision, or Updating. That are maintained in addition to the recordkeeping copy.	TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed. GRS 11/6b.