

ADMINISTRATIVE MANAGEMENT (ADM)

This category deals with materials on organization, functions, management, Agency emergency preparedness, and civil defense. Use also for general material on administration which is too comprehensive to be filed under one of the more specific outlines, such as BUDGET, FISCAL AFFAIRS, PERSONNEL, or PAPERWORK and DATA MANAGEMENT.

ALTERNATE METHOD OF FILING:

Offices preferring to maintain material relating to Administrative or Program Reports or Committees, Meetings in one location may file the material under ADM-2 REPORTS AND STATISTICS and ADM-3 COMMITTEES, MEETINGS as appropriate.

1. ADMINISTRATIVE MANAGEMENT

General material relating to Administrative Management too broad to be filed under one of the more specific subjects below. **EXCEPT:** Paperwork and Data Management, Personnel, Budget, and Property. See appropriate subject.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: [NCI-310-77-2, item 1a]

2. POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. **EXCEPT:** Published instructions or directives which are filed in binders according to established Agency custom.

Disposition: Temporary

Recordkeeping Copies: Retire to Federal Records Center (FRC) when 10 years old.
Destroy when 20 years.

Disposition Authority: [NCI-310-77-2, item 2a]

3. REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary. **EXCEPT:** Final project reports which should be filed under ADM 6 PROJECTS, or other reports which should be filed by subject involved.

- a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

Disposition: PERMANENT

Recordkeeping Copies: Retire to FRC when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.
[NCI-310-77-2, item 3a]

- b. Agency copy of above reports.

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete.

Disposition Authority: [NCI-310-77-2, item 4a]

- c. All other reports.

Disposition: Temporary

Recordkeeping Copies: Destroy when 2 years old.

Disposition Authority: [NCI-310-77-2, item 5a]

- d. Activity Reports

Summaries of specific action or work performed by program or administrative personnel.

Disposition: Temporary

Recordkeeping Copies: Destroy when 2 years old.

Disposition Authority: [GRS 23, Item 1]

4. COMMITTEES, MEETINGS

- a. Meetings and committees and meetings relating to Administrative activities and functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date on folder.

See [General Administration / Boards and Committees](#)

- b. Case file record copy of minutes and related material, including agendas of substantive or significant committees or meetings concerned with broad aspects of the Agency.

Includes committees chaired by administrative management representatives or records maintained by administrative management representatives on committees to carry out responsibility of assignments. **EXCEPT:** Program meetings or committees which should be filed under the specific program category.

Disposition: PERMANENT

Recordkeeping Copies: Retire to FRC when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

Disposition Authority: [NCI-310-77-2, item 8a]

- c. Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work-papers, acceptances, and regrets.

See [General Administration / Boards and Committees](#)

5. ORGANIZATION AND FUNCTIONS

- a. History of organization. Includes opening or is continuance of offices and reorganizations. Also includes organizational function statements. **EXCEPT:** Budgeting for new units. See BUD.

Disposition: PERMANENT

Recordkeeping Copies: Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

Disposition Authority: [NCI-310-77-2, item 10a]

b. Planning

Includes material relating to organizational goals and objectives.

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after goals accomplished or 3 years if canceled, superseded, or rescinded.

Disposition Authority: [NCI-310-77-2, item 11a]

c. Charts

Includes proposed and adopted organizational charts prepared by organizational staff.

Disposition: PERMANENT

Recordkeeping Copies: Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

Disposition Authority: [NCI-310-77-2, item 12a]

d. Delegation of Authority

Includes order-of-succession and functional or signing delegations. Division level or higher.

Disposition: PERMANENT

Recordkeeping Copies: Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

Disposition Authority: [NCI-310-77-2, item 13a]

e. Includes order-of-succession and functional or signing delegations to offices below the Division level.

EXCEPT: Travel authorizations. See TRV.

Disposition: Temporary

Recordkeeping Copies: Destroy 10 years after delegation canceled.

Disposition Authority: [NCI-463-80-1, item 13-1a]

f. Temporary Delegations

Designations for one to act for another on temporary basis such as during leave and illness.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: [NCI-310-77-2, item 14a]

6. EMERGENCY PREPAREDNESS

Material related to Emergency Preparedness Program. Includes material related to biological warfare, radiation, and the like.

See [Security / Emergency Planning / item 2](#)

7. PROJECTS

a. General material on projects.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: [NCI-310-77-2, item 16a]

b. Reference material

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete.

Disposition Authority: [NCI-310-77-2, item 17a]

c. Case file records and related correspondence on approved projects or task forces having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: ADM 6 PROJECT No. 00 Service Guide to MRP-BS Operations. Includes nonrecurring or one-time projects.

Disposition: PERMANENT

Recordkeeping Copies: Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

Disposition Authority: [NCI-310-77-2, item 18a]

- d. All other projects.

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after completion of project.

Disposition Authority: [NCI-310-77-2, item 19a]

- e. Proposed projects

Disposition: Temporary

Recordkeeping Copies: Destroy when 5 years old, if no further action is taken.

Disposition Authority: [NCI-310-77-2, item 20a]

- f. Work papers and draft report of project.

Disposition: Temporary

Recordkeeping Copies: Destroy 3 years after completion of project.

Disposition Authority: [NCI-310-77-2, item 21a]

8. COMMUNICATIONS

- a. General material on communications. Includes list of Federal translators.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: [GRS 12, Item 2a]

- b. Directories

Correspondence and other material on updating office directories and listings, Agency directories, organizations, and/or firms and similar matters.

Disposition: Temporary

Recordkeeping Copies: Destroy when change has been made and verified.

Disposition Authority: [NCI-310-77-2, item 23a]

- c. Maintain directories used in day-to-day operations on desk top or in bookcase.

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete.

Disposition Authority: [NCI-310-77-2, item 24a]

- d. All other material

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: [NCI-310-77-2, item 25a]

- e. Telephone - Telegraph

Material on commercial, Federal Telecommunications System (FTS), Advance Record System (ARS) of General Services Administration, facsimile transmission facilities, leased wire telegraph, and the like.

EXCEPT: File telegram and facsimile transmission by the appropriate subject.

EXCEPT: File billing documents for telephone and telephone services under FISCAL AFFAIRS.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: [GRS 12, Item 2b]

- f. Electronic Mail

Material on Electronic Mail to include changes to Electronic Mail ID's and updated listings.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: [NCI-310-77-2, item 1044a]