Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
b	With no Final Action Temporary: Records close if no action is taken in three years from final report and cut off at the end of the fiscal year. Destroy upon cut off, or when the record is no longer needed for administrative or reference purposes.	Temporary 3 Years	3 Years	None
46	Administrative Files Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off at end of the fiscal year. Destroy when no longer needed for administrative or reference purposes.	Temporary Cutoff at end of Fiscal Year	None	None
47	Schedules of Daily Activities (Non-Senior Officials) Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of D.C. employees. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off at the end of the fiscal year. Destroy when no longer needed for administrative or reference purposes.	Temporary Destroy when no longer needed	Until no longer needed	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
48	Mailing and Invitation Lists: This record identifies individuals and organizations that are to receive copies of newsletters, reports, invitations to events, and other issuances. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off upon conclusion of the event, meeting, conference, etc. Destroy records when no longer needed for administrative or reference purposes.	Temporary Destroy when obsolete or superseded	Until no longer needed	None
49	Suspense Files (Files noting actions to be taken) Papers arranged in chronological order as a reminder that an action is required on a given date or that a reply should be traced. on a given date. Restrictions: None Media: Paper and Electronic (Agency Secure Network) Temporary: Records close and cut off upon completion of review or action. Destroy records when no longer needed for administrative or reference purposes.	Temporary Destroy after action is taken	Until no longer needed	None
50	Transitory Files Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples: • Letters of Transmittal • Quasi-Official notices • Memos and other papers that do not serve as basis for official action • Holiday notices • Charity notices • Bond Campaigns Restrictions: None Media: Paper and Electronic (Agency Secure Network)	Temporary Destroy when 3 months old or when no longer needed, whichever is sooner	3 Months	None

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
	Temporary: Records close upon completion of review or action and cut off at end of the quarter. Retain record for 3 months after cut off and then destroy when no longer needed for administrative, audit or reference purposes.			
51	Contract Administration-Agency Copies (Agency Procurement Staff) Files containing documentation pertaining to the acquisition of procuring physical goods, services, products, and personal property. Procurement files consists of contracts, requisitions, purchase orders work orders, invoices. Organized by Fiscal year. Restrictions: None Media: Paper/Electronic (Agency Secure Network, PASS)			
a	Under $100,000 Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 3 years after cutoff, and then is prepared for confidential destruction.	Temporary 3 Years	3 Years	None
b	$100,000 + Temporary: Records close when final payment is made or received and cut off at the end of the fiscal year. The record is retained for 6 years after cutoff, and then is prepared for confidential destruction.	Temporary 6 Years	6 Years	None

Appraisal Records

The following, Agency identified, records were inherited from previous administrations and are not currently in use. Due to the COVID 19 pandemic these records are not available for review at this time. The Agency will notify the District's Archivist when the records are available, and will maintain the records in their original format until a disposition is determined by the Office of Public Records.

Series #	Records Series Description	Total Retention	Years in Office	Remaining Retention in Records Center
52	Surety Bonds	Appraisal		
53	AARA/Pipeline Safety	Appraisal		
54	Samples, Sub-Samples, and Special Study Extracts Master File	Appraisal		
55	Machine-Readable Files	Appraisal		
56	Payroll Files	Appraisal		

Non-Records

Non-record materials are disposable upon agency authority. Please direct questions to the Office of Public Records for assistance.

Description
Duplicate copies of documents
Printed Reports from Computer Programs that can be recreated on-demand.
Reference or Convenience Copies of official documents (i.e.: copies of Mayor's orders, or correspondence)
Working papers that don't impact or are not considered essential to a final decision regarding policies, laws, and regulations.
Library or other reference materials or records maintained solely for convenience or reference.
Blank forms
Materials relating to fringe activities of an agency such as charitable fund drives.