

**Headquarters Committee on Contracts and Property Survey Board****Records with a Total Retention of less than 3 years should be retained in offices and may not be sent to storage**

The Total Retention period shown below includes the period during which records may be stored off-site at ARMS before final disposition

Schedule No.	Series Name	Total Retention	Disposition	Notes	Vital	Office of Record The office holding the record is the office of record unless another office is listed below
CCPSB001	Headquarters Committee on Contracts and Property Survey Board Files - Chairman's Records	C+11	D		Yes	HCC and Property Survey Board
Minutes of Meetings and Presentations.						
CCPSB002	Working Files of the Chairman of the HCC and Property Survey Board	C+9	D		No	HCC and Property Survey Board
CCPSB003	Headquarters Committee on Contracts and Property Survey Board Minutes of Meetings and Presentations, Secretary's Records	C+10	D		No	HCC and Property Survey Board

**All retention instruction apply equally to records in all formats, hard copy and digital****Retention Codes** B = End of Biennium C = Current Year P = While needed to conduct UN Business

S = Superseded or Obsolete T = Termination, Settlement or Completion

**Disposition Codes** A = To be reviewed for permanent preservation by Archives D = Destroy