



**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
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SAS001	Investigation: incidents (general)	T+4	D		No	DSS/SSS/Special Services Unit
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Records include: Case files and relevant file index. The files are coded by incident acronym and date. Original disposition class number: SPSE001. Changed 15 Nov. 2005 to SAS001.A.

SAS002	Property tracking	T+1	D		No	DSS/SSS
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Records include: Materials & packing passes (white, blue, and yellow copies). File closure: Close annually 31 Dec. Office of record: DSS/SSS (white and blue copies; yellow copies in instances where property needs to be returned on a specified date); approving officer (yellow copies in instances where property need not be returned on a specified date).

**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**Retention Codes** B = End of Biennium C = Current Year P = While needed to conduct UN Business S = Superceded or Obsolete T = Termination, Settlemt or Completion  
**Disposition Codes** A = To be reviewed for permanent preservation by Archives D = Destroy