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FPMR 101-11.4

GENERAL RECORDS SCHEDULES



GENERAL
SERVICES
ADMINISTRATION

NATIONAL
ARCHIVES
AND RECORDS
SERVICE

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INTRODUCTION TO THE GENERAL RECORDS SCHEDULES

General Records Schedules (GRS) are issued by the Administrator, General Services Administration, to provide disposition standards for records common to several or all agencies of the Federal Government. They include records relating to civilian personnel, fiscal functions, accounting, procurement, communications, printing, research and development, and other common or housekeeping functions; and certain non-textual records. These records comprise an estimated one third of the total volume of records created by Federal agencies.

This edition includes two indexes, an index of commonly used Standard and Optional Forms and an alphabetical Subject Index. The forms index includes only the forms most often used by the various government agencies.

General Records Schedules are intended to cover only record copies. When it is difficult to decide whether files are record or non-record materials, the records officer should treat them as records. Records officers may consult with NARS to determine the record or non-record status of a particular file.

If copies of documents covered by these schedules are part of a subject or case file which documents activities different from those covered by the schedules, they should be treated in the same manner as the files of which they are a part.

The disposition instructions in the General Records Schedules are implemented without further clearance from the National Archives and Records Service, GSA, with the exception that most records created before January 1, 1921, must be first offered to NARS for possible permanent retention. GRS 3, 11, 16, 17, and 21 have other delimiting dates. Some items in the various schedules have no authorized disposition instruction. These are records which are common to many agencies, but due to agency needs and organizational structure will have differing retention periods. They may be permanent, but are not necessarily so. For these records, agencies are required to submit an SF 115, Request for Records Disposition Authority. This will allow an individual evaluation of the pertinent records in the context of office of origin, agency requirements, and possible archival value. Since disposition is not specified, such records should be included in the agency's comprehensive schedule.

In 1978 use of the GRS was made legally mandatory. The disposition authorizations must be used by an agency to the greatest extent possible. Because these schedules are designed to cover records common to several agencies, the records descriptions are general. Agency records officers are urged to make maximum use of the schedules either as an appendix to a printed agency schedule or tailored to their agency's own particular needs and incorporated into agency schedules. If an agency wishes to apply a different retention period for any series of records included in the GRS, the records officer of that agency must submit an SF 115, Request for Records Disposition Authority, providing justification for the deviation.

Questions of applicability of any GRS item to agency records or differences of interpretation between the records officer and other agency personnel which cannot be reconciled within the agency may be referred to the Director, Records Disposition

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Division, NARS, from headquarters offices in the Washington, DC area, or the Director of the nearest Federal Records Center from field offices.

Some records series covered by General Records Schedules are eligible for transfer to Federal Archives and Records Centers (FARC). Records should be retired from agency space to an FARC only if transfer costs do not exceed the expenses of retaining them in agency space. Federal Records Centers will not accept records immediately eligible for disposal. Records retired to the Centers should have a remaining retention period of three years or more before they will be accepted. Where special circumstances, such as lack of filing equipment or space, make it imperative that records be retired, exceptions can be made to this policy. These decisions are made on an individual basis by the appropriate Records Center Director. Records designated for permanent retention should be retired when sufficient volume and decreased activity warrant. Procedures for transfer of records to Federal Archives and Records Centers are detailed in the GSA Handbook, Federal Archives and Records Centers.

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Civilian Personnel Records

Agency civilian personnel records relate to the supervision over and management of Federal Civilian Employees. This schedule covers the disposition of all official personnel folders of civilian employees and all other records relating to civilian personnel, wherever located in the agency. Specifically excluded are programs of the Office of Personnel Management, the Bureau of Medical Services (PHS/HHS), the Office of Workers' Compensation Programs (DOL), and the Equal Employment Opportunity Commission. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration for ~~possible appraisal~~ ~~permanent retention~~ before these disposition instructions may be applied.

The most important types of records, the Official Personnel Folders and Service Record Cards, are maintained according to Federal Personnel Manual Supplement 293-31, which prescribes a system of recordkeeping for Federal personnel.

Item

No.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

1. Official Personnel Folders.

Records filed on the right side of the Official Personnel Folder (OPF). (See GRS 1, Item 10, for disposal of papers on the left or "temporary" side of the OPF.)

~~a.~~ Folders covering periods of employment terminated prior to January 1, 1921.

~~Submit SF 258, Request for Transfer of Records.~~

~~X.~~ Folders covering periods of employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration for permanent retention.

~~←~~ ^{a.} ~~(1)~~ Transferred employees.

See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency.

~~←~~ ^{b.} ~~(2)~~ Separated employees.

Transfer folder to National Personnel Records Center (CPR), St. Louis, Missouri, 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after the date of the earliest document in the folder if the date of birth cannot

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AUTHORIZED DISPOSITION

be ascertained) or 5 years after latest separation, whichever is later.

[Note: Personnel folders covering periods of employment terminated prior to January 1, 1921, should be brought to the attention of the National Archives for appraisal. If found disposable, the disposition for item 1b applies.]

2. Service Record Cards (Standard Form 7 or its equivalent).

a. Cards for employees separated or transferred on or before December 31, 1947.

Transfer to NPRC (CPR), St. Louis, Missouri. Destroy 60 years after earliest personnel action date.

b. Cards for employees separated or transferred on or after January 1, 1948.

Destroy 3 years after separation or transfer of employee.

3. Personnel Correspondence Files.

Correspondence, reports, memoranda, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule and records maintained at agency staff planning levels.

Destroy when 3 years old.

4. Offers of Employment Files.

Correspondence, letters, and telegrams offering appointments to potential employees.

a. Accepted offers

Destroy immediately.

b. Declined offers:

(1) When name is received from certificate of eligibles.

Return to OPM with reply and application.

(2) Temporary or excepted appointment.

File ^{with} ~~inside~~ application (see item 15 of this schedule).

(3) All others.

Destroy immediately.

5. Certificate of Eligibles Files.

Copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.

Destroy when 2 years old.

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
6.	<u>Employee Record Cards.</u> Employee record cards used for informational purposes outside personnel offices (such as SF 7-B).	Destroy on separation or transfer of employee.
7.	<u>Position Classification Files.</u>	
a.	<u>Position Classification Standards Files.</u>	
(1)	Standards and guidelines issued or reviewed by OPM and used to classify and evaluate position within the agency.	Destroy when superseded or obsolete.
(2)	Memoranda, correspondence and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.	
(a)	Case File.	Destroy 5 years after position is abolished or description is superseded.
(b)	Review File.	Destroy when 2 years old.
b.	<u>Position Descriptions.</u> <i>Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.</i> Files describing established positions including information on title, series, grade, duties and responsibilities, and related documents. (1) Record copy.	Destroy 5 years after position is abolished or description superseded.
<i>[Note: (2) All other copies maintained for reference are unrecorded and may be destroyed when position is abolished or description superseded.]</i>		
c.	<u>Survey Files.</u>	
(1)	Classification Survey Reports. Survey reports on various positions prepared by classification specialists, including periodic reports.	Destroy when 3 years old or 2 years after regular inspection, whichever is sooner.

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(2) Inspection, Audit and Survey File. Correspondence, memoranda, reports and other records relating to inspections, surveys, desk audits and evaluations.	Destroy when obsolete or superseded.
	d. Appeals Files.	
	Case files relating to classification appeals.	Destroy 3 years after case is closed. ↵
F3 8. Tab	<u>Interview Records.</u> ↵ F5 ↵	
Tab F6 F1	Correspondence, reports and other records relating to interviews with employees. ↵	F2, F5 Destroy 6 months after transfer or separation of employee. ↵
F3 9. Tab	<u>Performance Rating Board Case Files.</u> ↵ F5 ↵	
Tab F6 F1	Copies of case files forwarded to OPM relating to performance rating board reviews. ↵	F2 Destroy 1 year after case is closed. ↵
F3 10. Tab	<u>Temporary Individual Employee Records.</u> ↵ F5 ↵	
F1, Tab, F6	All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 293-31. ↵	F2, F5 Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner. ↵
F3 11. Tab	<u>Position Identification Strips.</u> ↵ F5 ↵	
F1, Tab, F6	Strips such as Standard Form 7D, used to provide summary data on each position occupied. ↵	F2, F5 Destroy when position is cancelled or new strip is prepared. ↵
F3 12. Tab	<u>Employee Awards Files.</u> ↵ F5 ↵	
	a. General awards records. ↵ F5 ↵	
F3 TAB, F5 F1, TAB, F6	(1) F6 Case files including recommendations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to	F2 Destroy 2 years after approval or disapproval. ↵

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agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance. ↵

(go to disposition instruction - last entry in right column of page 4)

F3, TAB, TAB

(2) *F6* Correspondence or memoranda pertaining to awards from other government agencies or private organizations. ↵

F2 Destroy when 2 years old. ↵

F3, TAB

b. Length of Service and Sick Leave Awards Files. ↵

F5 ↵

F1, TAB, TAB, F6

Records including correspondence, memoranda, reports, computations of service and sick leave, and list of awardees. ↵

F2 Destroy when 1 year old. ↵

F3, TAB

c. *F6* Letters of Commendation and Appreciation. ↵

F5 ↵

F1, TAB, TAB, F6

Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the Official Personnel Folder. ↵

F2 Destroy when 2 years old. ↵

F3, TAB

d. Lists or Indexes to Agency Award Nominations. ↵

F5 ↵

F1, TAB, TAB, F6

Lists of nominees and winners, and indexes of nominations. ↵

F3 Destroy when superseded or obsolete. ↵ *F4* ↵

Note: Departmental Level Awards Files are not covered by the GRS and must be scheduled by ~~Records relating to awards made at the departmental level or higher (Secretary's Awards, Presidential, etc.)~~ Submit SF 115, Request for Records Disposition Authority, to NARA. ↵

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13. *TAB* Incentive Awards Program Reports. ↵ *F5* ↵

F1, TAB

Reports pertaining to the operation of the Incentive Awards Program. ↵

F2 Destroy when 3 years old. ↵

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F3 14. TAB	<u>Notifications of Personnel Actions.</u> ↵ ↵	
TAB, F ^b	Standard Form 50 documenting initial employment, promotions, transfers in or out, separation, and all other individual personnel actions, exclusive of those in Official Personnel Folders. ↵ F5 , ↵	
F1, TAB	a. F ^b Chronological file copies, including fact sheets, maintained in personnel offices. ↵	F2 Destroy when 2 years old. ↵
F3, TAB	b. F ^b All other copies maintained in personnel offices. ↵	F2 Destroy when 1 year old. ↵
F3 15. TAB	<u>Employment Applications.</u> ↵ F5 ↵	
F1, TAB, F ^b	Applications (Standard Form 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the Official Personnel Folder (see item 1 of this schedule). ↵	F2 Destroy upon receipt of OPM inspection report or when 2 years old, whichever is earlier, provided the requirements of the Federal Personnel Manual Chapter 333, Section A-4, are observed. ↵
F3 16. TAB	<u>Personnel Operations Statistical Reports.</u> ↵ F5 ↵	
F1, TAB, F ^b	Statistical reports in the operating personnel office and subordinate units relating to personnel. ↵	F2 Destroy when 2 years old. ↵
F3 17. TAB	<u>Correspondence and Forms Files.</u> ↵ ↵	
TAB, F ^b	Operating personnel office records relating to individual employees not maintained in Official Personnel Folders and not provided for elsewhere in this schedule. ↵ F5 ↵	
F1, TAB	a. F ^b Correspondence and forms relating to pending personnel actions. ↵	F2 Destroy when action is completed. ↵
F3, TAB	b. Retention Registers. ↵ F5 ↵	
F1, TAB, TAB	(1) F ^b Registers from which reduction-in-force actions have been taken. ↵	F2 Destroy when 2 years old. ↵

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<i>F3, TA13, TA13</i>	(2) <i>F6</i> Registers from which no reduction-in-force actions have been taken. ↵	<i>F2</i> Destroy when superseded or obsolete. ↵
<i>F3, TA13</i>	c. All other correspondence and forms. ↵	<i>F2</i> Destroy when 6 months old. ↵
<i>F3</i>	18. <i>TA13, F6</i> <u>Duplicate Documentation and Personnel Files Maintained Outside Personnel Offices.</u> ↵ ↵	
<i>TA13</i>	a. Supervisor's Personnel Files. ↵ <i>F5</i> ↵	
<i>F1, TA13, TA13, F6</i>	Correspondence, memoranda, forms, and other records relating to positions, authorizations, pending actions; copies of position descriptions; requests for personnel action, and records on individual employees duplicated in or not appropriate for the Official Personnel Folder. ↵	<i>F2</i> Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee 1 year after separation or transfer. ↵
	b. Duplicate Documentation. Other copies of documents duplicated in Official Personnel Folders not provided for elsewhere in this schedule.	Destroy when 6 months old.
19.	<u>Individual Health Record Files.</u> Cards which contain such information as date of employee's visit, diagnosis and treatment.	Destroy 6 years after date of last entry.
20.	<u>Health Unit Control Files.</u> Logs or registers reflecting daily number of visits to dispensaries, first aid rooms and health units.	
	a. If information is summarized on statistical report.	Destroy 3 months after last entry.
	b. If information is not summarized.	Destroy 2 years after last entry.

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
21.	Item 21. <u>Employee Medical Folder (EMF)</u>	
a.	Long-term medical records as defined in the Federal Personnel Manual (FPM), chapter 293.	last entry. PMR 5, 1981)
	(1) Transferred employees	
	See FPM for instructions relating to the disposition of EMFs of employees transferring to another agency.	
	(2) Separated employees	
	Transfer Employee Medical Folder to the National Personnel Records Center (NPRC), 111 Winnebago Street, St. Louis, Missouri 63118, 30 days after separation except in situations outlined in FPM Supplement 293-31 regarding the	
22.	transfer of Official Personnel Folders. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later.	ate of
23.	b. Temporary or short-term records as defined in the FPM	
	Destroy 1 year after separation or transfer of employee. Do not transfer to FRC.	byee septable late of ice of duction
	c. Individual Employee Health Case Files created prior to establishment of the EMF system that have been retired to the FRC	
	Destroy 60 years after retirement to FRC.	on.
	procedure.	
(3)	Performance-related records pertaining to a former employee.	Destroy when 3 years old or when no longer needed, whichever is sooner.

See attached reformat in columns

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December 22, 1982

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F3 TAB TAB

(4) ^{F6} All other summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based. ↵

^{F2} Destroy 3 years after date of appraisal. ↵

F3 TAB TAB

(5) Supporting documents. ↵

^{F2} Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner. ↵

F3 TAB

b. ^{F6} SES appointees (as defined in 5 USC 3132a(2)). ↵ F5 ↵

F1 TAB TAB

(1) ^{F6} Performance records superseded through an administrative, judicial, or quasi-judicial procedure. ↵

^{F2} Destroy upon supersession. ↵

(2) ~~Performance-related records pertaining to a former SES appointee~~

~~Disposition pending.~~

F3 TAB TAB

(2) ^{F6} All other performance appraisals, along with job elements and standards (job expectations) upon which they are based,
 ³ ~~excluding records pertaining to a former SES appointee.~~ ↵

^{F2} Destroy 5 years after date of appraisal, exclusive of any interim service as a Presidential appointee. ↵

F3 TAB TAB

(4) Supporting documents. ↵

^{F2} Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner. ↵ F4 ↵

[Note: OPM has yet to ~~submit~~ recommend standards for performance-related records pertaining to former SES appointees and Presidential appointees. These records ~~may not be destroyed~~ until disposition standards have been approved by NARA.] ↵ ↵

~~24. Motor Vehicle Operation Files. See GRS 10, Item 7.~~

RM 56 24. TAB

25. Financial Disclosure Reports. ↵ ↵

TAB

a. ^{F6} Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (P.L. 95-521). ↵ ↵

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GENERAL RECORDS SCHEDULE I

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
<i>F1 TAB TAB</i>	(1) ^{F6} Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate. ↵	^{F2} Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation. ↵
<i>F3 TAB TAB</i>	(2) ^{F6} All other records including SF 278. ↵	^{F2} Destroy when 6 years old; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation. ↵
<i>F3 TAB</i>	b. ^{F6} All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222. ↵	^{F2} Destroy when 6 years old; EXCEPT that documents needed in an on-going investigation will be retained until no longer needed in the investigation. ↵
<i>F3 25/26 TAB</i>	<u>Equal Employment Opportunity Records.</u> ↵ ↵	
<i>F3 TAB</i>	a. ^{F6} Official Discrimination Complaint Case Files. ↵ F5 ↵	
<i>F1 TAB TAB</i>	^{F6} Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency; by EEOC, or by a U.S. Court. ↵	^{F2} Destroy 4 years after resolution of case. ↵
<i>F3 TAB</i>	b. Copies of Complaint Case Files. ↵ ^{F5} ↵	
<i>F1 TAB TAB</i>	^{F6} Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files. ↵	^{F2} Destroy 1 year after resolution of case. ↵
<i>F3 TAB</i>	c. Background Files. ↵ ^{F5} ↵	

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|--------------------------------|---|---|
| <i>F1 TAB TAB^{F6}</i> | Background records not filed in the Official Discrimination Complaint Case Files. ↵ | <i>F2</i> Destroy 2 years after final resolution of case. ↵ |
| <i>F3 TAB</i> | d. Compliance Records. ↵ ↵ | |
| <i>TAB TAB</i> | (1) Compliance Review Files. ↵ <i>F5</i> ↵ | |
| <i>F1 TAB TAB TAB</i> | <i>F6</i> Reviews, background ^{documents} papers and correspondence relating to contractor employment practices. ↵ | <i>F2</i> Destroy when 7 years old. ↵ |
| <i>F3 TAB TAB</i> | (2) EEO Compliance Reports. ↵ | <i>F2</i> Destroy when 3 years old. ↵ |
| <i>F3 TAB</i> | e. Employee Housing Requests. ↵ <i>F5</i> ↵ | |
| <i>F1 TAB TAB</i> | <i>F6</i> Forms requesting agency assistance in housing matters, such as rental or purchase. ↵ | <i>F2</i> Destroy when 1 year old. ↵ |
| <i>F3 TAB</i> | f. Employment Statistics Files. ↵ <i>F5</i> ↵ | |
| <i>F1 TAB, TAB</i> | <i>F6</i> Employment statistics relating to race and sex. ↵ | <i>F2</i> Destroy when 5 years old. ↵ |
| <i>F3 TAB</i> | g. EEO General Files. ↵ <i>F5</i> ↵ | |
| <i>F1 TAB TAB</i> | <i>F6</i> General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports. ↵ | <i>F2</i> Destroy when 3 years old, or when superseded or obsolete, whichever is applicable. ↵ |
| <i>F3 TAB</i> | h. EEO Affirmative Action Plans (AAP). ↵ <i>F5</i> ↵ | |
| <i>F1 TAB TAB</i> | (1) <i>F6</i> Agency copy of consolidated AAP(s). ↵ | <i>F2</i> Destroy 5 years from date of plan. ↵ |
| <i>F3 TAB TAB</i> | (2) <i>F6</i> Agency feeder plan to consolidated AAP(s). ↵ | <i>F2</i> Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner. ↵ |

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F3 TAB TAB	(3) ^{F6} Report of on-site reviews of Affirmative Action Programs. ↵	^{F2} Destroy 5 years from date of report. ↵
F3 TAB TAB	(4) ^{F6} Agency copy of annual report of Affirmative Action accomplishments. ↵	^{F2} Destroy 5 years from date of report. ↵
F3 27. TAB	<u>Personnel Counseling Records</u> ↵ ↵	
F3 TAB	a. Counseling Files. ↵ ^{F5} ↵	
F1 TAB TAB	^{F6} Reports of interviews, analyses and related records. ↵	^{F2} Destroy 3 years after termination of counseling. ↵
F3 TAB	b. Alcohol and Drug Abuse Program. ↵ ^{F5} ↵	
F1 TAB TAB ^{F6}	Records created in planning, coordinating and directing an alcohol and drug abuse program. ↵	^{F2} Destroy when 3 years old. ↵
F3 27. TAB	<u>Standards of Conduct Files.</u> ↵ ^{F5} ↵	
F1 TAB	^{F6} Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct. ↵	^{F2} Destroy when obsolete or superseded. ↵
F3 28. TAB	<u>Labor Management Relations Records.</u> ↵ ↵ ↵	
TAB	a. ^{F6} Labor Management Relations General and Case Files. ↵ ↵	
TAB TAB	^{F6} Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups: ↵ ^{F5} ↵	
F1 TAB TAB	(1) Office negotiating agreement. ↵	^{F2} Destroy when 5 years old. ^{after expiration of agreement.} ↵
F3 TAB TAB	(2) Other offices. ↵	^{F2} Destroy when superseded or obsolete. ↵
F3 TAB	b. ^{F6} Labor Arbitration General and Case Files. ↵ ^{F5} ↵	
F1 TAB TAB ^{F6}	Correspondence, forms, and background papers relating to labor arbitration cases. ↵	^{F2} Destroy 5 years after final resolution of case. ↵

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August 27, 1984

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GSA Bulletin FPMR B-124, Supp. 3

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RM 56 30 31. TAB	^{F4} <u>Grievance, Disciplinary and Adverse Action Files.</u> ↵ ↵	
TAB	a. Grievance, Appeals Files (5 CFR 771). ↵ F5 ↵	
F1 TAB TAB	Records originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. ↵	F2 Destroy 3 years after case is closed. ↵
F3 TAB	b. Adverse Action Files (5 CFR 752). ↵ F5 ↵	
F1 TAB TAB	Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting ^{documents} papers; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand, which are filed in the Official Personnel File. ↵	F2 Destroy 4 years after case is closed. ↵
F3 3 32. TAB	<u>Personal Injury Files.</u> ↵ F5 ↵	
F1 TAB	^{F4} Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made, EXCLUDING copies filed in the Official Personnel ^{Employee Medical} Folder and copies submitted to the Department of Labor. ↵	F2 Destroy when 5 years old. (Suspended per GSA-FPMR Bulletin-B-136, March 21, 1984) cut off on termination of compensation on when deadline for filing a claim has passed. Destroy 3 years after cutoff. ↵

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GENERAL RECORDS SCHEDULE 1

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
F3 3 ²³ TAB	<u>Merit Promotion Case Files.</u> \leftarrow F5 \leftarrow	
F1 TAB	^{F6} Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, EXCLUDING, any records that duplicate information in the promotion plan, in the Official Personnel Folders, or in any other personnel records. \leftarrow	^{F2} Destroy, 2 years after the ^{is completed,} personnel action or after the action has been audited by OPM, whichever is sooner. \leftarrow
F3 3 ³³ TAB	<u>Examining and Certification Records.</u> \leftarrow F5 \leftarrow	
F1 TAB	^{F6} Records created under ^{Delegated agreements and related} delegated agreements under the authority of 5 U.S.C. 1104 between the Office of Personnel Management and agencies allowing for the examination and certification of applicants for employment. \leftarrow ^{F5}	
F1 TAB	a. ^{F5} Delegated agreements \leftarrow	^{F2} Destroy 3 years after termination of agreement. \leftarrow
F3 TAB	b. ^{F5} Correspondence \leftarrow F5 \leftarrow	
F1 TAB TAB	^{F6} Correspondence concerning applications, eligibles certification, and all other examining and recruiting operations including but not limited to correspondence from the Congress, White House, and general public; and correspondence regarding accommodations for holding examinations and shipment of test materials. \leftarrow	^{F2} Break annually. Destroy 1 year after break. \leftarrow
F3 TAB C, D.	Test material stock control \leftarrow F5 \leftarrow	
F1 TAB TAB	^{F6} Stock control records of examination test material including running inventory of test material in stock. \leftarrow	^{F2} Destroy when test is superseded or obsolete. \leftarrow
F3 TAB d. 1.0.	^{F6} Application Record Card (OPM Form 5000A, or equivalent). \leftarrow	^{F2} Break after examination. Destroy no later than 90 days after break. \leftarrow

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GENERAL RECORDS SCHEDULE 1

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
F3 TAB e.d.	^{F4} Examination Announcement Case Files. ↵ F5 ↵	
F1 TAB TAB	^{F6} Correspondence regarding examination requirements, original drafts of examination, and announcement issued (exclusive of correspondence, and other records concerning qualification standards, job specifications and their development). ↵	^{F4} Destroy 5 years after termination of related register. ↵
F3 TAB S.e.	^{F6} Register of eligibles (OPM Form 5001-C, or equivalent document that records eligibility for an individual for Federal jobs). ↵	^{F2} Break records on individuals with terminated eligibility annually. Destroy 5 years after break. ↵ When entire register is terminated, destroy 5 years after termination date. (Registers established under case examining: Destroy after audit by local OPM area office or 90 days after final action is taken on the certificate whichever is sooner.) ↵
F3 TAB q.e.	^{F6} Letters to applicants denying transfer of eligibility (OPM Form 4896, or equivalent). ↵	^{F2} Break annually. Destroy 1 year after break. ↵
F3 TAB h.g.	^{F6} Cancelled and ineligible applications. The application, supplemental forms, and attachments. ↵	^{F2} Ineligible applications may be returned to the applicant with the notice of ineligibility, unless otherwise directed by the local OPM area office. Destroy ineligible applications not returned and cancelled applications 90 days after date of action or when register is terminated, whichever is sooner. ↵
F3 TAB i.k.	Test Answer Sheets ↵ F5 ↵	
F1 TAB TAB	^{F6} Written test answer sheets for both eligibles and ineligibles. Filed by date of processing. ↵	^{F2} Destroy when 6 months old. ↵

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>DISPOSITION</u>
F3 TAB J.V.	^{F6} Lost or Exposed Test Material Case Files. ↵ F5 ↵	
F1 TAB TAB	^{F6} Records showing the circumstances of loss, nature of the recovery action and corrective action required. ↵	^{F2} Break files annually. Destroy 5 years after break. ↵
F3 TAB K.J.	Eligible applications. ↵ F5 ↵	
F1 TAB TAB	(1) On active register. ↵	^{F6} Destroy upon termination of the register (except applications that may be brought forward to new register, if any). ↵
F3 TAB TAB	(2) On inactive register. ↵	^{F2} Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration. ↵
F3 TAB L.K.	^{F6} Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, change in status, etc., submitted by SF 59, OPM 648, or equivalent forms. ↵	^{F2} Break annually. Destroy 1 year after break. ↵
F3 TAB M.Y.	Certificate Files. ↵ F5 ↵	
F1 TAB TAB	SF 39, SF 39A, and all papers upon which the certification was based: detailed rating schedule, record of selective and quality ranking factors used, list of eligibles screened for the vacancies, rating assigned, availability statements, and other documentation material designated by the examiner of retention. It is recommended that both the file copy and the audited report copy of the certificate be kept in this file. Files should be arranged to permit reconstruction or validation of actions taken in the event of appeal or legal action. ↵	^{F2} Break annually. Destroy 5 years after break. ↵

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ITEM NO.	DESCRIPTION OF RECORDS	DISPOSITION
F3 TAB n.	^{F6} Certification request control index. ↵	^{F2} Break annually. Destroy 1 year after break. ↵
F3 TAB o.	^{F6} Displaced Employee Program (DEP) application and registration sheet. ↵	^{F2} Destroy upon expiration of employee's DEP eligibility. ↵
F3 TAB p.	^{F6} DEP control cards, if maintained. ↵	^{F2} Break annually. Destroy 2 years after break. ↵
F3 TAB q.	^{F6} Reports of audits of delegated examining operations. ↵	^{F2} Destroy 3 years after date of the report. ↵
34.	<u>Occupational Injury and Illness Files.</u> ↵ F5 ↵	
F1 TAB	^{F6} Reports and logs (including OSHA Forms 100, 101, 102, and 200, or their equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment. ↵	^{F2} Destroy when 5 years old. ↵

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Payrolling and Pay Administration Records

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Payrolling and pay administration records pertain to disbursements to civilian employees of the Government for personal services. This schedule applies to the pay records that are common to all agencies, but it excludes (a) retirement records (Form 2806 or equivalent) that are maintained during employee duty and then transferred to the Office of Personnel Management; (b) files maintained in agency space for audit by the General Accounting Office under section 117(b) of the Budget and Accounting Procedures Act of 1950; (c) records relating to tax withholding, savings bonds, or fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Government-wide programs; and (d) Office of Management and Budget files reflecting agency personnel needs and problems. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions. *Administration*

Papers required by the Comptroller General to be maintained for site audit ~~or to be physically transferred to the General Accounting Office for centralized audit~~ are segments of accountable officer's accounts. In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office unless the agency concerned has written approval of the Comptroller General, as required by 82 Stat. 1301 (44 U.S.C. 3309). Most Federal civilian pay accounts are prepared and maintained in accordance with Title 6—Pay, Leave, and Allowances and incorporated in the GAO Manual for Guidance of Federal agencies.

In the payrolling process different types of records are accumulated. In many cases the records will be ^{in electronic} ~~a machine readable~~ form, as the payrolling process has been almost universally converted to electronic data processing throughout the Federal government. Under Title 6 of the GAO Manual these records are normally site-audited on a sample basis by GAO representatives who examine primarily the earnings record card, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signatures of the certifying officer, checklists prepared in lieu of the more formal payrolls by Department of the Treasury or local disbursing personnel, source personnel documents such as basic time and attendance reports, and copies of personnel action forms documenting changes in pay. In addition, pay registers and other accounting devices are maintained to check and balance the accounts.

All payroll systems require the maintenance of a leave card, to which information is posted from more detailed records kept by time and attendance clerks located throughout an agency. Two basic forms or variations of them are used by most agencies: (a) Standard Form 1137, which shows leave taken by an employee over a two-year period; and (b) Standard Form 1130, which is a combination time and attendance and leave record designated to be maintained in agencies in which the time-keeping function is decentralized. One Standard Form 1130 is maintained for each employee each pay period, and the current leave status figure is accumulated from pay period to pay period.

Other records incidental to the payrolling process are withholding tax and savings bond records, reports made to Treasury Department units and the Office of Personnel Management on income tax and retirement transactions, and other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payrolling function.

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GENERAL RECORDS SCHEDULE 2

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Individual Accounts Files.</u> Individual earning and service cards, such as Optional ^{Standard Optional} Form 1127 or equivalent.	Transfer to the National Personnel Records Center (NRPC), St. Louis, Missouri. (a) If filed in official personnel folder (OPF) or in individual pay folder adjacent to the OPF, destroy with the OPF. (See GRS 1, Item 1.) (b) If not in or filed adjacent to the OPF, destroy 56 years after the date of the last entry on the card.
2.	<u>Payroll Correspondence Files.</u> General correspondence files maintained by payroll units pertaining to payroll preparation and processing.	Destroy when 2 years old.
3.	<u>Time and Attendance Reports Files.</u> a. Form such as Optional ^{Standard Optional} Form 1130 or equivalent. (1) Payroll preparation and processing copies. (2) All other copies. b. <u>Flexitime Attendance Records.</u> Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.	 Destroy after GAO audit or when 3 years old, whichever is sooner. Destroy 6 months after the end of the pay period. Destroy after GAO audit or when 3 years old, whichever is sooner.
4.	<u>Individual Authorized Allotments Files.</u> a. U.S. Savings Bond Authorization. Standard Form 1192 or equivalent, and authorization for individual allotment to the Combined Federal Campaigns.	

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GENERAL RECORDS SCHEDULE 2

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AUTHORIZED DISPOSITION

(1) If record is maintained on earning record card.

Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred. See Treasury Fiscal Requirements Manual, para. *regarding* 6030.10 for instructions relating to savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions *regarding* relating to CFC authorizations.

(2) If record is not maintained elsewhere.

Destroy 3 years after *superseded* ~~supersession~~ or 3 years after separation of employee. See (1) above for transfer instructions.

b. All other authorizations, including union dues and savings.

(1) If record is maintained on earning record card.

Destroy when superseded or after transfer or separation of employee.

(2) If record is not maintained elsewhere.

Destroy 3 years after ~~supersession~~ *superseded* or 3 years after transfer or separation of employee.

5. **Bond Registration Files.**

Issuing agent's copies of bond registration stubs.

Destroy when 2 years old.

6. **Bond Receipt and Transmittal Files.**

Receipts for and transmittals of U.S. Savings Bonds and checks.

Destroy 3 months after date of receipt.

7. **Bond Purchase Files.**

Forms and reports with related *documents* ~~papers~~ pertaining to deposits and purchases of bonds.

Destroy when 3 years old.

8. **Leave Application Files.**

Application for Leave, SF 71, or equivalent, and supporting ~~papers~~ *documents* relating to requests for and approval of taking leave.

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GSA Bulletin FPMR B-124

December 22, 1982

GENERAL RECORDS SCHEDULE 2

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	a. If the timecard has been initialed by the employee.	Destroy at the end of the applicable pay period.
	b. If the timecard has not been initialed by the employee.	Destroy after GAO audit or when 3 years old, whichever is sooner.
9.	Leave record cards such as OF ^{SF} 1137 or equivalent maintained separately from pay and earnings records, and OF ^{SF} 1130 when used as a leave record.	
	a. Pay or fiscal copies.	Destroy when 3 years old.
	b. Other copies.	Destroy 3 months after the end of the period covered.
10.	<u>Leave Data Files.</u> Records of leave data, such as SF 1150, prepared except as noted in the Federal Personnel Manual, 293-A-3.	
	a. Original copy of SF 1150.	File on right side of official personnel folder. See GRS 1, item 1.
	b. Agency copy.	Destroy when 3 years old.
11.	<u>Notification of Personnel Action Files.</u> Copies of SF 50 or equivalent, not filed in the Official Personnel Folder.	
	a. Pay or fiscal copy.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.
	b. All other copies.	See GRS 1, item 14.
12.	<u>Budget Authorization Reference Files.</u> Copies of budget authorizations in operating payroll units used to control personnel ceilings and personnel actions.	Destroy when superseded.

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	b. All other copies.	Destroy 1 month after the end of the pay period.
17.	<u>Administrative Payroll Report Files.</u> Reports, statistics, with supporting and related records pertaining to payroll operations and pay administration.	
	a. Reports and data used for workload and personnel management purposes.	Destroy when 2 years old.
	b. All other reports and data.	Destroy when 3 years old.
18.	<u>Tax Files.</u>	
	a. Withholding tax exemption certificates, such as IRS Form W-4, and similar state tax exemption forms.	Destroy 4 years after form is superseded or obsolete.
	b. Returns on income taxes, ^{withheld} such as IRS Form W-2.	Destroy when 4 years old.
	c. Reports of withheld Federal taxes, such as IRS Form W-3, with related papers, including reports relating to income and social security taxes.	Destroy when 4 years old.
19.	<u>Income Tax Return Files.</u>	See Item 18b of this schedule.
20.	<u>Tax Report Files.</u>	See Item 18c of this schedule.
19. 21.	<u>Retirement Files.</u>	
	a. Reports and registers. Reports, registers or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	Destroy when 3 years old.
	b. Assistance files. Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or	Destroy when 1 year old.

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GENERAL RECORDS SCHEDULE 2

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	survivors claim insurance or retirement benefits.	
<u>20,</u> <u>22.</u>	<u>Insurance Deduction Files.</u> Reports and related papers including copies of vouchers and schedules of payments pertaining to insurance deductions.	Destroy when 3 years old.
<u>21,</u> <u>23.</u>	<u>Levy and Garnishment Files.</u> Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, workpapers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	Destroy when 3 years old.
<u>23,</u> <u>24.</u>	<u>Wage Survey Files.</u> Wage survey reports and data, ^{background} working papers and ^{documents} related correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for and authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).	Destroy after completion of second succeeding wage survey.

SUPERSEDED

FPMR 101-11.4
October 1982

GENERAL RECORDS SCHEDULE 3

Procurement, Supply and Grant Records

Agency procurement and supply records document the acquisition of goods and non-personal services, controlling the volume of stock on hand, reporting procurement needs, and related supply matters which are part of daily procurement operations. The basic procurement files reflect a considerable range of procedure, from simple, small purchases to complicated prime contractor and subcontractor operations.

Any records created prior to 1895 must first be offered to the National Archives and Records Service for ^{Administrative appraisal} possible permanent retention before applying the disposal instructions. Frequently copies of procurement papers become integral parts of the other files in the agency, such as project files of various types or general subject files pertaining to program operations; such copies are not covered by this schedule because they cannot be considered and evaluated separately from the files of which they are a part.

The General Accounting Office no longer requires agencies to maintain a separate file of contracts for site audit. The agency contract files maintained in the contracting officer's office are accessible to GAO auditors and have generally been used by them in the past.

In no event may disposal be made of records pertaining to accounts, claims or demands involving the Government of the United States which have not yet been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Records documenting procurement and supply in the agencies are largely standardized by various regulations of the Comptroller General and the Administrator of General Services. The physical arrangement of the transaction files themselves differs in the various agencies, however. In all agencies the official contract files, for example, contain a minimum core of specified documents, but there are also other documents that vary in accordance with what the individual agency deems to be best for its own operating purposes.

The key procurement file is the transaction case file containing the formal contract or informal purchase order or lease instruments and all related papers. The documents flowing into the transaction file differ in detail, but they include, in addition to the purchase document, specifications, bids, schedules of delivery, initiating requisition, invoices, and correspondence. Other copies of these documents, made for expediting and other administrative purposes, are scattered throughout the inspection, shipping, expediting, and other units of the agency procurement organization.

Other files related to the procurement and supply function include reports used for supply management purposes by the agency creating the records as well as the staff agency involved with Government-wide programs. They also include local requisition and stock inventory files and other minor supply papers.

Of a specialized character in the procurement field are the title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise). These papers are required by the Government as long as the property remains in Government hands or if it has been sold or released conditionally or with recapture

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GENERAL RECORDS SCHEDULE 3

clauses. When properties are disposed of by quitclaim deeds, this fact should be confirmed prior to the disposal of title papers, since the title evidence might be needed by the Government to defend the title in the event the properties were disposed of by deeds containing general or special warranties.

It should also be ascertained that the title evidence relates only to the properties which were sold by the Government. In many instances, lands acquired by the Government are disposed of in different size parcels, and if the Government retains the title to any portion the title evidence should be retained.

This schedule does not apply to Interior Department records relating to the public domain or to the title opinion files of the Department of Justice.

This schedule ~~has been revised to include~~ ^{some of the common} ~~the most frequently found~~ agency records relating to grant programs. Since many Federal agencies conduct grant programs which document projects contracted between the agency and an outside party, these records are included as an adjunct to procurement and supply records.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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1.	<u>Unique Procurement Files.</u>	
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	Procurement files (as in Item 4, below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs, other than those covered by Item 13.	
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		Submit SF 115, Request for Records Disposition Authority.
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1. 2.	<u>Real Property Files.</u>	
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	Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), <u>EXCLUDING</u>	
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	a. ^{Records relating to} Papers for property acquired prior to January 1, 1921.	
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		Submit SF 115, Request for Records Disposition Authority.
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	a. b. ^{Records relating to} Papers for property acquired since ^{as per December 31, 1920} January 1, 1921, other than abstract or certificate of title.	
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		Dispose 10 years after unconditional sale or release by the Government of conditions, restrictions, mortgages or other liens.
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	b. c. Abstract or certificate of title.	
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		Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.
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[Note: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of an SF 115 to NARS.]

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2.3.

General Correspondence Files.

Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.

Destroy when 2 years old.

3.4.

Routine Procurement Files.

Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in Items 1, 2, 13, and 15).

a. Procurement or purchase organization copy, and related papers.

(1) Transactions of more than \$25,000 ~~\$10,000~~ and all construction contracts exceeding \$2,000.

Destroy 6 years and 3 months after final payment.

(2) Transactions of ~~\$10,000~~ or less and construction contracts under \$2,000.

Destroy 3 years after final payment. ~~(Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction herewith.)~~

b. Obligation copy.

Destroy when funds are obligated.

c. Other copies of records described above used by component elements of a procurement office for administrative purposes.

Destroy upon termination or completion.

4.4.

Supply Management Files.

Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other

d. Data Submitted to the Federal Procurement Data System (FPDS).

Electronic data files maintained by fiscal year, containing ~~and~~ records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.

Destroy when 5 years old.

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ITEM
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DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).

- a. Copies received from other units for internal purposes or for transmission to staff agencies. Destroy when 2 years old.
- b. Copies in other reporting units, and related work ~~papers~~ documents. Destroy when 1 year old.

S.G.

Solicited and Unsolicited Bids and Proposals Files.

- a. Successful bids and proposals. Destroy with related contract case files (see item 4 of this schedule).

- b. Solicited and unsolicited unsuccessful bids and proposals.

- (a) →
(1) When filed separately from contract case files. Destroy when related contract is completed.
- (b) →
(2) When filed with contract case files. Destroy with related contract case files (see item 4 of this schedule).

- c. Cancelled ~~solicitations~~ files.

- (1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation. Destroy 5 years after date of cancellation.

- (2) Unopened bids. Return to bidder.

(Handwritten note)

(1) Relating to small purchases as defined in the Federal Acquisition Regulation (48 CFR Part 13).

(2) Relating to transactions above the small purchase limitations in 48 CFR Part 13.

Destroy 1 year after date of award or final payment, whichever is later.

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	d. Lists or Card Files of Acceptable Bidders.	Destroy when superseded or obsolete.
6.7.	<u>Public Printer Files.</u> Records relating to requisitions on the Printer, and all supporting papers.	
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	Destroy 3 years after completion or cancellation of requisition.
	b. Accounting copy of requisition.	Destroy 3 years after period covered by related account.
7.8.	<u>Nonpersonal Requisition File.</u> Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6)).	Destroy when 1 year old.
8.9.	<u>Inventory Requisition File.</u> Requisitions for supplies and equipment for current inventory.	
	a. Stockroom copy.	Destroy 2 years after completion or cancellation of requisition.
	b. All other copies.	Destroy when 6 months old.
9.10.	<u>Inventory Files.</u>	
	a. Inventory lists.	Destroy 2 years from date of list.
	b. Inventory cards.	Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.

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GENERAL RECORDS SCHEDULE 3

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS.	Destroy 2 years after date of survey action or date of posting medium.
10.	<u>Telephone Records.</u> Telephone statements and toll slips.	Destroy 3 years after period covered by related account.
11. 12.	<u>Contractors' Payroll Files.</u> Contractors' payrolls (construction contracts) submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.
12. 13.	<u>Tax Exemption Files.</u> Tax exemption certificates and related papers.	Destroy 3 years after period covered by related account.
13. 14.	^{Unsuccessful} <u>Grant Application Files.</u> Applications, memoranda , correspondence, and other records relating to the decision to accept or reject grant proposals. a. Unsuccessful (rejected or withdrawn) applications. b. Accepted applications.	Destroy 3 years after rejection or withdrawal. Dispose of with related grant case file (see item 15 of this schedule).

{Note: Grant Case Files, which include accepted applications among many other documents, cannot be scheduled in the GRS. The types and significance of proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award, evaluation, status and monitoring of grants; allocation of funds, and project budgets.

significant correspondence and subject files relating to grant programs, and final product files.

grant programs and the contents of the ~~case~~ files vary, so no single disposition can be applied to the files on a government-wide basis. To schedule these records, agencies must submit an SF115 to NARA.]

Submit SF 115, Request for Records Disposition Authority.

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GENERAL RECORDS SCHEDULE 3

ITEM
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DESCRIPTION OF RECORDS

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~~16.~~

Grant Control Files.

Indexes, registers, logs or other records relating to control of assigning numbers or identifying projects, applications and grants.

~~See GRS 23, item 8,
- Destroy when superseded or
obsolete.~~

~~17.~~

Grant, ^{Administrative} Correspondence and Subject Files.

a. Correspondence and/or subject files including memoranda, studies, reports, forms, and other records relating to the legal establishment of the grant program, its policies and basic procedures, and the management and evaluation of grants.

~~Submit SF 115, Request for
Records Disposition Authority.~~

b. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.

Destroy when 2 years old.

INSERT Note here

~~18.~~

Final Product Files.

Published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine-readable form.

Submit SF 115, Request for
Records Disposition Authority.

~~19.~~

Contract Appeals Case Files.

Contract appeals case files, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments; transcripts of hearings; documents received from parties concerned; final decisions; and all other related papers.

~~Destroy 10 years after final
action or decision.~~

a. Records created prior to October 1, 1979.

Destroy 6 years, 3 months,
after final action or decision.

b. Records created after
September 30, 1979.

Destroy 1 year after final
action or decision.

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 3

ITEM
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

17
28.

Contractor's Statement of Contingent
or Other Fees.

Standard Form 119, Contractor's Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.

Destroy when superseded, obsolete, or no longer needed, whichever is sooner.

17.

Small and Disadvantaged
Business Utilization Files.

Correspondence, reports, studies, goal statements, and other records ~~and~~ relating to the small and disadvantaged business utilization program, as required by P.L. 95-507.

Destroy when 3 years old.

GENERAL RECORDS SCHEDULE 4

Property Disposal Records

These records pertain to the sales by agencies of real and personal property surplus to the needs of the Government. The act creating the General Services Administration transferred to the new agency the functions of the former War Assets Administration relating to property disposition. This schedule is not applicable to transaction or policy files created by the General Services Administration and predecessor agencies, to records in the Department of the Interior relating to the public domain, and to records relating to overseas property under Department of State control. Any surplus property transaction files dated prior to the establishment of the former Procurement Division of the Department of Treasury in 1933 must be offered to the National Archives and Records Service for possible permanent retention before applying these disposition instructions.

The *Administration* *appraisal*
In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by 44 U.S.C. 3309.

Three forms are prescribed for use by an agency selling surplus personal property under GSA regulations:

a. Standard Form 114, Sale of Government Property, Invitation, and Bid, and Acceptance. Related papers that are maintained by the agencies, usually in case fashion, consist of correspondence, bids, and other notices of sale, invoices, and sales slips.

b. Standard Forms 120, Report of Excess Personal Property, and 121, Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property. Agencies use SF 120 to report excess personal property to the regional General Services Administration offices, which initiate screening action. The quarterly reports are submitted to the Office of Personal Property, *Management* Utilization and Disposal Service, General Services Administration, which consolidates the data. *Office of Federal Supply and*

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	Surplus Property Precedential Case Files. Case files on sales of surplus personal property (as described in Item 6 below) documenting the initiation and development of transactions that deviate from established precedents with respect to general agency disposal or to major disposal programs.	Submit SF 115, Request for Records Disposition Authority.
2.	Property Disposal Case Files. Case files on disposal of surplus real and related personal property.	Submit SF 115, Request for Records Disposition Authority.

SUPERSEDED
GENERAL RECORDS SCHEDULE 4

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
3.	Excess Real Property Reports.	Submit SF-115, Request for Records Disposition Authority.
1.4.	<u>Property Disposal Correspondence Files.</u> Correspondence files maintained by units responsible for property disposal, pertaining to their operation and administration, and not otherwise provided for.	Destroy when 2 years old.
2.8.	<u>Excess Personal Property Reports.</u>	Destroy when 3 years old.
3.6.	<u>Surplus Property Case Files.</u> 11 Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence (other than those covered in items 1 and 2). 11	
	a. Transactions after July 25, 1974, of more than \$10,000; and transactions before July 26, 1974, of more than \$2,500. 1	Destroy 6 years after final payment. (Place in inactive file on final payment and transfer to Federal Records Center 2 years thereafter.)
	b. Transactions after July 25, 1974, of \$10,000 or less; and transactions before July 26, 1974, of \$2,500 or less.	Destroy 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and destroy except that files on which actions are pending will be brought forward to the next fiscal year's files for disposal therewith.)
4.7.	<u>Real Property Files.</u> Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. (Also see GRS 22, Design and Construction Drawings and Related Records.)

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 4

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.	

[Note: Case files on the disposal of surplus real and related personal property and excess real property reports are not covered by the GRS because some of these files may have long-term legal value. ~~The~~ Agencies must schedule these series by submitting an SF115 to NARA.]

SUPERSEDED

GENERAL RECORDS SCHEDULE 5

Budget Preparation, Presentation, and Apportionment Records

Budget and apportionment records include the various files accumulated in an agency in the course of formulating its budget for submission to the Office of Management and Budget (OMB) and to the Congress; in defending its requests for funds before both bodies; and after enactment of an appropriation bill, in ensuring that the funds are used in such a way as to suffice for the appropriate period of time. The funds are made available to the agency by OMB, usually in quarterly portions, and the agencies must indicate and justify regularly to OMB their proposed rate of expenditure. After the funds have been made available to the agency, its own controls over the funds are in its expenditure accounting records (Schedule 7), and detailed information relative to expenditures is contained in the accountable officers' account (Schedule 6).

This schedule applies to records of budget preparation, presentation and apportionment in all agencies, except that it does not apply to records of the OMB and the Treasury Department reflecting the Government-wide budget responsibilities of those agencies. Records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying the disposition instructions.

Admin's track

Agency budget records are normally created at all levels of agency organization. They show proposals from all operating levels as well as the bureau-wide and agency-wide coordinating work done by formally organized budget offices. Therefore the records consist of detailed work papers and budgetary statements developed by single operating units, the more significant budget statements and related papers representing consolidated submissions prepared at the bureau or equivalent level and forwarded to the agency budget officer, and the records at the highest level pertaining to the budget submission for the entire agency.

The nature of the budget presentation itself is standardized by OMB which prescribes format and procedures for all Federal agencies. However, the internal reports and papers which support the budget and are used in its preparation vary from agency to agency. The budget submission, a record copy of which is usually designated by the agency, is a duplicate of the set of papers submitted to OMB. These include summary statements of appropriations and expenditures, statements of contract authorizations, and statements of receipts as well as narrative summary statements which highlight the principal features of the agency requests and immediately related supporting documents. The narrative presents the policies and the programs of the agency which the budgetary requests are to support. In addition to the summaries, the submission includes schedules of obligations and statements pertaining to each type of appropriation and fund under which the individual agency operates. Finally, OMB requires additional supporting data pertaining to objects of expenditure, particular agency programs, and figures based on the cost of various type of service operations, such as personnel and payrolling activities.

SUPERSEDED

GENERAL RECORDS SCHEDULE 5

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	<u>Budget Policy Files.</u>	
	Correspondence or subject files in formally organized budget offices documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.	Submit SF 115, Request for Records Disposition Authority.
2.	<u>Budget Estimates and Justifications Files.</u>	
	a. Copies of budget estimates and justifications prepared or consolidated in formally organized budget offices at the bureau (or equivalent) or higher organizational level. Included are appropriation language sheets, narrative statements, and related schedules and data.	Submit SF 115, Request for Records Disposition Authority.
	b. Working papers and background materials.	See Item 4 of this schedule.
1. 3.	<u>Budget Correspondence Files.</u>	
	Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, <i>EXCLUDING</i>	Destroy when 2 years old.
2. 4.	<u>Budget Background Records.</u>	
	Working papers, cost statements, and rough data, <i>and similar materials,</i> accumulated in the preparation of annual budget estimates, including <i>including</i> duplicates of papers described in item 2; and originating offices' copies of reports submitted to budget offices.	Destroy 1 year after the close of the fiscal year covered by the budget.
	<i>files documents relating to agency policy and procedure maintained in formally organized budget offices.</i> <i>budget estimates and justifications, and related appropriation language sheet, narrative statements, and related schedules;</i>	

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 5

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3. B.	<u>Budget Reports Files.</u> Periodic reports on the status of appropriation accounts and apportionment.	
	a. Annual report (end of fiscal year).	Destroy when 5 years old.
	b. All other reports.	Destroy 3 years after the end of the fiscal year.
4. B.	<u>Budget Apportionment Files.</u> Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	Destroy 2 years after the close of the fiscal year.

The following budget files are not covered by the GRS:
[Note: 1--Budget office correspondence or subject files documenting budget policy and procedures and reflecting policy decisions affecting expenditures for agency programs, and 2--Budget estimates and justifications of formally organized budget offices at the bureau (or equivalent) or higher organizational level. Depending on agency recordkeeping practices and patterns of documentation, these records may have archival value and must be scheduled by submitting an SF 115 to NRS.]

December 22, 1984

FPMR 101-11.4
October 1982

GENERAL RECORDS SCHEDULE 6

Accountable Officers' Accounts Records

This general schedule covers accountable officers' returns and related records, including records under the cognizance of the General Accounting Office (GAO). This schedule does not apply to the copies of schedules and related papers held by the Chief Disbursing Officer of the Treasury. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

Accountable officers' accounts include record copies of all records concerned with the accounting for, availability, and status of public funds. There are several types of "accountable officers," such as: (a) the collecting officer, who receives monies owed to the Federal Government and ensures that it is credited to the proper account; (b) the disbursing officer who is responsible for providing documentation to GAO since he accomplishes the actual payment of public monies to proper Federal creditors; and (c) the certifying officer, whose signature on a summary attests to the authenticity of vouchers listed on the schedule.

Disbursements for most civilian Government agencies are made by the Chief Disbursing Officer of the Treasury, who heads the Division of Disbursement of the Bureau of Government Financial Operations within the Treasury Department. Since July 1949, disbursements have been made for most agencies on the basis of certified schedules, with the detailed vouchers transferred to GAO from the agency or held in agency space if site audit was involved. This procedure was extended and confirmed by GAO General Regulations No. 115, issued January 29, 1952, which promulgated a standard form voucher and schedule of payments (Standard Forms 1166 and 1167) for use by all agencies effective July 1, 1952, and formally eliminated the transfer of vouchers of the Chief Disbursing Officer.

This schedule has been revised to include records held for on-site audit by GAO, as described in Item 1a below. Under on-site audit, vouchers, contracts, schedules, statements of transactions and accountability and other related supporting documents are retained in agency space for GAO auditors. Section 5 of the Post Office Department Financial Control Act of 1950 and Section 117(b) of the Budget and Accounting Procedures Act of 1950 (whenever the Comptroller General determines that audit shall be conducted at the site) require agencies to retain these records, which are under GAO cognizance. GAO has given general authority to the agencies, if the records are no longer required for administrative purposes, to transfer all audited records and any unaudited records more than one full fiscal year old to Federal Records Centers. However, to transfer unaudited accountable officers' accounts less than one year old, permission must be obtained from the Director, Office of Administrative Services, GAO. Because the records heretofore transferred to GAO are retained in the agency, some agencies have eliminated the creation of memorandum copies as described in Item 1b of this schedule. *previously*

Records relating to the availability, collection, and custody of funds include (1) the appropriation warrants, (2) other documents which deposit funds into the Treasury, and (3) documents which provide accountable officers with status reports on funds in their custody, such as the proofs of depository account and statements of funds to their credit. Agency copies of these deposit and status documents are so intimately related to the accounts of these officers that they are included in this schedule. The copies received by the Fiscal Service of the Treasury Department are not covered by this schedule and are provided for in separate schedules.

SUPERSEDED

FPMR-101-11.4
GSA Bulletin B-124 Supp. 2

April 12, 1984

GENERAL RECORDS SCHEDULE 6

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
I.	<u>Accountable Officers' Files.</u>	
a.	<p>Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records. If an agency is operating under an integrated accounting system approved by GAO, certain required documents supporting vouchers and/or schedules are included in the site audit records. These records document only the basic financial transaction, money received and money paid out or deposited in the course of operation of the agency. All copies <u>except</u> the certified payment or collection copy, usually the original or ribbon copy, and all additional or supporting documentation not involved in an integrated system are covered by succeeding items in this schedule.</p> <p>Site audit records include, but are not limited to, the Standard Forms and Optional Forms listed below. Also included are equivalent agency forms which document the basic financial transaction as described above.</p> <p>SF 215, Deposit Ticket SF 224, Statement of Transactions SF 1034, Public Voucher for Purchases and Services Other Than Personal SF 1036, Statement of Certificate and Award SF 1047, Public Voucher for Refunds SF 1069, Voucher for Allowance at Foreign Posts of Duty SF 1080, Voucher for Transfer Between Appropriations and/or Funds</p>	<p>Destroy 6 years and 3 months after period covered by account.</p>

SUPERSEDED

SUPERSEDED

February 27, 1985

FPMR 101-11.4
GSA Bulletin FPMR B-124 Supp. 4

GENERAL RECORDS SCHEDULE 6

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	SF 1081, Voucher and Schedule of Withdrawals and Credits	
	SF 1096, Schedule of Voucher Deductions	
	SF 1097, Voucher and Schedule to Effect Correction of Errors	
	SF 1098, Schedule of Cancelled Checks	
	SF 1113, Public Voucher for Transportation Charges	
	OF 1114, Bill of Collection	
	OF 1114A, Official Receipt	
	OF 1114B, Collection Voucher	
	SF 1129, Reimbursement Voucher	
	SF 1143, Advertising Order	
	SF 1145, Voucher for Payment Under Federal Tort Claims Act	
	SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	
	SF 1156, Public Voucher for Fees and Mileage	
	SF 1166, Voucher and Schedule of Payments	
	SF 1185, Schedule of Undeliverable Checks for Credit to Government Agencies	
	SF 1218, Statement of Accountability (Foreign Service Account)	
	SF 1219, Statement of Accountability	
	SF 1220, Statement of Transactions According to Appropriation, Funds and Receipt Accounts	
	SF 1221, Statement of Transactions According to Appropriation, Funds, and Receipt Accounts (Foreign Service Account)	
	(1) Accounts and supporting documents pertaining to American Indians.	Disposition not authorized.
	(2) All other records described under 1.a. above.	Destroy 6 years and 3 months after period covered by account.
b.	Memorandum or extra copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules,	Destroy 3 years after the period of the account. <i>Destroy when 1 year old.</i>

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February 27, 1985

GENERAL RECORDS SCHEDULE 6

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	and related ^{documents} papers, not covered elsewhere in this schedule, and excluding freight records covered by Schedule 9 and payroll records covered by Schedule 2.	
2.	<u>GAO Exceptions Files.</u> General Accounting Office notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.	Destroy 1 year after exception has been reported as cleared by GAO.
3.	<u>Certificates Settlement Files.</u> Copies of certificates and settlement of accounts of accountable officers, statements of differences, and related records. a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements. b. Certificates covering period settlements.	Destroy 2 years after date of settlement. Destroy when subsequent certificate of settlement is received.
4.	<u>General Fund Files.</u> Records relating to availability, collection, custody and deposit of funds including appropriation warrants and certificates of deposit, other than those records covered by Item 1 of this schedule.	Destroy when 3 years old.
5.	<u>Accounting Administrative Files.</u> Correspondence, reports and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations. a. Files used for workload and personnel management purposes.	Destroy when 2 years old.

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GENERAL RECORDS SCHEDULE 6

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. All other files.	Destroy when 3 years old.
6.	<u>Federal Personnel Surety Bond Files.</u>	
	a. Official copies of the bond and attached powers of attorney.	
	(1) Bonds purchased before January 1, 1956.	Destroy 15 years after bond becomes inactive.
	(2) Bonds purchased after December 31, 1955.	Destroy 15 years after the end of the bond premium period.
	b. Other bond files, including other copies of bonds and related papers. <i>documents.</i>	Destroy when bond becomes inactive or after the end of the bond premium period.
7.	<u>Gasoline Sales Tickets.</u>	
	Hard copies of sales tickets filed in support of paid vouchers for credit card purchases of gasoline.	Destroy after GAO audit or when 3 years old, whichever is sooner.
8.	<u>Telephone Toll Tickets.</u>	
	Originals and copies of toll tickets filed in support of telephone toll call payments.	Destroy after GAO audit or when 3 years old, whichever is sooner.
9.	<u>Telegrams.</u>	
	Originals and copies of telegrams filed in support of telegraph bills.	Destroy after GAO audit or when 3 years old, whichever is sooner.
10.	<u>Administrative Claims Files.</u>	
	a. <i>Claims against the United States. Records relating to claims against the United States for money which have been</i>	<i>Destroy when 6 years, 3 months old.</i>

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~~amount~~

administratively (1) disallowed in full or (2) allowed in full or in part, and final payment of the amount awarded, EXCLUDING claims covered by ~~item 1~~ subitem c below.

- b. Claims by the United States subject to the Federal Claims Collection Standards and 28 U.S.C. 2415 or 31 U.S.C. 3716 (c)(1).

Records relating to claims for money or property which were administratively determined to be due and owing to the United States and which are subject to the Federal Claims Collection Standards (4 CFR Chapter II), EXCLUDING claims covered under subitem c below.

- (1) Claims which were paid in full or by means of a compromise agreement pursuant to 4 CFR part 103.
- (2) Claims for which collection action has been terminated under 4 CFR part 104
- (a) Claims for which the Government's right to collect was not extended.

Destiny when 6 years, 3 months old.

Destiny 10 years, 3 months after the year in which the Government's right to collect first accrued.

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(b) Claims for which the Government is entitled (per 28 U.S.C. 2415) to additional time to initiate legal action.

Destroy 3 months after the end of the extended period

(3) Claims which the agency administratively determines are not owed to the United States after collection action was initiated.

Destroy when 6 years, 3 months old.

c. Claims files that are affected by a court order or that are subject to litigation proceedings,

Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.

SUPERSEDED

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GAS 7.1.10

December 22, 1982

FP MR 101-11.4
October 1982

GENERAL RECORDS SCHEDULE 7

Expenditure Accounting Records

Expenditure accounting records are the ledgers and related documents maintained by all Federal agencies to show in summary fashion how their funds, appropriated and non-appropriated, are spent after allotment by the Office of Management and Budget (OMB), and the sources and nature of any receipts. The key records are the general ledger accounts, which constitute, as a unit, the heart of the agency accounting system. These ledgers summarize the financial status and financial transactions of the agency, showing the current status of funds available for expenditure, the amounts due and collected for the account of the Government, accumulated expenditures and liabilities, and the values of stock, equipment, and other property in agency custody. They are controls that serve not only as central fiscal records, but also a primary source of data for top management concerned with agency solvency, expenditures, and program costs.

The general ledgers are subdivided into arbitrarily created account titles, which are based on programs, projects, costs, and funds. Supporting them are a group of subsidiary ledgers and ^{documents} papers further detailing the information in the general ledgers or serving as posting media to the ledgers themselves. To the extent that they reflect appropriation expenditures, the general ledgers are supported by allotment ledgers, which at all times show the current unobligated balance of funds allotted for specific agency purposes and thereby provide a safeguard against over expenditure by operating officials. The allotment ledgers are general controls over expenditures, and they in turn summarize and are supported by more detailed controls that normally take the form of project or job orders which authorize exact and specific expenditure.

The sources of data that are posted to the ledger files are somewhat diverse, but they fall into two general groups:

- a. Copies of various obligation or expenditure documents, such as vouchers and schedules, which flow through the ledger unit for posting.
- b. Journal vouchers and similar internal control documents created to authorize and convey entries to the general ledger.

As the centralized fiscal record, the general ledgers ultimately summarize stores, plant and cost accounting data, which are treated in a separate schedule, but these are only several aspects of the total ledger accounts. Consequently, the ledgers are the source of the data included in the basic apportionment reports to the OMB and the Treasury Department, and over-all reports of agency fiscal condition which may be required by the General Accounting Officer (Schedules 6 and 8). The adequacy for audit purposes of the general ledger accounts is normally considered by General Accounting Office auditors to be indicative of the suitability of the agency's entire accounting system and the reliability of its financial data.

This schedule does not apply to such records maintained on a Government-wide basis by the Treasury Department and the OMB, or to those formerly maintained by the General Accounting Office. Any records created prior to January 1, 1921, must be offered to the National Archives and Records ~~Service~~ ^{Administration} before applying these disposition instructions.

SUPERSEDED

SUPERSEDED

FPMR 101-11.4
GSA Bulletin B-124, Supp. 2

April 12, 1984

GENERAL RECORDS SCHEDULE 7

In no event may disposal be made of records pertaining to accounts, claims, or demands involving the Government of the United States which have not been settled or adjusted by the General Accounting Office without written approval of the Comptroller General, as required by Section 9 of the Records Disposal Act of July 7, 1943, as amended (44 U.S.C. 372).

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Expenditures Accounting General Correspondence and Subject Files.</u> Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Destroy when 2 years old.
2.	<u>General Accounting Ledgers.</u> General accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary.	Destroy 6 years and 3 months after the close of the fiscal year involved.
3.	<u>Appropriation Allotment Files.</u> Allotment records showing status of obligations and allotments under each authorized appropriations	Destroy 6 years and 3 months after the close of the fiscal year involved.
4.	<u>Expenditure Accounting Posting and Control Files.</u> Records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this schedule. a. Original records. b. Copies.	Destroy when 3 years old. Destroy when 2 years old.

SUPERSEDED

GENERAL RECORDS SCHEDULE 8

Stores, Plant, and Cost Accounting Records

Specialized stores, plant, and cost accounting records are maintained by most agencies, particularly those with extensive plant and stock inventories. These records, which essentially reflect the net monetary worth of an agency and its assets, are periodically reconciled with the supply data reflected in stock inventory records, but are not procurement papers. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

Administration

a. Stores Accounting. These records are maintained to provide personal accountability for the receipt and custody of materials and to provide information as to the monetary worth of such materials. Custody is established by accomplished copies of material movement documents, and stores accounting information data are normally reviewed and consolidated by means of records and returns submitted to agency headquarters, where the information is used for procurement planning, budget, and other management purposes. These records do not include papers reflecting the physical movements of material to and from storage points, although they may be involved in posting. Summary data on plant value are also available in pertinent ledger accounts.

b. Plant Accounting. These records consist primarily of cards recording the principal characteristics of each item of physical plant and equipment, including real property. They constitute primarily a type of inventory control, but in addition are a principal source of data on the capital investment in physical plant (as distinguished from maintenance or operating costs) and other items not normally represented in a store or stock inventory system. Summary data on plant value are also available in pertinent general ledger accounts.

c. Cost Accounting. These records are designed to accumulate and show data on the costs of agency operation, the direct and indirect costs of production, administration, and the performance of program functions of the agency. The data, which are normally accumulated by means of cost reports and statistics accumulated by operating personnel, are ultimately posted to the accounts in the agency general ledgers concerned with operating and program costs. Material costs information is collected by posting requisitions for material or procurement documents to intermediate records, and labor costs information is obtained by charging time expended on individual jobs and projects assigned control numbers for cost control purposes. Cost data are utilized in evaluating economy of agency operation and in preparing budget estimates.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Plant Accounting Files.</u> Plant account cards and ledgers pertaining to structures.	Submit SF 115, Request for Records Disposition Authority.
2.	<u>Plant, Cost and Stores General Correspondence Files.</u> Correspondence files of units responsible for plant, cost, and stores accounting operations.	Destroy when 3 years old.

SUPERSEDED

GENERAL RECORDS SCHEDULE 8

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2. B.	<u>Stores Invoice Files.</u> Invoices or equivalent papers used for stores accounting purposes.	Destroy when 3 years old.
3. A.	<u>Stores Accounting Files.</u> Stores accounting returns and reports.	Destroy when 3 years old.
4. B.	<u>Stores Accounting Work Papers.</u> Work papers used in accumulating stores accounting data.	Destroy when 2 years old.
5. B.	<u>Plant Accounting Files.</u> Plant account cards and ledgers, other than those described in item 1: <i>pertaining to structures.</i>	Destroy 3 years after item is withdrawn from plant account.
6. A.	<u>Cost Accounting Reports.</u> a. Copies in units receiving reports. b. Copies in reporting units, and related work papers.	Destroy when 3 years old. Destroy when 3 years old.
7. B.	<u>Cost Report Data Files.</u> Ledgers, forms, and machine-records used to accumulate data for use in cost reports. a. Ledgers and forms. b. Machine-records (1) Detail cards. (2) Summary cards. (3) Tabulations.	Destroy when 3 years old. Destroy when 6 months old. Destroy when 6 months old. Destroy when 1 year old.

[Note: Plant accounting cards and ledgers pertaining to structures are not disposable under the GRS. Agencies must submit an SF115 to NARA to schedule these records.]

SUPERSEDED

GENERAL RECORDS SCHEDULE 9

Travel and Transportation Records

This schedule covers records ^{relating} pertaining to the movement of goods and persons under Government orders. The record^s keeping ~~involved in the movements centers around~~ bills of lading, transportation requests, vouchers, and ^{associated} records, including those prescribed by Title 5 of the General Accounting Office Policy and Procedures Manual. Copies of some records used to support payments become part of the accountable officers' accounts, or are accounting posting media. Their disposition may be covered by General Records Schedule 6, Item 4; General Records Schedule 7, Item 4; or Item ~~1 and 2~~ of this schedule.

a. Movement of goods. The key record is the bill of lading, of which there are copies for consignors, consignees, and the carriers themselves. The ^{documents} papers related to and normally filed with the bill of lading ~~itself~~ are varied and often voluminous. These may consist of shortage and demurrage reports, invoices, and other ^{descriptive} data which document the transaction. Included are records relating to the shipment of household effects, authorized by law and regulations for military personnel and for civilian employees of the Government. Agencies shipping certain valuables under the Government Losses in Shipment Act, which insures against loss, retain copies of schedules of material shipped, ^{papers} relating to claims which may ensue, and other pertinent documents.

b. Movement of persons. The movement of persons is documented essentially by copies of travel orders, authorizing travel and subsequent payment, and standard form vouchers showing payment for official travel. The primary copies of the travel orders are the administrative copy maintained by the transportation unit controlling the issuance of travel orders, and copies used for encumbrance of funds.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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1. Freight Files.

Records relating to freight consisting of export certificates, transit certificates, demurrage card record books, shipping documents pertinent to freight classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, and all supporting documents, and including records relating to the shipment of household goods.

- | | | |
|----|---|--|
| a. | Issuing office memorandum copies other than those identified in Id. | Destroy 3 years after the period of the account. |
| b. | All other copies. | Destroy when 1 year old. |
| c. | Registers and control records other than those identified in Id. | Destroy when 3 years old. |

*Copy from
NI-GRS-87-18,
attached*

SUPERSEDED

GENERAL RECORDS SCHEDULE 9

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
d.	Records, including registers and control records, on international shipments of household goods moved by freight forwarders.	Destroy 6 years after the period of the account.
2.	<u>Lost or Damaged Shipments Files.</u> Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Destroy when 3 years old.
3.	<u>Passenger Transportation Files.</u> Memorandum copies of vouchers (SF 113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting papers. documents.	
	a. Issuing office memorandum copy.	Destroy when 3 years old.
	b. Obligation copy.	Destroy when funds are obligated.
	c. Unused ticket redemption forms, such as SF 1170.	Destroy when no longer needed for administrative use.
3, A.	<u>Passenger Reimbursement Files.</u> Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.	
	a. Travel administrative office files.	Destroy when 3 years old.
	b. Obligation copies.	Destroy when funds are obligated.
4. B.	<u>General Travel and Transportation Files.</u> a. Correspondence, forms, and related records pertaining to agency travel and transpor-	Destroy when 2 years old.

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 9

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	tation functions, not covered elsewhere in this schedule.	
b.	Accountability records.	Destroy 1 year after all entries are cleared.

SUPERSEDED

SUPERSEDED

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
		JOB NO.	NI-CRS-87-18
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		DATE RECEIVED	6-23-87
1. FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION Office of Records Administration			
3. MINOR SUBDIVISION Records Appraisal and Disposition Division			
4. NAME OF PERSON WITH WHOM TO CONFER Ronald L. Heise	5. TELEPHONE EXT. 724-1493	DATE 9-2-87	ARCHIVIST OF THE UNITED STATES <i>Frank B. Burch</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE			

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 6/23/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Kenneth F. Rossman</i>	D. Director, Records Appraisal and Disposition Division
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7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p style="text-align: center;">GENERAL RECORDS SCHEDULE 9, TRAVEL AND TRANSPORTATION RECORDS</p> <p><u>Freight and Passenger Transportation Files.</u></p> <p>a. Original vouchers and supporting documents covering freight and passenger transportation charges of settled fiscal accounts. Including registers and other control documents.</p> <p>Cut off at end of fiscal year.</p> <p>(1) Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation request is less than one hundred dollars (\$100). EXCLUDING those covered by Item 1d of this schedule.</p> <p style="text-align: center;">Destroy when 3 years old.</p> <p>(2) Records covering payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household</p>		<i>4 items</i>

SUPERSEDED

SUPERSEDED

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION		JOB NO.	PAGE
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>goods; the charges for which are published in tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs. EXCLUDING those covered by Item ^{1a} of this schedule.</p> <p style="text-align: center;"><i>1a(4)</i> Destroy when 3 years old.</p> <p>(3) A. Records covering payment for all other freight and passenger transportation charges not covered by Items 1a(1) and 1a(2) above. EXCLUDING those covered by Item ^{1a} of this schedule.</p> <p style="text-align: center;"><i>1a(4)</i> Destroy when 6 years old.</p> <p>(4) A. Records covering payment for freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken, 3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that requires the voucher to be retained beyond the 3 or 6-year disposal period, such as detection of an undercharge.</p> <p style="text-align: center;">Destroy when 10 years old.</p> <p>b. <i>Issuing office memorandum copies of Government or commercial bills of lading, passenger transportation vouchers (SF 113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.</i></p> <p style="text-align: center;"><i>Destroy when 3 years old.</i></p> <p>c. <i>Obligation copy of passenger transportation vouchers.</i></p> <p style="text-align: center;"><i>Destroy when funds are obligated</i></p> <p>d. <i>Unused ticket redemption forms, such as SF 1170.</i></p> <p style="text-align: center;"><i>Destroy when no longer needed for administrative use</i></p>		

SUPERSEDED

GENERAL RECORDS SCHEDULE 10

Motor Vehicle Maintenance and Operation Records

These records pertain to the management, maintenance, and operation of motor vehicles used by agencies.

⁴¹ ^{CEK 101-38} ~~Personal Property Management Regulation No. 24~~ prescribes policies and procedures. Standard Form 82, which is an annual motor vehicle report required by the ^{Office} Federal Supply ^{and} Service, General Services Administration, is the only standardized record. Certain cost and inventory control forms have been developed, but they are not mandatory. This schedule covers agency records pertaining to the daily use and operation of the vehicles.

In general, records pertaining to motor vehicles reflect a threefold responsibility: (a) the accumulation of cost and operating data for internal accounting and management purposes and for reports submitted to the ^{Office} Federal Supply ^{and} Service (Standard Form 82, Annual Motor Vehicle Report); (b) the maintenance of the vehicles themselves; and (c) protecting the interest of the Government in accident claims against it. The records themselves consist of chauffeur service logs and reports, vehicle repair and maintenance check-off sheets, cost ledgers, and claims correspondence and forms.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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1.	<u>Motor Vehicle Correspondence Files.</u>	
	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.	Destroy when 2 years old.

2.	<u>Motor Vehicle Operating and Maintenance Files.</u>	
	a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.	Destroy when 3 months old.
	b. Maintenance records, including those relating to service and repair.	Destroy when 1 year old.

3.	<u>Motor Vehicle Cost Files.</u>	
	Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet.

4.	<u>Motor Vehicle Report Files.</u>	
	Reports on motor vehicles (other than accident, operating and maintenance reports)	Destroy 3 years after date of report.

See attached page for items 4-6

SUPERSEDED

GENERAL RECORDS SCHEDULE 10

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	<u>Motor Vehicle Accidents Files.</u> Records relating to motor vehicle accidents, maintained by transportation offices.	Destroy 6 years after case is closed.
6.	<u>Motor Vehicle Release Files.</u> Records relating to transfer, sale, donation or exchange of vehicles.	Destroy 4 years after vehicle leaves agency custody.
7.	<u>Motor Vehicle Operation Files.</u> Records relating to individual employee operations of Government-owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.	Destroy 3 years after separation of employees or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner.

SUPERSEDED

SUPERSEDED

In File Under GRS^MOTORVEH

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>Motor Vehicle Report Files.</u> Reports on motor vehicles (other than accident, operating, and maintenance reports), including SF 82, Agency Report of Motor Vehicle Data, and SF 82-D, Agency Report of Sedan Data.	Destroy 3 years after date of report.
5.	<u>Motor Vehicle Accident Files.</u> Records relating to motor vehicle accidents, maintained by transportation offices, including SF 91, Operator's Report of Motor Vehicle Accident, SF 91A, Investigation Report of Motor Vehicle Accident, and SF 94, Statement of Witness.	Destroy 6 years after case is closed.
6.	<u>Motor Vehicle Release Files.</u> Records relating to transfer, sale, donation, or exchange of vehicles, including SF 97A, Agency Record Copy of U.S. Government Certificate of Release of Motor Vehicle.	Destroy 4 years after vehicle leaves agency custody.

Go to previous page for item 7

SUPERSEDED

GENERAL RECORDS SCHEDULE II

Space and Maintenance Records

This schedule provides for the disposal of all copies, wherever located in an agency, 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 (or equivalent agency with similar Government-wide responsibilities) as directed by law and ~~by regulation (60 Stat. 257 and GSA Real Property Management Regulation No. 3)~~ ^(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 agency.

This schedule does not cover (a) copies of these records that are an integral part of accountable officers' accounts (Schedule 6); (b) records of procurement and supply (Schedule 3); (c) records which reflect Government-wide programs (such as the records held by the Public Buildings Service of the General Services Administration). Any records created prior to the establishment of the Public Buildings Administration in 1939 must be offered to the National Archives and Records ~~Service~~ ^{Administration} before applying these disposition instructions.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	<u>Space and Maintenance General Correspondence Files.</u> Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.	Destroy when 2 years old.
2.	<u>Agency Space Files.</u> Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.	
	a. ^{surveys} Building plan files and related ^{agency} agency records utilized in ^{other} space ^{agency} planning, assignment, and adjustment.	Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.
	b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.	

SUPERSEDED

GENERAL RECORDS SCHEDULE II

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(1) Agency reports to the General Services Administration, regarding space occupied in "Metropolitan Washington" and "Outside the District of Columbia," and related papers. <i>including SF81, Request for Space, and related documents</i>	Destroy when 2 years old.
	(2) Copies in subordinate reporting units and related work papers.	Destroy when 1 year old.
3.	<u>Directory Service Files.</u> Correspondence, forms, and other records relating to the compilation of directory service listings.	Destroy 2 months after issuance of listing.
4.	<u>Credentials Files.</u> Identification of credentials and related papers. a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials. b. Receipts, indices, listings, and accountable records.	Destroy credentials 3 months after return to issuing office. Destroy after all listed credentials are accounted for.
5.	<u>Building and Equipment Service Files.</u> Requests for building and equipment maintenance services, excluding fiscal copies.	Destroy 3 months after work performed or requisition cancelled.

SUPERSEDED

GENERAL RECORDS SCHEDULE 12

Communications Records

The principal records documenting communication functions include messenger service data; telecommunications service control and operational records; summary of long distance telephone reports; postal records, consisting of post office forms and supporting papers; mail control records and supporting and related papers; agency copies of penalty mail reports; and records relating to private delivery services (such as United Parcel Service).

This schedule covers the records described below, wherever located in an agency, but does not cover records which reflect Government-wide programs, such as records held by the U.S. Postal Service and the ~~Automated Data and Telecommunications Service~~ of the General Services Administration, rather than administrative management functions. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions. *Administration*

Office of Information Resources Management

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Messenger Service Files.</u> Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Destroy when 2 months old.
2.	<u>Communication Correspondence, Reports, and Reference Files.</u>	
	a. Correspondence and related records pertaining to internal administration and operation.	Destroy when 2 years old.
	b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Destroy when 3 years old.
	c. Telecommunications statistical reports including cost and volume data.	Destroy when 1 year old.
	d. Telecommunications reference voucher files.	
	(1) Reference copies of vouchers, bills, invoices, and related records.	Destroy when 1 fiscal year old.

SUPERSEDED

GENERAL RECORDS SCHEDULE 12

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(2) Records relating to installation, change, removal, and servicing of equipment.	Destroy 1 year after audit or when 3 years old, whichever is sooner.
	e. Copies of agreements with background data and other records relating to agreements for telecommunications services.	Destroy 2 years after expiration or cancellation of agreement.
3.	<u>Telecommunications Operational Files.</u>	
	a. Message registers, logs, performance reports, daily load reports, and related and similar records.	Destroy when 6 months old.
	b. Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message.	Destroy when 2 months old.
	c. Machine copies (hard copies), discs, and tapes of outgoing messages.	Destroy after transmission.
	<u>Telephone Summaries</u>	
	Summaries of long distance telephone report used to indicate authorized use of telephone service as well as to audit expense vouchers.	Destroy after the close of the fiscal year in which audited.
4.	<u>Postal Records.</u>	
	Post Office and Private Mail Company ^{and private mail company} Post Office, forms and supporting papers, exclusive of records held by the United States Postal Service.	
	a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, ^{overnight, express,} and special delivery mail including receipts and return receipts.	Destroy when 1 year old.
	b. Application for postal registration and certificates ^{of} declared value ^{mail.} of matter subject to postal surcharge.	Destroy when 1 year old.
	c. Report of loss, rifling, delay, ^{or late delivery,} or other improper treatment of mail.	Destroy when 1 year old.

[VOTE
Sec 11 - GRS-87-1
attached

SUPERSEDED

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO. **N1-GRS-87-1 (Revised)**

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

DATE RECEIVED _____

FROM: **National Archives and Records Administration**

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
Office of Records Administration

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
Records Appraisal and Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Jimmy Harrison

724-2749

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

8. DATE _____ C. SIGNATURE OF AGENCY REPRESENTATIVE _____ D. TITLE
Director, Records Appraisal and Disposition Division

7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1.	<p>Revision of General Records Schedule (GRS) 12, <u>Communications Records</u> item 4, "Telephone Summaries."</p> <p>4. <u>Telephone Use Records</u></p> <p>a. Call detail reports maintained in hard copy or electronic form. Lists of long distance telephone calls made during a specified period provided by a telephone company, the General Services Administration, the Defense Communications Agency, and a PBX (Private Branch Exchange) on an agency's premises used to verify whether telephone calls are unofficial or official.</p> <p><u>AUTHORIZED DISPOSITION</u></p> <p>Destroy six months after receipt.</p>		

SUPERSEDED

SUPERSEDED

- b. Routine administrative records for call detail programs including such records as annotated call detail reports, lists of unofficial and unidentified long distance telephone calls made from specific telephone exchanges and notices to employees of unofficial calls, EXCLUDING records used for investigative, audit or financial purposes.

AUTHORIZED DISPOSITION

Destroy when one year old or when administrative use has ceased, whichever is later.

[NOTE: Disposition standards for substantive investigative and audit records are covered by GRS 25, Inspector General Records, items 3 and 4 (Investigative Case Files and Audit Case Files). Financial records are covered by GRS 6, Accountable Officers' Accounts, items 1 and 8 (Accountable Officers' Files and Telephone Toll Tickets). This item does not apply to records maintained in those files.]

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 12

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
6.	<u>Mail and Delivery Service Control Files.</u>	
a.	Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, excluding both those covered by item 5 and those used as indexes to correspondence files.	Destroy when 1 year old.
b.	Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).	Destroy when 6 months old.
c.	Requisition for stamps (exclusive of copies used as supporting documents to payment vouchers).	Destroy when 6 months old.
d.	Statistical reports and data relating to handling of mail and volume of work performed.	Destroy when 1 year old.
e.	Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.	Destroy when 1 year old.
f.	Records of and receipts for mail and packages received through the Official Mail and Messenger Service.	Destroy when 6 months old.
g.	General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.	Destroy when 1 year old or when superseded or obsolete, whichever is applicable.
h.	Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable.
7.	<u>Penalty Mail Report Files.</u>	
	Official penalty mail reports and all related papers.	Destroy when 6 years old.

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 12

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
8.	<u>Postal Irregularities File.</u> Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.	Destroy 3 years after completion of investigation.

SUPERSEDED

April 12, 1984

FPMR 101-11.4

GSA Bulletin FPMR B-124, Supp. 2

GENERAL RECORDS SCHEDULE 13

Printing, Binding, Duplication, and Distribution Records

This schedule provides for the ~~retention or disposal~~ of all copies, wherever located in the agency, of records relating to printing, binding, duplicating, and distribution, except as indicated, ~~in the several items~~. The principal records documenting these functions are (a) records pertaining to requests for service, control, production, and distribution of individual jobs or projects (this material normally consists of requisitions requesting service and registers or similar media utilized to control the receipt of the requisitions, and to record the production, distribution and cost analysis within the operating units); and (b) correspondence and report files reflecting the activities of the unit responsible for handling, printing, binding, duplication, and distribution matters within the agency. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

Administration (a) the record copy of printed materials;

This schedule does not cover (b) records retained by agencies for on-site audit by the General Accounting Office, and agency memorandum copies which are part of the accountable officers' accounts (Schedule 6); and (b) records which reflect agency programs (such as those of the Government Printing Office and the Bureau of Engraving and Printing) rather than administrative management functions.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Publications Files.</u> a. Record copy if maintained in duplicating or distribution unit, of each publication, poster, chart, regulation, booklet, and similar material. For the disposition of directives, see GRS 16, Item 1; for forms, see GRS 16, Item 4; and for speeches and news releases, see GRS 14, Item 1. (This item does not cover copies and related material retained in originating office.) b. All other copies.	Submit SF 115, Request for Records Disposition Authority. Destroy when superseded, obsolete, or no longer needed.
1, 2.	<u>Administrative Correspondence Files.</u> Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related papers. <i>documents.</i>	Destroy when 2 years old.

SUPERSEDED

SUPERSEDED

GSA Bulletin FPMR B-124

December 22, 1982

GENERAL RECORDS SCHEDULE 13

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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2.3.

Project Files.

relating to
Job or project records containing ~~all~~ ^{information} papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.

- a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related ^{documents} papers exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.

Destroy 1 year after completion of job.

- b. Files pertaining to planning and other technical matters.

Destroy when 3 years old.

3.4.

Control Files.

Control registers pertaining to requisitions and work orders.

Destroy 1 year after close of fiscal year in which compiled or 1 year after filing of register, whichever is applicable.

4.5.

Mailing Lists.

- a. Correspondence, request forms, and other records relating to changes in mailing lists.

Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.

- b. Card lists.

Destroy individual cards when cancelled or revised.

- c. ~~Plate or stencil mailing lists.~~

~~Destroy plates or stencils when cancelled or revised.~~

5.6.

JCP Reports Files.

Reports to Congress and related records.

- a. Agency report to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.

Destroy when 3 years old.

[Note: The GRS does not cover the publications themselves. One copy of each publication should be designated as the record copy and preserved for transfer to the National Archives. Agencies should describe each series of publications on an SF115 submitted to NARA. Extra copies are non-record and may be destroyed when no longer needed.]

SUPERSEDED

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GENERAL RECORDS SCHEDULE 13

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
b.	Copies in subordinate reporting units and related work papers.	Destroy 1 year after date of report.
6.7.	<u>Internal Management Files.</u>	
	Records relating to internal management and operation of the unit.	Destroy when 2 years old.

SUPERSEDED

GENERAL RECORDS SCHEDULE 14

Informational Services Records

This schedule covers certain records pertaining to informational services performed by Government agencies in their day to day affairs and in their relations with the public; including records created in administering Freedom of Information Act and Privacy Act programs. Except as otherwise specified in individual items, it applies to copies of these records wherever located in an agency. Items 1 and 6 apply only to files maintained in the office responsible for the operation of the informational activities of the agency or subdivision thereof. Items 16 through 20 describe the files accumulated in carrying out the provisions of the Freedom of Information Act, and items 25 through 30 describe the files created in administering the provisions of the Privacy Act.

*Control
steps
as
revision*

These records consist of inquiries, replies, and related correspondence; and in the case of FOIA and Privacy Act files, reports and appeal ease files; and administrative background material for formal informational releases. Closely related records such as certain records relating to budget presentation, and printing, duplicating, and distribution are covered by other general records schedules. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

Administration

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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L. Public Relations Files.

a. Speeches, addresses, and comments. Remarks made at formal ceremonies and during interviews by heads of agencies or their senior assistants concerning the programs of their agencies. The speeches and addresses may be presented to executives from other Federal agencies, representatives of State and local governments, or private groups, such as college and university students, business associations, and cultural news media commentators. The format selected may be paper, audio or video tape or motion picture film.

Permanent. (1) Offer textual records to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995). (2) Offer audiovisual records to NARS in accordance with GRS 21.

b. News releases. One copy of each prepared statement or announcement issued for distribution to the news media. News releases announce events such as the adoption of new agency programs, termination of old programs, major shifts in policy, and changes in

Permanent. (1) Offer textual records to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995). (2) Offer audiovisual records to NARS in accordance with GRS 21.

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GENERAL RECORDS SCHEDULE 14

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1.	senior agency personnel and may be a textual record such as a formal press release or non-textual record, such as film and video or sound recordings.	
2.	<u>Information Subject Files.</u> Subject files of formally designated informational offices, not covered elsewhere in this schedule.	Submit SF 115, Request for Records Disposition Authority.
1. 7.	<u>Information Requests Files.</u> Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and <i>transmittals of publications, photographs, and other informational literature.</i>	Destroy when 3 months old or when no longer needed, whichever is sooner.
2. 8.	<u>Acknowledgement Files.</u> Acknowledgement and transmittals of inquiries and requests that have been referred elsewhere for reply.	Destroy 3 months after acknowledgement and referral.
3. 9.	<u>Press Service Files.</u> Press service teletype news and similar materials.	Destroy when 3 months old.
4. 6.	<u>Information Project Files.</u> Informational service project case files maintained in formally designated informational offices.	Destroy 1 year after close of file or 1 year after completion of project.
5. 7.	<u>Commendation/Complaint Correspondence Files.</u> Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, excluding those on the basis of which investigations were made or	Destroy when 3 months old.

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	(3) Denying access to all or part of the records requested.	
	(a) Request <u>not</u> appealed.	Destroy ^b / ₃ years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 17.
	b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.
13.17.	<u>FOIA Appeals Files.</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.	
	a. Correspondence and supporting documents (<u>EXCLUDING</u> the file copy of the records under appeal if filed herein).	Destroy ^b / ₃ years after final determination by agency or 3 years after final adjudication by courts, whichever is later.
	b. Official file copy of records under appeal.	Dispose of in accordance with approved agency disposition instructions for the related record, or with the related FOIA requests, whichever is later.
13.18.	<u>FOIA Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.	

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April 12, 1984

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a. Registers or listing.		Destroy ⁶ years after date of last entry.
b. Other files.		Destroy ⁶ years after final action by the agency or after final adjudication by courts, whichever is later.

14, 19.

FOIA Reports Files.

Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress, *excluding at the departmental or agency level*

~~a. Annual reports at departmental or agency level.~~

~~Permanent. Offer to NARS with related agency records approved for permanent retention in agency records control schedule or when 15 years old, whichever is sooner.~~

b. Other reports.

Destroy when 2 years old or sooner if no longer needed for administrative use.

[Note: reports to the Congress, These reports should be scheduled for transfer to the National Archives by submitting an SF115 to NARA]
15, 20.

FOIA Administrative Files.

Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.

Destroy when 2 years old or sooner if no longer needed for administrative use.

16 through 20.

21 through 24. Reserved.

21 25.

Privacy Act Requests Files.

Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file

Archives by submitting an SF115 to NARA

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	copy of records requested or copy thereof.	
a.	Correspondence and supporting documents (<u>EXCLUDING</u> the official file copy of the records requested if filed herein).	
(1)	Granting access to all the requested records.	Destroy 2 years after date of reply.
(2)	Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
(a)	Requests <u>not</u> appealed	Destroy 2 years after date of reply.
(b)	Requests appealed.	Destroy as authorized under Item 26. 22
(3)	Denying access to all or part of the records requested.	
(a)	Requests <u>not</u> appealed.	Destroy 5 years after date of reply.
(b)	Requests appealed.	Destroy as authorized under Item 26. 22
b.	Official file copy of requested records.	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.

~~26.~~
22

Privacy Act Amendment Case Files.

Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the

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individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.

Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 years after agency's agreement to amend, whichever is later.

b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.

Dispose of in accordance with the approved disposition instructions for the related subject individual's record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.

c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.

Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.

23,
-27.

Privacy Act Accounting of Disclosure Files.

Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.

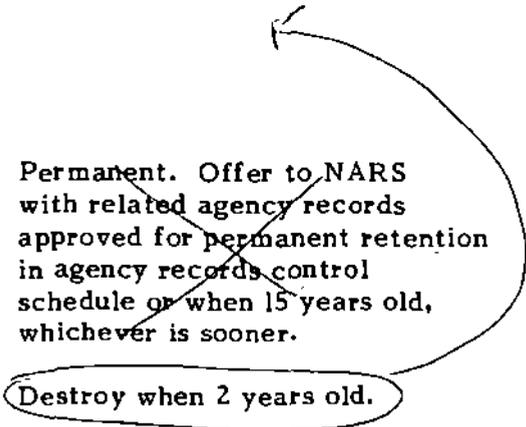
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GENERAL RECORDS SCHEDULE 14

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
24.28.	<u>Privacy Act Control Files.</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor.	Destroy 5 years after date of last entry. Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.
25.29.	<u>Privacy Act Reports Files.</u> Recurring reports and one-time information requirement relating to agency implementation, ^{including} annual reports to the Congress of the United States, the Office of Management and Budget, and the Report on New Systems at departmental or agency level.	Permanent. Offer to NARS with related agency records approved for permanent retention in agency records control schedule or when 15 years old, whichever is sooner.
a. Annual reports at departmental or agency level.	Destroy when 2 years old.	
b. Other reports.		
26.30.	<u>Privacy Act General Administrative Files.</u> Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.	Destroy when 2 years old or sooner if no longer needed for administrative use.
27 through 30. Reserved.		

copy note after item 14.
[Note:
26.30.



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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
31.	<u>Mandatory Review For Declassification Requests Files.</u> Files created in response to requests for information under the mandatory review provisions of Executive Order (E.O.) 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof. a. Correspondence and supporting documents (EXCLUDING the official file copy of the records if filed herein, and sanitizing instructions, if applicable). (1). Granting access to all the requested records; (2). Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees. (a). Request <u>not</u> appealed; (b). Request appealed. (3). Denying access to all or part of the records requested. (a). Request <u>not</u> appealed; (b). Request appealed. b. Official file copy of	 Destroy 2 years after date of reply. Destroy 2 years after date of reply. Destroy as authorized under Item 32. Destroy 5 years after date of reply. Destroy as authorized under Item 32. Dispose of in accordance

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requested records.

with approved disposition instructions for the related records, or with the related mandatory review request, whichever is later.

c. Sanitizing instructions.

Destroy when superseded, or when requested documents are declassified or destroyed.

32. Mandatory Review for
Declassification Appeals Files.

Files created in responding to administrative appeals under the mandatory review provisions of E.O. 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).

Destroy 4 years after final determination by agency.

b. Official file copy of records under appeal.

Dispose of in accordance with approved agency disposition instructions for the related records, or with the related mandatory review request, whichever is later.

33. Mandatory Review for
Declassification Control Files.

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.

a. Registers or listing.

Destroy 5 years after date

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of last entry.

b. Other files.

Destroy 5 years after final action by the agency.

34. Mandatory Review for
Declassification Reports Files.

Reports relating to agency implementation of the mandatory review provisions of E.O. 12356, including annual reports submitted to the Information Security Oversight Office.

Destroy when 2 years old or sooner if no longer needed for administrative use.

35. Mandatory Review for
Declassification Administrative
Files.

Records relating to the general agency implementation of the mandatory review provisions of E.O. 12356, including notices, memoranda, correspondence, and related records.

Destroy when 2 years old or sooner if no longer needed for administrative use.

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GENERAL RECORDS SCHEDULE 15

Housing Records

The housing records covered by this schedule include files and data accumulated in the maintenance and management of Federally owned and operated housing facilities within the continental United States for civilian employees of the Federal Government, military personnel, and others eligible by law to reside in the projects. These facilities may consist of low cost quarters located either within or adjacent to the confines of Federal installations, or in a critical defense or other area. This schedule includes housing records maintained by housing managers and housing or quarters offices, but does not cover the headquarters of staff office files of the supervising agency, or the files of the HUD, the Department of Health and Human Services, or the Veterans Administration pertaining to program operations in planning and financing housing facilities.

Maintenance records reflect repair and general upkeep of the housing project or units. Management involves the assignment and rental of units, rent collection and other fiscal operations, and overall supervision. However, rental charges for military personnel are normally represented by checkages made against pay accounts.

Certain housing records are subject to the provisions of other General Records Schedules. Supply and fiscal files are covered by General Records Schedules 3 and 6. Schedules 1, 2, 8, and 10 may also be involved. Many records of agent cashiers serving as housing rental managers are similar to those of other Federal accountable officers and are disposable under General Records Schedule 6.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Housing General Correspondence Files.</u> Correspondence files pertaining to the maintenance and management of housing projects.	Destroy when 2 years old.
2.	<u>Housing Maintenance and Repair Files.</u> Maintenance and repair records for individual units.	
	a. Summary card or ledger record.	Destroy 3 fiscal years following close of fiscal year in which unit is closed to tenancy or leaves agency control.
	b. Work orders, requisitions, and related papers involved in repair and maintenance work.	Destroy 3 fiscal years following close of fiscal year in which work is done.

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GENERAL RECORDS SCHEDULE 15

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	<u>Housing Management Files</u> Reports pertaining to housing management, including expenditure, survey, collection, and other statistical and narrative data.	Destroy when 2 years old.
4.	<u>Housing Lease Files.</u> Copies of leases, renewals, termination notices, and related papers, documents.	Destroy 3 fiscal years following close of fiscal year in which (a) lease termination, lapse, or cancellation occurs, or (b) litigation is concluded, whichever is later.
5.	<u>Housing Assignment and Vacancy Card Files.</u> a. Individual tenant cards. b. Individual housing unit cards.	Destroy when tenant vacates unit. Destroy 3 fiscal years after close of fiscal year in which unit is closed to tenancy or leaves agency control.
6.	<u>Housing Inventory Files.</u> Furnishing inventory files, pertaining to items included in furnished units.	Destroy 3 fiscal years after close of fiscal year in which inventory is superseded.
7.	<u>Housing Application Files</u> (other than copies in lease files). a. Rejected application files. b. All others.	Destroy 1 year from date of rejection. Destroy when 2 years old.

SUPERSEDED

GENERAL RECORDS SCHEDULE 16

Administrative Management Records

This schedule provides for the retention or disposal of certain records relating to administrative management activities in Federal agencies. These activities involve the direction and control of those staff and management improvement programs not under line personnel directing and controlling substantive operations and programs. They exclude records of operating personnel, budget, accounting, and printing functions, which are covered by other General Records Schedules, but include records of related specialized procedural and management staffs. Included within the scope of the schedule are the most frequently found files which are created in the course of organizational planning, development, and simplification of procedures; records management activities; and administration of management improvement programs. General Records Schedule 1 (Items 12 and 13) provide for the disposition of case files on individuals involved in incentive award and similar types of management improvement programs. Any records created prior to January 1, 1939, must be offered to the National Archives and Records Service before applying these disposition instructions. *Administration*

The organizational locations and titles of administrative management units vary from agency to agency. They may be scattered at numerous levels or locations, or may be centralized. For the purposes of this schedule, the nomenclature standards set forth by the Senate Committee on Government Operations in Senate Report No. 245, 80th Congress, 1st session, are followed: the first organizational level within an agency is the bureau level; subordinate components are successively division, branch, section, and unit.

This schedule is based on the presumption that management activities are carried on by a specialized person or unit with at least division-wide and usually bureau-wide or agency-wide responsibilities or by a group of such persons or units in an agency, although its provisions are applicable to exactly comparable records of agencies without such formal assignments of responsibility. Many similar or comparable records created at lower organizational levels or in field offices vary so greatly in content, value, and arrangement that they are not covered by this schedule.

Because of the nature of the activities documented by administrative management records, a relatively large proportion of them are of continuing value. Files pertaining to a management program in a well defined area, such as reports management, consist primarily of detailed case files on each form or report and for a limited period of time are of administrative importance. Files of programs covering broader and more diverse fields, such as organizational planning studies, normally consist largely of project files, which are established for each separate problem assigned for investigation; the resulting case file is usually of continuing value in documenting the history of how the agency conducted its business. In either event there is a residue of ephemeral materials. These may include working papers that do not have a direct bearing on the transaction, preliminary or intermediate drafts of documents and preliminary work sheets that do not represent significant basic steps in the preparation of final drafts, letters or memoranda of transmittal and acknowledgement, routing slips, and extra copies of documents.

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Formal Directives, Procedural and Operating Manuals.</u> Formal directives distributed as orders, circulars, or in loose-leaf manual form announcing major changes in the agency's policies and procedures. Normally these are issued by authority of the head of the agency. Extensive procedures are frequently detailed in lengthy operating manuals.	
a.	Issuances related to agency program functions.	Permanent. Offer to NARS ^R in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).
b.	Case files related to (a) above which document important aspects of the development of the issuance.	Submit SF 115, Request for Records Disposition Authority.
a. c.	Issuances related to routine administrative functions (e.g., payroll, procurement, personnel).	Destroy when superseded or obsolete.
b. d.	Case files related to (c) above which document aspects of the development of the issuance.	Destroy when issuance is destroyed.
NOTE 2.	<u>Publications.</u> Pamphlets, reports, leaflets, file manuals, or other published or processed documents, or the last manuscript report if not published, relating to management projects.	

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GSA Bulletin FPMR B-124, Supp. 2

GENERAL RECORDS SCHEDULE 16

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	a. Record copy with the supporting papers which document the inception, scope, and purpose of the project.	Submit SF 115, Request for Records Disposition Authority.
	b. Working papers and background materials.	See Item 10.
2. 3.	<u>Records Disposition Files.</u> Descriptive inventories, disposal authorizations, schedules, and reports.	
	a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Request to Transfer, Approval, and Receipt of Records to National Archives of the United States; and related documentation.	Destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative or reference purposes.
	b. Extra copies and routine correspondence and memoranda.	Destroy when no longer needed for reference.
	c. Working papers and background material.	See Item 10 of this schedule.
3. 4.	<u>Forms Files.</u>	
	a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.	Destroy 5 years after related form is discontinued, superseded, or cancelled.
	b. Working papers, background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or cancelled.

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5.	<u>Management Improvement Reports.</u> Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.	Submit SF 115, Request for Records Disposition Authority.
4. 6.	<u>Records Holdings Files.</u> Statistical reports of agency holdings (including SF 136) required by the General Services Administration, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer. a. Records held by offices which prepare reports on agency-wide records holdings for submission to the General Services Administration. b. Records held by other offices.	Destroy when 3 years old. Destroy when 1 year old.
5. 7.	<u>Project Control Files.</u> Memoranda, reports, and other records documenting assignments, progress, and completion of projects.	Destroy 1 year after the year in which the project is closed.
6. 8.	<u>Reports Control Files.</u> Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including SF 83; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	Destroy 2 years after the report is discontinued.

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
9.	Superseded by Item 4b of this schedule.	
10.	<u>Working Papers.</u> Project background records, such as studies, analyses, notes, drafts, and interim reports.	Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.
7. 11.	<u>Records Management Files.</u> Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.	Destroy when 6 years old. Earlier disposal is authorized if records are superseded, obsolete, or no longer needed for reference.
8. 12.	<u>Committee and Conference Files.</u> a. Records relating to establishment, organization, membership, and policy <i>of</i> (N) Interagency, advisory, or international committees. (X) Internal committees. b. Records created by committees. (1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees. <i>maintained by by members other than the</i> (a) Records of the sponsor <i>or Secretariat.</i>	Submit SF 115, Request for Records Disposition Authority. Destroy 2 years after termination of committee. Submit SF 115, Request for Records Disposition Authority.

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	(b) <i>All other copies.</i>	Destroy when 3 years old ⁶ (of) when no longer needed for reference, whichever is sooner.
(2)	All other committee records.	Destroy when 3 years old or when no longer needed for reference, whichever is sooner.
c.	Records created to comply with provisions of the Government in the Sunshine Act.	
(1)	Transcriptions and minutes of closed meetings.	Permanent. Offer to NARS ^A with related formal minutes approved for permanent retention in agency records control schedule.
(2)	Electronic recordings for which verbatim transcripts do not exist.	Permanent. Offer to NARS ^A 5 years after creation, or when no longer needed for current use, whichever is sooner.
(3)	Electronic recordings for which verbatim transcripts do exist.	Destroy when no longer needed.
(4)	Annual Reports made to Congress <i>describing the agency's compliance with the provisions of the Act</i>	Permanent. Offer to NARS ^A with related agency records approved for permanent retention in agency records control schedules or when 20 years old, whichever is sooner.

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GENERAL RECORDS SCHEDULE 16

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
13.	<u>Organizational Files.</u>	
	a. Organizational charts and reorganization studies. Graphic illustrations which provide a detailed description of the arrangement and administrative structure of the functional units of an agency. Reorganization studies are conducted to design an efficient organizational framework most suited to carrying out the agency's programs and include materials such as final recommendations, proposals, and staff evaluations. These files also contain administrative maps that show regional boundaries and headquarters of decentralized agencies or that show the geographic extent or limits of an agency's programs and projects.	Permanent. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).
	b. Functional statements. Formally prepared descriptions of the responsibilities assigned to the senior executive officers of an agency at the division level and above. If the functional statements are printed in the Code of Federal Regulations (CFR), they are not designated for preservation as a separate series.	Permanent. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).
	c. Agency histories and selected background materials. Narrative agency histories including oral history projects prepared by agency historians or public	Permanent. Offer to NARS in 5 year blocks when 20 years old (e.g., offer 1970-74 block in 1995).

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affairs officers or by private historians under contract to the agency. Some background materials (such as interviews with past and present personnel) generated during the research stage may also be selected for permanent retention. Excluded are electrostatic copies of agency documents made for convenient reference.

9, 14.

Feasibility Studies.

Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial establishment and major changes of these systems. Such studies typically include a consideration of the alternatives to the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.

Destroy when the completed study is 5 years old, after completion or cancellation of study.

10. Microform Inspection Records.

a. Log documenting the inspection of microform records, as required by 36 CFR 1230, including description of the records tested, record category, date, elements of inspection, results, and if defects are found, corrective action taken

b. Reports made to the National Archives and Records Administration on the results of microform inspection, as required by 36 CFR 1230, and related correspondence.

B

Destroy 3 years after date of last entry.

Destroy when 3 years old

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REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

11-GRS-87-15

DATE RECEIVED

6-10-87

TO: **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (Agency or establishment)
National Archives and Records Administration

2. MAJOR SUBDIVISION
Office of Records Administration

3. MINOR SUBDIVISION
Records Appraisal and Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER

Sean E. Keeting

5. TELEPHONE EXT.

724-1457

DATE

8-26-87

ARCHIVIST OF THE UNITED STATES

Frank H. Burke

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

6/10/87

C. SIGNATURE OF AGENCY REPRESENTATIVE

Kimberly F. ...

D. TITLE

Director, Records Appraisal

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARS USE ONLY)

Addition to General Records Schedule 16, Administrative Management Records:

15. IRM Triennial Review Files.

Reports required by the General Services Administration concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.

Destroy when 7 years old.

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REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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JOB NO.
N1-CRS-87-16

TO: **GENERAL SERVICES ADMINISTRATION**
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED
6-18-87

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

National Archives and Records Administration

2. MAJOR SUBDIVISION

Office of Records Administration

3. MINOR SUBDIVISION

Records Appraisal and Disposition Division

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Jean E. Keeting

724-1457

9-3-87

Francis J. Burt

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

6/18/87

Kenneth F. Kosman

Director, Records Appraisal

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (INARS USE ONLY)

1.

Addition to General Records Schedule 16, Administrative Management Records:

12.
16. Information Collection Budget Files.

Reports required by the Office of Management and Budget under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.

Destroy when 7 years old.

SUPERSEDED

SUPERSEDED

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. NI-GRS-87-17	DATE RECEIVED 8-19-87
1. FROM (Agency or establishment) National Archives and Records Administration		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
2. MAJOR SUBDIVISION Office of Records Administration			
3. MINOR SUBDIVISION Records Appraisal and Disposition Division			
4. NAME OF PERSON WITH WHOM TO CONFER Jean E. Keating	5. TELEPHONE EXT. 724-1457	DATE 8/19/87	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6. CERTIFICATE OF AGENCY REPRESENTATIVE I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached. A. GAO concurrence: <input type="checkbox"/> is attached; or <input checked="" type="checkbox"/> is unnecessary.			
B. DATE 8/19/87	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jean E. Keating</i>		D. TITLE <i>Acting Director, Records Appraisal and Disposition Division</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
1	Addition to General Records Schedule 16, Administrative Management Records <u>13 Documents published in the Federal Register</u> a. Files documenting the processing of notices announcing committee meetings, including meetings open to the public under the Government in Sunshine Act (5 U.S.C. 552b (e) (3)); hearing and investigations; filing of petitions and applications; issuance or revocation of a license; grant application deadlines, the availability of certain environmental impact statements; delegations of authority; and other matters that are not codified in the <u>Code of Federal Regulations</u> . Destroy when 1 year old. b. Files documenting the processing of semiannual regulatory agenda. Destroy when 2 years old. (NOTE:) Agency files documenting the development, clearance, and processing of proposed and final rules for publication in the <u>Federal Register</u> are not covered by the General Records Schedules. These records may be, but are not necessarily, permanent. They must be scheduled individually by each agency so NARA can conduct an analysis and appraisal to determine their proper records disposition.		

SUPERSEDED

SUPERSEDED

December 22, 1982

FP MR 101-11.4
October 1982

GENERAL RECORDS SCHEDULE 18

Security and Protective Services Records

Security and protective services records include the various files created by agencies to control and protect classified information; to protect Government facilities from unauthorized entry, sabotage, or loss; to ensure the adequacy of protective measures at privately-owned plants given security cognizance by the Government; to determine loyalty and fitness of individuals employed by, or seeking employment from the Government; and to develop and implement plans for the protection of life and property under emergency conditions. Included are files of offices having Government-wide or agency-wide responsibilities for security and protective services programs. Also included are files of security units, guard forces, and other organizational elements documenting the control of classified information, access to facilities, and like matters.

This schedule authorizes for disposal records documenting administrative actions relating to the above functions. Records documenting Government-wide or agency-wide security and protective services planning and programming, reflecting basic overall policies and determinations (~~Item 1~~), are not authorized for disposal by this schedule. Variations among agencies in methods of implementing statutory requirements for security and protective services result in dissimilarities in program documentation. The application of standard techniques of filing and disposition to such records through the medium of a General Records Schedule is therefore impractical. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

Administration

~~Security and Protective Services Program Records~~

~~Records accumulated by organizational elements having Government-wide or agency-wide responsibilities for administration of security and protective services programs.~~

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	Security Policy Files Manuals, directives, plans, reports and correspondence reflecting policies and procedures developed in the administration and direction of security and protective services programs relating to classified information accounting and control, facilities security and protective services, personnel security clearance, and emergency planning.	Submit SF 115, Request for Records Disposition Authority.

Classified Information Accounting and Control Records

Records accumulating from measures taken by agencies to protect classified information from unauthorized disclosure in accordance with Executive Orders and statutory or regulatory requirements.

SUPERSEDED

SUPERSEDED

FPMR 101-11.4
GSA Bulletin FPMR B-124, Supp. 3

August 27, 1984

GENERAL RECORDS SCHEDULE 18

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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1. ~~2.~~ Classified Documents Administrative Correspondence Files.

Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents, not covered in ~~item 1~~ or elsewhere in this schedule.

Destroy when 2 years old.

[Note: This item does not cover records documenting security policies and procedures accumulated in offices having agency-wide responsibilities for security and protective services programs.]

2. ~~3.~~ Document Receipt Files.

Records documenting the receipt and issuance of classified documents.

Destroy when 2 years old.

3. ~~4.~~ Destruction Certificates Files.

Certificates relating to the destruction of classified documents.

Destroy when 2 years old.

4. ~~5.~~ Classified Document Inventory Files.

Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material covered elsewhere in this schedule.

Destroy when 2 years old.

5. ~~6.~~ Top Secret Accounting and Control Files.

a. Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.

Destroy 5 years after documents shown on forms are downgraded, transferred, or destroyed.

b. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.

Destroy when related document is downgraded, transferred, or destroyed.

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 18

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
6.7.	<u>Access Request Files.</u> Requests and authorizations for individuals to have access to classified files.	Destroy 2 years after authorization expires.
7.8.	<u>Classified Document Container Security Files.</u> Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list, or upon turn-in of containers.
<u>Facilities Security and Protective Services Records</u>		
Records relating to measures taken for the protection of Government-owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss.		
8.9.	<u>Security and Protective Services Administrative Correspondence Files.</u> Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered by Item 1 or elsewhere in this schedule.	Destroy when 2 years old.
9.10.	<u>Survey and Inspection Files.</u> (Government-owned facilities) Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.
10.11.	<u>Survey and Inspection Files.</u> (privately owned facilities)	

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 18

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies, and related papers. <i>documents.</i>	Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.
11. <i>12.</i>	<u>Investigative Files.</u> Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related papers ^{<i>documents</i>} when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	Destroy when 2 years old.
12. <i>13.</i>	<u>Property Pass Files.</u> Property pass files, authorizing removal of property or materials.	Destroy 3 months after expiration or revocation.
13. <i>14.</i>	<u>Guard Assignment Files.</u> Files relating to guard assignments and strength. a. Ledger records. b. Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	Destroy 3 years after final entry. Destroy when 2 years old.
<i>space</i> 14. <i>15.</i>	<u>Police Functions Files.</u> Files relating to exercise of police functions. a. Ledger records of arrest, cars ticketed, and outside police contacts.	Destroy 3 years after final entry.

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 18

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Reports, statements of witnesses, warning notices, and other case <i>documents</i> papers relating to arrest, commitments, and traffic violations.	Destroy when 2 years old.
	c. Reports on contact of outside police with building occupants.	Destroy when 1 year old.
<i>15, 16.</i>	<u>Personal Property Accountability Files.</u> Files relating to accountability for personal property lost or stolen.	
	a. Ledger files.	Destroy 3 years after final entry.
	b. Reports, loss statements, receipts and other papers <i>documents</i> relating to lost and found articles.	Destroy when 1 year old.
<i>16, 17.</i>	<u>Key Accountability Files.</u> Files relating to accountability for keys issued.	
	a. For areas under maximum security.	Destroy 3 years after turn-in of key.
	b. For other areas.	Destroy 6 months after turn-in of key.
<i>17, 18.</i>	<u>Visitor Control Files.</u> Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.	
	a. For areas under maximum security.	Destroy 5 years after final entry or 5 years after date of document, as appropriate.
	b. For other areas.	Destroy 2 years after final entry or 2 years after date of document, as appropriate.

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 18

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
18.19.	<u>Facilities Checks Files.</u> Files relating to periodic guard force facility checks.	
	a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by Item 25 of this schedule).	Destroy when 1 year old.
	b. Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in the files defined in Item 25 of this schedule.	Destroy when 1 month old.
19.20.	<u>Guard Service Control Files.</u>	
	a. Control center key or code records, emergency call cards, and building record and employee identification cards.	Destroy when superseded or obsolete.
	b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.	Destroy when 1 year old.
	c. Automatic machine patrol charts and registers of patrol and alarm services.	Destroy when 1 year old.
	d. Arms distribution sheets, charge records, and receipts.	Destroy 3 months after return of arms.
20.21.	<u>Logs and Registers.</u> Guard logs and registers not covered elsewhere in this schedule.	
	a. Central guard office master logs.	Destroy 2 years after final entry.
	b. Individual guard post logs of occurrences entered in master logs.	Destroy 1 year after final entry.

SUPERSEDED

SUPERSEDED

December 22, 1982

GSA Bulletin FPMR B-124

GENERAL RECORDS SCHEDULE 18

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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Personnel Security Clearance Records

Records accumulating from investigations of personnel conducted under Executive Orders and statutory or regulatory requirements.

21.
22.

Security Clearance Administrative Subject Files.

Correspondence, reports, and other records relating to the administration and operation of the personnel security program, not covered by Item 1 or elsewhere in this schedule.

Destroy when 2 years old.

22.
23.

Personnel Security Clearance Files.

Personnel security clearance case files and related indexes maintained by the personnel security office of the employing agency.

a. Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency.

Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.

b. ^{documents} Investigative reports and related papers furnished to agencies by investigative organizations for use in making security/suitability determinations.

Destroy in accordance with the investigating agency instructions.

SUPERSEDED

SUPERSEDED

FPMR 101-11.4
GSA Bulletin 8-124 Supp. 2

April 12, 1984

GENERAL RECORDS SCHEDULE 18

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	c. Index to the Personnel Security Case Files.	Destroy with related case file.
03-24.	<u>Personnel Security Clearance Status Files.</u> Lists or rosters showing the current security clearance status of individuals.	Destroy when superseded or obsolete.
24-25.	<u>Security Violations Files.</u> Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.	
	a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Departments of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.	Destroy 5 years after close of case.
	b. All other files, exclusive of ^{documents} papers placed in official personnel folders.	Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.
25-26.	<u>Classified or Classifiable Information Nondisclosure Agreements.</u> Copies of nondisclosure agreements, such as SF 189, Classified Information Nondisclosure Agreement, signed by employees with access to information which is classified or classifiable under standards put forth by Executive Order 12356. These forms should be maintained separately from personnel security clearance files.	Destroy when 50 years old.

SUPERSEDED

SUPERSEDED

April 12, 1984

FPMR 101-11.4
GSA Bulletin B-124 Supp. 2

GENERAL RECORDS SCHEDULE 18

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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Emergency Planning Records

Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions.

26.
27.

Emergency Planning Administrative Correspondence Files.

Correspondence files relating to administration and operation of the emergency planning program, not covered by Item 1 or elsewhere in this schedule.

Destroy when 2 years old.

27.
28.

Emergency Planning Case Files.

Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background papers, documents, *EXCLUDING*

- One record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.

Permanent. Cut off when superseded or obsolete. Offer to NARS when 15 years old in 10 year blocks (e.g., offer 1970-79 block in 1995).

- Case file copy of plan or directive if agency record copy is maintained in a master directives file and all related background materials.

Destroy 3 years after issuance of a new plan or directive.

28.
29.

Emergency Directives Reference Files.

Copies of directives and plans issued by the agency (other than those maintained in case files described in Item 28 above), as well as those issued by FEMA, other Federal agencies, State and local governments, and the private sector.

Destroy when obsolete or superseded.

[NOTES: (1) If the emergency plan is not included in the agency's set of master directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives by submission of an SF115.]

SUPERSEDED

note continued on next page

GENERAL RECORDS SCHEDULE 18

part of note

~~30.~~ (2) Emergency Planning Reports

Agency reports of operations tests, consisting of consolidated or comprehensive reports reflecting agency-wide results of tests conducted under emergency plans ~~are~~ also permanent and must be scheduled for Emergency Operations Tests Files.

Permanent. Cut off when related plan or directive becomes obsolete or is superseded. Offer to NARS when 15 years old in 10 year blocks (e.g., offer 1970-79 block in 1995).
for transfer to the National Archives by submission of an SF115.

28.31.

Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports (excluding consolidated and comprehensive reports under Item 30 above).

Destroy when 3 years old.

29. National Defense Executive Reserve ~~Files~~ (NDER) ^{Case} Files.

Case files for individuals NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies, including ~~form~~ qualifications statement, other personnel and ~~is~~ administrative records, skills inventory, training data, and other records relating to administration of the NDER program.

a. Case files on reservists

Destroy 5 years after termination from NDER program.

b. Case files on individuals whose applications were rejected or withdrawn.

Destroy when 5 years old.

GENERAL RECORDS SCHEDULE 17

Cartographic, Remote Sensing Imagery, and Related Records

This schedule covers cartographic, remote sensing imagery, and related records that have been created by or for agencies of the Federal Government and those acquired by Federal agencies in the course of business. Records created prior to January 1, 1950, must be offered to the National Archives and Records Service before applying disposition instructions set forth in this schedule.

Administration

Cartographic records are graphic representations at reduced scale of selected cultural and physical features of the surface of the earth and other planetary bodies. They include maps, charts (hydrographic, nautical, weather, and aeronautical), photomaps, atlases cartograms, globes, and relief models. Related records are those records that form an integral part of the map-making process, such as field survey notes, geodetic controls, map history case files, source materials, indexes, and finding aids. Records of the map-making process in automated storage and retrieval system are covered by General Records Schedule 20.

*// Check
in
revision*

Remote sensing imagery covers aerial photographs and other forms of visual images of the surface of the earth or other planetary bodies taken from airborne or spaceborne vehicles for the purpose of evaluation, measuring, or mapping the cultural and/or physical features of the landscape, and related tabular and graphic indexes necessary for the proper identification and retrieval of these records. Conventional aerial photographs taken from aircraft produce direct film images from cameras; other forms or imagery such as those from orbiting satellites sometimes require a conversion or alteration of sensor data for digital, electronic, or computerized forms to photographic or videographic images before they can be considered imagery. This schedule is limited to visual imagery. Digitized or computerized data are covered by General Records Schedule 20.

Cartographic and remote sensing imagery records that may have continuing legal, administrative, and research value are generally those that have been created or acquired in conjunction with the transaction of agency business or result from agency program responsibilities which constitute evidence of the organization, functions, decisions, and operations of the Federal Government. Additional descriptive information applicable to the disposition instructions for selected items is included in explanatory notes at the end of this schedule.

The General Records Schedule for cartographic, remote sensing imagery, and related records is broad in scope and meant to complement approved agency records schedules and other General Records Schedules. If an item in this schedule is at variance or is inconsistent with an approved agency records schedule, such discrepancies should be brought to the attention of the National Archives and Records Service (NARS). In such cases, disposition should be made in accordance with specific instructions provided by NARS, NAKA.

Administration (NARA)

SUPERSEDED

GENERAL RECORDS SCHEDULE 17

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<p><u>Manuscript and Annotated Maps-</u></p> <p>Hand-drawn maps (generally in pencil, ink, or colors on paper or tracing cloth), maps made with stickup and similar adhesives, and maps that bear significant manuscript annotations, changes, or additions. Included are maps compiled in the office for administrative use, for research, or for exhibits and wall displays; map enclosures to reports or correspondence; original topographic planetable sheets, terrain sketches, and nautical depth-sounding sheets derived from field observations and surveys; final manuscript "smooth sheets" and "fair sheets" showing the results of surveys; maps or aerial photographic prints annotated with field survey information, initial hand-drawn photogrammetric stereoplottings from aerial photographs; and proof sheets or overlays that bear annotations resulting from field checking or verification of survey data or that are annotated to show source of information used on the map.</p>	<p>Submit SF 115, Request for Records Disposition Authority.</p>
2.	<p><u>Cartographic Records Prepared During Intermediate Stages of Publication</u></p> <p>Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.</p>	<p>Destroy 1 year after publication of resultant map or 1 year after no longer needed for revision.</p>

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 17

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	<u>Published Maps.</u> One copy of each published map, atlas, portfolio, and photomap produced by an agency, including edition and variant, and all related indexes (in map or other form).	Permanent. Break file at regular intervals (1 to 5 years) and offer to NARS.
4.	<u>Map History Case Files and Source Material.</u> Map history and chart history case files documenting the chronological events in planning, surveying, field work, and production and revision of specific maps, and files containing or describing the sources of information for specific maps, including map specifications, location diagrams, notes kept by the cartographers when making maps, maps or photographs from which information was abstracted, correspondence, reports, bibliographies, lists of sources, and papers showing information about the origin and spelling of place names.	Submit SF 115, Request for Records Disposition Authority.
5.	<u>Maps on Microfilm.</u> a. If both original hardcopy maps and microfilm copies exist. b. If only the microfilm copies exist.	Submit SF 115, Request for Records Disposition Authority. Dispose of in accordance with instructions for related hardcopy records.
6.	<u>Computer Related Maps.</u> a. One copy of each published, manuscript, or computer produced map produced by the agency that shows such administrative information as the general geographic coverage of a computer system or the geographic location of all input stations used in the system.	Submit SF 258, Request for Transfer of Records.

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 17

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Hardcopy maps acquired as sources of data for a computer system.	Submit SF 115, Request for Records Disposition Authority.
	c. Computer-plotted maps (hardcopy printouts or microfilm output).	Submit SF 115, Request for Records Disposition Authority.
7.	<u>Globes, Terrain Models, and Raised Relief Maps.</u> Three-dimensional terrain models and raised relief maps (made of plaster, wood, plastic, or other material).	
	a. One representative sample of each type.	Permanent. Offer to NARS within one year of production or when no longer needed.
	b. Remaining items.	Dispose of when no longer needed for agency use.
8.	<u>Finding Aids.</u> Graphic or written indexes and other finding aids relating to maps.	Dispose of in accordance with instructions for related maps.
9.	<u>Survey Field Notes, Geodetic Controls, and Computations</u> (Hardcopy or Microfilm). Field notes from surveys, observations, and explorations, consisting of a running account of the terrain, geological notes, a record of water depths, a daily log or journal, often in the form of pocket-size notebooks carried by the observer in the field, triangulation diagrams, aerial photographs annotated with geodetic control data, and survey computations.	Submit SF 258, Request for Transfer of Records.
10-15.	<u>Reserved.</u>	

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 17

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
16.	<u>Vertical and Oblique Aerial Film, Conventional Aircraft.</u> Vertical and oblique film in black and white, color, or "false color," including photo indexes (controlled or uncontrolled mosaics), flight line indexes or coordinate grid systems used as finding aids.	
	a. Original or master negative.	Submit SF 115, Request for Records Disposition Authority.
	b. Copy negatives, internegatives, rectified negatives, and glass plate negatives.	
	(1) Annotated.	Submit SF 115, Request for Records Disposition Authority.
	(2) Unannotated.	Destroy when no longer needed for agency use.
	c. Prints.	
	(1) Annotated.	Submit SF 115, Request for Records Disposition Authority.
	(2) Unannotated.	Destroy when no longer needed for agency use.
17.	<u>Infrared, Ultraviolet, Multispectral (Multi-Band), Video, Imagery Radar, and Related Data Tapes, Converted to a Film Base.</u>	
	a. Original or master negative.	Submit SF 115, Request for Records Disposition Authority.
	b. Prints.	

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 17

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	(1) Annotated.	Submit SF 115, Request for Records Disposition Authority.
	(2) Unannotated.	Destroy when no longer needed for agency use.
18.	<u>Finding Aids.</u> Photo mosaics flight line indexes, coded grids, coordinate grids, and other finding aids relating to remote sensing imagery.	Dispose of in accordance with instructions for related remote sensing imagery records.

EXPLANATORY NOTES

Items 1 through 9

The term "map" is used as a generic term for maps, charts, cartograms, and atlases. The word "published" as used in this schedule means maps or charts reproduced by printing, photograph, or similar processes in multiple copies, whether for limited or general distribution. These may be in single sheet or bound format. If the agency has systematically filed hand-corrected editions with other published maps in a central or master files, it is not desirable to break up the file by the removal of hand-corrected copies; the file should be maintained in its original order.

Item 6b

These are published or manuscript maps acquired, from whatever source, by an agency for the purpose of abstracting geographic information for input into a computer system. They may be of enduring value because they explain the unique information used in the system and they may be necessary to verify the original source of information. They also may contain unique geographic information, beyond what has been abstracted for computer use, not available elsewhere. If the maps are arranged numerically or alphabetically, retain the original and complete order. Finding aids should be retained in conjunction with the maps.

Item 6c

These maps must be evaluated by NARS on a agency-by-agency basis. The evaluation of the maps must take into account the reproducibility, repetitive nature, access, and legibility of the maps.

Item 7

Globes are often unique and valuable items of cartographic expression and as such they may have enduring value (except multiple copies). One sample of each globe produced or accumulated by an agency in the course of its official business should be preserved permanently.

SUPERSEDED

SUPERSEDED

April 12, 1984

FPMR 101-11.4
GSA Bulletin FPMR 8-124 Supp. 2

GENERAL RECORDS SCHEDULE 17

Item 8

Graphic indexes are maps containing lines, symbols, or colors designed to show the geographic coverage, limits of state, or completion of each item in a series or multiple set of map records. Other finding aids may include written map lists, box lists, card file indexes, or magnetic tape or other machine-readable finding aids.

Item 9

Survey notes in the form of automated data may be permanently valuable in machine-readable form. Guidelines for the disposition of automated records are found in General Records Schedule 20.

Item 16

Vertical aerial film consists of film images that are exposed with the optical axis of the camera approximately perpendicular to the earth's surface and with the film image as nearly horizontal as practicable. Oblique aerial film consists of film images that are made with the camera axis directed between the horizontal and the vertical. Oblique photography is generally used for reconnaissance purposes. Because oblique reconnaissance photography may be repetitive, it is often possible to select representative sample coverage rather than retaining full coverage of particular conditions, events or phenomena. Representative samples may be selected by agreement with NARS.

Item 17

These sensor systems provide photographic imagery, sometimes after conversion or transferral of information from raw data. The film is considered to be the primary record. The raw data, if machine-readable, is covered by General Records Schedule 20. (Nonphotographic sensor records such as microwave, radiometer, thermal infrared, thermal ultraviolet, and nonimagery radar are not covered by this schedule.)

SUPERSEDED

GENERAL RECORDS SCHEDULE 19

Research and Development Records

These are records created by agencies which conduct technical and scientific research and development activities in order to develop new concepts, techniques, equipment, and materials, or modify those in existence. The records relate to such phases of research and development as the establishment of requirements and preliminary characteristics, experimentation, design, engineering, modification, testing, and acceptance. They accumulate at various agency organizational levels, such as offices responsible for program direction, laboratories, proving grounds, and arsenals. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Service before applying these disposition instructions.

Scientific data accumulating during the conduct of a specific project are generally recorded in laboratory notebooks, and later summarized in technical reports. While the technical reports will normally show the progressive and final results of the research effort, they do not always show how these results were achieved, or when a theory, device, or process was first conceived or reduced to practice. The laboratory notebooks and other subsidiary scientific papers record the methods and procedures used daily by the scientist in research performance, and possess potential reference value for future scientific research, as well as for the establishment of patent or invention rights.

Research and development for some agencies is accomplished both by agency personnel and by private commercial or research organizations whose services are contracted for by the agency. When the latter is used, the contractor is required to furnish the results of research to the agency in the form of technical reports, experimental data, or comparable media. All records furnished by the contractor pursuant to terms of the contract become the property of the Government, and the provisions of this schedule apply to such records.

Work on a major research and development project or system may be assigned to various organizational elements of an agency. These work assignments may be designated as "sub-projects," "tasks," or "phases." They are generally identified with the major project or system through the agency project numbering or classification system. The term "project" as used in this schedule includes any related sub-projects, tasks, or phases. It is desirable that these related records be consolidated into a single project file prior to transfer to a Federal records center. However, on projects of long duration, where volume or other factors preclude the retention of records until completion of the entire project, records relating to individual sub-projects, tasks, or phases may be transferred to Federal records centers in the same manner as project case files defined under Item 3 of this schedule.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>R&D Program Files.</u> Program documents, schedules, and correspondence maintained by offices responsible for execution, review, and analysis of agency research and development programs, and relating to the general planning and supervision of the programs.	Submit SF 115, Request for Records Disposition Authority.

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GENERAL RECORDS SCHEDULE 19

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<p><u>R&D Technical Committee and Board Files.</u></p> <p>Agendas, directives, minutes of meetings, and reports covering general operations of the committee or board, and papers relating to the establishment, revision, or termination of individual projects.</p> <p>a. Official file of the committee or board maintained by the Secretary, Chairperson, or other designee.</p> <p>b. Copies of committee or board files distributed to members.</p>	<p>Submit SF 115, Request for Records Disposition Authority.</p> <p>Destroy when superseded or obsolete or upon termination of membership, whichever is sooner.</p>
3.	<p><u>R&D Project Case Files.</u></p> <p>Records maintained at the laboratory or comparable level, reflecting a complete history of each project from initiation through research, development, design, and testing, to completion. They include (when created by agency personnel or received from contractors) procurement files, consisting of a copy of each contract or agreement for research services with related modifications, changes, or addenda; project authorization documents; project cards; technical characteristics; test and trial results; drawings, specifications, and photographs considered to be essential to document design, modifications, and engineering development; technical and progress reports; notice of completion or cancellation; reference to the location of prototype models, films, or other items too bulky for inclusion in these files; and correspondence influencing the course of action taken on a project.</p>	<p>Submit SF 115, Request for Records Disposition Authority.</p>

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 19

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>R&D Project Lists.</u> Lists, card indexes, or other media reflecting in a comprehensive manner individual projects administered by an agency.	Submit SF 115, Request for Records Disposition Authority.
5.	<u>R&D Source Data Files.</u> Punch cards, electronic tape, or comparable media used to collect and assemble data of a preliminary or intermediate character generated from such processes as experiments or observations of a routine, repetitive nature, and used for reference in arriving at determinations in the conduct of research projects.	Dispose of when determined by competent agency research personnel that the files have served all research purposes. GRS 20, Machine-Readable Records, provides disposition guidelines.
6.	<u>R&D Laboratory Notebooks Files.</u> Notebooks containing technical and scientific data accumulating from the conduct of research and development. a. Notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file. b. Other notebooks.	Destroy 6 months after completion or termination of the related project or projects. Submit SF 115, Request for Records Disposition Authority.
7.	<u>R&D Technical Report Files.</u> An official file copy of each technical report or unpublished manuscript of report prepared in connection with a project, article reprints, final narrative reports, statistical and graphic compilations, summarizations, and analyses.	Submit SF 115, Request for Records Disposition Authority.

SUPERSEDED

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GENERAL RECORDS SCHEDULE 19

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
8.	<u>R&D Drawing and Specification Files.</u> An official file copy of each drawing and specification showing final design and technical characteristics of items developed.	See GRS 22, Design and Construction Drawings and Related Records, for disposition instructions.
9.	<u>R&D General Correspondence Files.</u> Correspondence of general administrative or housekeeping nature (exclusive of papers containing scientific or technical data), maintained by offices other than those referred to in Item 1.	Destroy when 2 years old.
10.	<u>R&D Project Control Files.</u> Copies of documents contained in project case files, preliminary sketches, drawings, specifications, and photographs determined by competent scientific and technical personnel not to be of sufficient value for incorporation into project case files, and correspondence concerning such administrative matters as travel, conferences, consultations, and transmittal of documents.	Destroy upon completion or cancellation of project, or earlier if no longer needed.
11.	<u>R&D Summary Progress Reports Files.</u> Reports submitted by laboratories or other project offices to show the initiation and degree of completion of projects, and consolidated reports prepared therefrom.	
	a. Copies of reports retained by reporting offices.	Destroy 1 year after completion or cancellation of related projects.
	b. Feeder reports used for compilation of consolidated reports, except as indicated in <u>c</u> below.	Destroy upon submission of consolidated report.

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GENERAL RECORDS SCHEDULE 19

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	c. Consolidated reports, consisting of an official file copy of each consolidated report and any feeder reports containing technical or scientific data not fully documented in the consolidated report.	Submit SF 115, Request for Records Disposition Authority.
12.	<u>R&D Investigative Files.</u> Records pertaining to exploration of the feasibility of unsolicited proposals for projects received from individuals.	
	a. Proposals resulting in authorized projects.	Same as for Item 3.
	b. Rejected proposals.	Destroy 5 years after completion of investigation.
13.	<u>R&D Procurement Files.</u> Formal contracts or agreements with universities, commercial concerns, and individuals for research and development work, and related papers, but exclusive of technical or scientific data furnished to the Government pursuant to the terms of the contracts or agreements and copies of contractual documents filed in project case files defined in Item 3 of this schedule.	See General Records Schedule 3, Item 4.
14.	<u>R&D Technical Reference Files.</u> Copies of technical reports, specifications, drawings, and other technical and scientific data received from Government agencies, commercial concerns, or other sources, used as a reference source in the performance of the research and development function, but exclusive of official file copies of these documents.	Destroy when superseded or obsolete.

SUPERSEDED

GENERAL RECORDS SCHEDULE 20

Machine-Readable Records

This schedule covers machine-readable records and the related documentation required to service them. Machine-readable records require processing and decoding for conversion to human-readable information and are usually stored on media which make them easy to modify and update. This contributes to the mistaken notion that such records are temporary or nonrecord material, especially as opposed to textual records containing equivalent information. Federal statutes and regulations define Federal records as the products of government business and specifically include all media on which they may be recorded. When information exists in both machine-readable and hard copy forms, including computer output microform (COM), various factors bear on the decisions of which medium should be retained for archival purposes. Among these are the relative cost of storage and preservation, the relative convenience of reference, and the facility with which most hard copy forms may be regenerated from machine-readable files (a process which is costly to reverse).

Data on magnetic tape, disk packs, magnetic drums, and punched cards may be scheduled by General Records Schedule 20. This schedule should also be applied to new media such as optical disk.

Machine-readable records differ from records on other media in four important ways:

- 1) The machine-readable media on which they are most often recorded are erasable and reusable. This introduces a cost-effectiveness factor absent in other media.
- 2) Because of the fragile nature of the magnetic media on which most machine-readable records are recorded, it is mandatory that such records be brought under control as early as possible in their life cycle. Ideally, control should be exercised at the time a system is created, even before it has generated records.
- 3) The ease of updating, revising, or reusing machine-readable records causes their life cycle to be brief and more complex than that of other records. While master files are generally the form in which machine-readable records are retained for archival appraisal, other versions are occasionally more suitable because they contain more complete information than related master files or because they are particularly relevant to agency policy, decisions, or special reports.
- 4) Because machine-readable records must be subjected to electronic processing and decoding to be converted to human-readable information, the records revealing such processes must be scheduled with the machine-readable records. These records are called "documentation" and are usually found in textual form.

The qualities that separate machine-readable records from those on other media make it difficult to produce for them a subject-oriented general schedule analogous in form to other general schedules. Thus, this schedule categorizes records for disposition standards on the basis of the kinds of records or files that are common to most ADP systems. It is divided into three parts:

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GENERAL RECORDS SCHEDULE 20

Master files (Part I) constitute the definitive state of a data file in a system at a given time. Such files are categorized herein only partly on the basis of subject content. Other important considerations regarding disposition are the format of the data file and the manner in which it is updated. Such variables influence the informational value of a file.

Processing files (Part II) are those machine-readable files, aside from master files, which comprise the life cycle of most computerized records prior to the production of a given master file. Processing files = from work files and input/source files to some valid transaction files = are employed to create and use a master file. They are presented here separately from master files for the sake of clarity and because they generally do not qualify for long-term retention. Those files for which disposal is not authorized are so treated because they may contain more complete information than the related master file or be especially relevant to agency policy, decision, or special reports = adequate reasons for initiating archival appraisal. The proper scheduling of processing files can increase the availability of space on machine-readable media and reduce agency expenditures for stocks of magnetic media.

Documentation (Part III) covers those records required for servicing machine-readable records = for converting them from human-readable information to encoded data and vice versa. These are an organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of ADP systems. As might be expected, the disposition of documentation is linked to the disposition of the related machine-readable files.

"Data automation planning and operational records" are no longer included in General Records Schedule 20. They are textual records and relate to an agency's planning, procurement, and operational processes. Thus, they may be scheduled by reference to other appropriate General Records Schedules.

It should be emphasized that machine-readable records that do not fit categories listed in this schedule are not authorized automatically for disposal. Disposition of such records should be authorized by submission to the National Archives and Records Service of a completed SF 115, Request for Records Disposition Authority.

The decision-table format, rather than the columnar format, is used herein to assist the user in conceptualizing the many categories and subcategories of records involved.

SUPERSEDED

SUPERSEDED

Part I - Master Files

Item	File function/ designation	Consisting of	Which are	Then
1	Statistical file	economic data on such topics as Federal expenditures, organizational economic profiles, intranational or international trade, business conditions, productivity, and/or taxes	created or received by the agency in pursuance of Federal law or in connection with the transaction of public business	Submit SF 115, Request for Records Disposition Authority.
2			created under contract and are in the possession of the contractor	Submit SF 258, Request for Transfer of Records.
3		social data on topics such as the family structure, education, health, behavior, opinions, employment, criminal acts and investigations, housing, transportation, personal economics, demographics, and/or groups of individuals	created or received by the agency in pursuance of Federal law or in connection with the transaction of public business	Submit SF 115, Request for Records Disposition Authority.
4			created under contract and are in the possession of the contractor	Submit SF 258, Request for Transfer of Records.

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Part I - Master Files
SUPERSEDED

Item	File function/ designation	Consisting of	Which are	Then
5		natural resources data related to the use, condition, management, and/or ownership of land, water, minerals, and/or wildlife	created or received by the agency in pursuance of Federal law or in connection with the transaction of public business	Submit SF 115, Request for Records Disposition Authority.
6			created under contract and are in the possession of the contractor	Submit SF 258, Request for Transfer of Records.
7		emergency operations data that document military or civil operations during war, national emergencies, natural disaster, and/or civil strife	created or received by the agency in pursuance of Federal law or in connection with the transaction of public business	Submit SF 115, Request for Records Disposition Authority.
8			created under contract and are in the possession of the contractor	Submit SF 258, Request for Transfer of Records.
9		political or judicial data that document such activities as elections, special investigations, and/or court proceedings	created or received by the agency in pursuance of Federal law or in connection with the transaction of public business	Submit SF 115, Request for Records Disposition Authority.
10			created under contract and are in the possession of the contractor	Submit SF 258, Request for Transfer of Records.

GENERAL RECORDS SCHEDULE 20

SUPERSEDED

SUPERSEDED

Part I - Master Files

Item	File function/ designation	Consisting of	Which are	Then
11		national security and international relations data that document such activities as strategic and foreign policy assessment, intelligence collection, public opinion in foreign countries, and international negotiations including military assistance and arms limitation	created or received by the agency in pursuance of Federal law or in connection with the transaction of public business	Submit SF 115, Request for Records Disposition Authority.
12			created under contract and are in the possession of the contractor	Submit SF 258, Request for Transfer of Records.
13	Scientific file	data such as environmental, oceanographic, atmospheric, terrestrial, and/or extraterrestrial observations and measurements, medical research and/or animal or plant husbandry investigations	created or received by an agency or national data center in pursuance of Federal law or in connection with the transaction of public business and held in a national data center	National Data Center: Submit SF 115, Request for Records Disposition Authority.
14			created or received by an agency and not duplicated in in a national data center	Agency: Submit SF 115, Request for Records Disposition Authority.

GENERAL RECORDS SCHEDULE 20

SUPERSEDED

SUPERSEDED

Part I - Master Files

Item	File function/ designation	Consisting of	Which are	Then
15			created under contract and are in the possession of the contractor	Submit SF 258, Request for Transfer of Records.
16			created or received by an agency in pursuance of Federal law or in connection with the transaction of public business and duplicated in a national data center	Agency: Dispose of after three or more update cycles.
17		data used in the development, fabrication, construction, testing, and/or routine operation of such things as instruments, vehicles, machinery or spacecraft	used in research and development programs	Dispose of after three or more update cycles or when no longer required for the program.
18		digital or analog data used in observation or measurement activities or in research and development programs	not calibrated or validated	Dispose of after subsequent magnetic media have been created. ¹ / ₁

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¹Schedule subsequent magnetic media under Part I, items 13-17.

SUPERSEDED

SUPERSEDED

Part I - Master Files

Item	File function/ designation	Consisting of	Which are	Then
19	Federal loan and/or grant file	data on individual loans or grant applications or awards	data on characteristics of individual applicants or recipients and their awards	Submit SF 115, Request for Records Disposition Authority.
20			summary or aggregate fiscal values used for accounting purposes	Dispose of after three or more update cycles.
21	Information retrieval file	indexes or tracking systems to textual or nontextual records	used to facilitate access to these materials	Dispose of as provided for the related records.
22		indexes to "library materials"	used to facilitate access to published documents or reports.	Dispose of as reference material.
23	Summary file	aggregates of individual observations	created from files not authorized for disposal under this General Records Schedule	Submit SF 115, Request for Records Disposition Authority.
24			created from files authorized for disposal under this General Records Schedule	Dispose of as provided for related data.

GENERAL RECORDS SCHEDULE 20

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Part I - Master Files

Item	File function/ designation	Consisting of	Which are	Then
25	Sample and/or subsample file	data selected from a larger census or survey file	created for files not authorized for disposal under this General Records Schedule	Submit SF 115, Request for Records Disposition Authority.
26			created for files authorized for disposal under this General Records Schedule	Dispose of as provided for related data.
27	Housekeeping file	data for routine administrative "housekeeping" processes such as fiscal accountability, supply management, payroll administration, and/or motor pool operations	required for GAO site audit	Dispose of in accordance with instructions applicable to hard copy. <u>2/</u>
28			not required for GAO site audit but serve as record copy	Dispose of in accordance with instructions applicable to hard copy. <u>2/</u>
29			not required for GAO site audit and do not serve as record copy	Dispose of as reference material.

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²Instructions for hard copy equivalents are available in General Records Schedules 1 - 16.

SUPERSEDED

SUPERSEDED

Part I - Master Files

Item	File function/ designation	Consisting of	Which are	Then
30	Publication file	source output data extracted from the system to produce a printed publication	created without destroying the source file	Dispose of upon publication when not required for republication.
31	Print file	source output data extracted from the system to produce printouts of tabulations, ledgers, tables, registers and/or reports	created from files authorized for disposal	Dispose of when superseded or obsolete.
32			created from files not authorized for disposal	Dispose of when superseded or obsolete.
33	Security backup file	data identical in format to a master file	retained in case the master file is damaged or inadvertently erased	Dispose of as provided for the related master file.
34	Technical reformat file	data essentially duplicated in another master file but which is written with varying technical specifications such as density, character code, blocking and labeling	created for the specific purpose of information exchange	Dispose of as provided for the related master file.

GENERAL RECORDS SCHEDULE 20

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SUPERSEDED

Part II = Processing Files

Item	File function/ designation	Consisting of	Which are	Then
1	Work file	new media, or media not included in a library control system, or files whose retention dates have expired	used by computer operators to facilitate the processing of a specific job and/or system run	Available for immediate use or reuse.
2	Test file	data used in testing a system	routine or benchmark data sets constructed or used for the purpose of testing	Dispose of when no longer needed.
3	Input/Source file	data abstracted from input/source documents or other media and entered into the system for each update cycle	converted to magnetic media	Dispose of after verification of data on related magnetic media.
4			used for updating and required to support reconstruction of a master file	Dispose of after three or more update cycles.
5			not used as input to a file and not required to reconstruct a master file	Submit SF 115. Request for Records Disposition Authority.
6			retained by ADP operational elements as back-up to magnetic media	Dispose of when no longer needed.

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Part II - Processing Files

Item	Files function/ designation	Consisting of	Which are	Then
7			officially designed to replace or serve as the record copy in lieu of the hard copy or other input/source document	Dispose of in accordance with instructions applicable to the to the hard copy.
8		data created by another agency ¹ /	files that the creating agency routinely made available to other agencies or to the public	Dispose of as reference material.
9			the result of a request of the receiving agency for a special tabulation, extract or master files designed to meet the needs of the receiving agency	Submit SF 115, Request for Records Disposition Authority
10		punched cards that contain original entry with film or written inserts (such as aperture cards)	source documents	Dispose of in accordance with instructions applicable to the hard copy.

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¹ If the receiving agency reformats, edits, merges, analyzes, summarizes, or otherwise processes the data in a file from another agency, then the files created during such processing are files of the receiving agency. The receiving agency should schedule the resulting files according to the appropriate category in Part I, Master File.

SUPERSEDED

SUPERSEDED

Part II - Processing Files

Item	File function/ designation	Consisting of	Which are	Then
11	Intermediate input/output file	data that is manipulated, sorted, and/or moved from one run to a subsequent run	used in the process of creating or updating a master file	Dispose of after master file has been proven satisfactory.
12	Valid transaction file	data used with a master file for creation of an updated master file	used for independent analysis	Submit SF 115, Request for Records Disposition Authority.
13			not used for independent analysis	Dispose of after three or more update cycles.
14	Audit trail file	"statistical" data generated during the creation of a master file	used to validate a master file during a processing cycle	Dispose of in accordance with instructions for each appropriate cycle of the master file.

GENERAL RECORDS SCHEDULE 20

SUPERSEDED

Part III - Documentation

Item	File function/ designation	Consisting of	Which are	Then
1	Data systems specifications	documents containing definitions of the system including functional requirements, data requirements, system/subsystem specifications, requests for the system, and authorizing directives	for a disapproved proposed system	Dispose of one year after final action.
2			for an approved system for which all related magnetic data files are authorized for disposal	Dispose of one year after discontinuance of the system.
3			for an approved system for which any related magnetic data file is not authorized for disposal	Retain with related data file.
4	System test documentation	descriptive material including test plans and test analysis reports	for an approved system	Dispose of one year after completion of testing.
5			for a disapproved proposed system	Dispose of when no longer needed.

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SUPERSEDED

SUPERSEDED

Part III = Documentation

Item	File function/ designation	Consisting of	Which are	Then
6	File specifications	definitions of the logical and physical characteristics of each record, element or item of data in the file, including names and tags or labels; relative position, form, format and size of data elements (record layout); specifications of all codes used; cross-reference code manual; security and privacy restrictions; and validity characteristics; update and access conditions; recording medium and volume; sample copy of each input/source document	for a system for which all related magnetic data files are authorized for disposal	Dispose of with related data file.
7			for a system for which related magnetic data file is not authorized for disposal	Retain with related data file.
8	User guides	information which sufficiently describes the functions of the system in non-ADP terminology so that users can determine its applicability and when and how to use it; serves for the preparation of input data and the interpretation of results	handbooks, guides to data availability, and procedures for querying files	Retain with data systems specifications.

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Part III - Documentation

Item	File function/ designation	Consisting of	Which are	Then
9	Output specifications	detailed descriptions of products of the system that are to be used outside the computer center	listings of each type of output by title and tag, format specifications, selection criteria, volume and frequency, media, graphic displays and symbols, security and privacy conditions, and disposition of output	Retain with related data file.
10	Reports	printed final reports containing the statistical tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed	for systems which require retention of related data	Retain one copy with related file specifications.
11	Information retrieval	series of machine instructions designed to retrieve information from specific data systems	general-purpose programs	Dispose of when no longer needed.
12			special-purpose programs for data files for which disposal is authorized	Dispose of with related data file.
13			special-purpose programs for data files for which disposal is not authorized	Retain with related data file.

GENERAL RECORDS SCHEDULE 20

GENERAL RECORDS SCHEDULE 21

Audiovisual Records

Scope

This schedule covers audiovisual and related records created by or for agencies of the Federal Government as well as those acquired in the course of business. Audiovisual records more than 30 years old must be offered to the National Archives and Records Service (NARS) before applying disposition instructions set forth in this schedule.

Audiovisual records include still and motion picture photography, graphic materials, and sound and video recordings. Related documentation includes (1) production files or other files documenting the creation, justification, ownership, and rights to the records and (2) finding aids used to identify or access the records.

This schedule does not cover: (1) cartographic records, (2) remote sensing imagery recorded on film or magnetic tape, (3) microform copies of textual records, or (4) research and development source data. Cartographic records and remote sensing imagery recorded on film are covered by GRS 17; digitized or computerized data are covered by GRS 20; microform copies of textual records may be covered by other General Records Schedules, depending on the informational content of the textual records; and research and development source data are covered by GRS 19.

Record Elements

For each type of audiovisual record, the specific record elements (originals, negatives, prints, dubbings, etc.) required by 41 CFR 101-11.411-4 for preservation, reproduction, and reference are listed. Since audiovisual records covered by this schedule include those produced under contract, by grant, and acquired from outside sources as well as those produced internally, maintenance and control of these record elements for records subject to the disposition "Submit SF 115" are essential, whether the record elements are stored in agency or contractor facilities.

Disposition Instructions

The word "destroy" is used to authorize the destruction of data or information. Erasable media such as magnetic tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 101-42.3, "Recovery of Precious Metals and Strategic and Critical Materials."

The instruction "Submit SF 115" requires that the records be included in either an agency's comprehensive records schedule or a specific request for disposition authority, unless they have been described on an agency records schedule approved by NARS after May 14, 1973. The introduction to the General Records Schedules provides additional information on scheduling records which have no authorized disposition in this General Records Schedule. When describing these records in a comprehensive records schedule or a specific request for disposition authority, agencies may be guided by the categorical descriptions in this General Records Schedule, but these descriptions are not a substitute for specific agency prepared descriptions that are required to schedule the records.

SUPERSEDED

GENERAL RECORDS SCHEDULE 21

This General Records Schedule authorizes the disposal of certain records without further concurrence from NARS. Agencies are encouraged to include specific series descriptions for such records in their comprehensive schedules while citing the governing disposition instruction from this General Records Schedule as the authority for destroying the records.

Still Photography

Record Elements

- (a) Black-and-white and color negative photography: the original negative, a captioned print, and, for color negative photography, a duplicate negative if one exists; *
- (b) Color transparency and slide photography: the original and a duplicate;
- (c) Slide sets or filmstrips and accompanying audio recordings or scripts: 2 copies.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.	Destroy when one year old or when no longer needed.
2.	Personnel identification or passport photographs.	Destroy when five years old or when no longer needed.
3.	Internal personnel and administrative training filmstrips and slide of programs that do not reflect the mission of the agency.	Destroy one year after completion of training program.
4.	Duplicate items in excess of record elements required for preservation, duplication and reference by 41 CFR 101-11.411-4.	Destroy when no longer needed.
5.	Official portraits of senior agency officials.	Submit SF 115, Request for Records Disposition Authority.
6.	All other black-and-white photograph files (not identified in Items 1, 2, 3, or 4 above).	Submit SF 115.

* Negative and print files may be maintained in separate agency offices; in these cases, elements should be scheduled as distinct series.

SUPERSEDED

SUPERSEDED

GENERAL RECORDS SCHEDULE 21

Still Photography (Cont'd)

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
7.	All other color negative, large format or 35mm transparency files (not identified in Items 1, 2, 3, or 4 above).	Submit SF 115.
8.	All other slide or filmstrip programs (not identified in Item 3 above).	Submit SF 115.

Graphic Arts

Record Elements

- (a) posters: 2 copies
- (b) original art: original and a photographic copy, if one exists.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
9.	Viewgraphs	Destroy one year after use or when no longer needed.
10.	Routine artwork for handbills, flyers, posters, letterhead, and other graphics.	Destroy one year after final publication or when no longer needed.
11.	Line and halftone negatives, screened paper prints and offset lithographic plates used for photo-mechanical reproduction.	Destroy when no longer needed for publication or reprinting.
12.	Line copies of graphs and charts.	Destroy one year after final production or when no longer needed.
13.	Posters distributed agency-wide or to the public.	Submit SF 115, Request for Records Disposition Authority.
14.	Original artwork of unusual or outstanding merit.	Submit SF 115.

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GENERAL RECORDS SCHEDULE 21

Motion Pictures

Record Elements

- (a) Agency sponsored films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a video recording;
- (b) Acquired films: two projection prints or one projection print and a video recording;
- (c) Unedited footage: the original negative or color original, work print, and an intermediate master positive or duplicate negative if one exists, appropriately arranged, labeled, and described.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
15.	Films acquired from outside sources for personnel and management training.	Destroy one year after completion of training program.
16.	Films acquired from outside sources for personnel entertainment and recreation.	Destroy when no longer needed.
17.	Routine surveillance footage.	Destroy when no longer needed.
18.	Routine scientific, medical or engineering footage.	Destroy when two years old or when no longer needed.
19.	Duplicate prints and pre-print elements required for preservation,	Destroy when no longer needed.
20.	Agency-sponsored films intended for public distribution. (These include informational, educational, and recruiting films.)	Submit SF 115, Request for Records Disposition Authority.
21.	Agency-sponsored television news releases and information reports.	Submit SF 115.
22.	Agency-sponsored television public service (or "spot") announcements.	Submit SF 115.
23.	Agency-sponsored training films that explain agency functions or activities intended for internal or external distribution.	Submit SF 115.

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GENERAL RECORDS SCHEDULE 21

Motion Pictures (Cont'd)

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
24.	Films produced under grant that are submitted to the agency.	Submit SF 115 (see also GRS 3, Item 18).
25.	Films acquired from outside sources (other than those identified in Items 15 and 16 above) that document or are used to carry out agency programs.	Submit SF 115.
26.	Documentary footage (except that footage identified in Items 17 and 18 above) shot for research and development, fact-finding or other studies.	Submit SF 115.
27.	Stock footage, outtakes and trims created during the course of an agency-sponsored production.	Offer immediately for deposit in the stock film collection, Special Archives Division, NARS.

Video Recordings

Record Elements

The original or earliest generation of recording, and a dubbing if one exists.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
28.	Programs acquired from outside sources for personnel and management training.	Destroy one year after completion of training program.
29.	Programs acquired from outside sources for personnel entertainment and recreation.	Destroy when no longer needed.
30.	Rehearsal or practice tapes.	Destroy immediately.
31.	Internal personnel and administrative training programs that do <u>not</u> reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)	Destroy one year after completion of training program.
32.	Routine surveillance recordings.	Destroy when no longer needed.
33.	Routine scientific, medical or engineering recordings.	Destroy when two years old or when no longer needed.

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GENERAL RECORDS SCHEDULE 21

Video Recordings (Cont'd)

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
34.	Recordings that document routine meetings and award presentations.	Destroy when no longer needed.
35.	Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 41 CFR 101-11.411-4.	Destroy when no longer needed.
36.	Agency-sponsored video productions intended for public distribution. (These include informational, educational, and recruiting productions.)	Submit SF 115, Request for Records Disposition Authority.
37.	Agency-sponsored television news releases or information reports.	Submit SF 115.
38.	Agency-sponsored television public service (or "spot") announcements.	Submit SF 115.
39.	Agency-sponsored training programs that explain agency functions or activities (other than those identified in Item 31) intended for internal or external distribution.	Submit SF 115.
40.	Internal management news or information programs.	Submit SF 115.
41.	Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of agency officials before the Congress and at other hearings.	Submit SF 115.
42.	Programs produced under grant that are submitted to the agency.	Submit SF 115 (see also GRS 3, Item 18).
43.	Programs acquired from outside sources (other than those identified in Items 28 and 29) that document or are used to carry out agency programs.	Submit SF 115.
44.	Media appearances by top agency officials.	Submit SF 115.
45.	Documentary recordings (except those identified in Items 32-35 above)	Submit SF 115.

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GENERAL RECORDS SCHEDULE 21

Video Recordings (Cont'd)

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	shot for research and development, fact-finding or other studies.	

Sound Recordings

Record Elements

- (a) Conventional mass-produced, multiple copy disc recordings: the master tape, matrix or stamper, and one disc pressing.
- (b) Magnetic audio tape recordings (reel-to-reel, cassette or cartridge): the original or earliest generation of each recording, and a dubbing, if one exists.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
46.	Recordings of meetings made exclusively for notetaking or transcription.	Destroy immediately after use.
47.	Dictation belts or tapes.	Destroy immediately after use.
48.	Pre-mix sound elements created during the course of a motion picture, television, or radio production.	Destroy immediately after use.
49.	Library sound recordings (e.g., effects, music).	Destroy when no longer needed.
50.	Daily or spot news recordings available to local radio stations on a call-in basis.	Destroy when six months old or when no longer needed.
51.	Duplicate dubbings in excess of those elements required for preservation, duplication, and reference by 41 CFR 101-11.411-4.	Destroy when no longer needed.
52.	Agency-sponsored radio programs intended for public broadcast.	Submit SF 115, Request for Records Disposition Authority.
53.	Agency-sponsored radio news releases and information programs.	Submit SF 115.
54.	Agency-sponsored radio public service (or "spot") announcements.	Submit SF 115.

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GENERAL RECORDS SCHEDULE 21

Sound Recordings (Cont'd)

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
55.	Internal management news or information programs.	Submit SF 115.
56.	Recordings of public meetings or speeches, agency-sponsored conferences, guest speakers, and testimony of agency officials before the Congress and at other hearings.	Submit SF 115.
57.	Oral history collections.	Submit SF 115.
58.	Recordings or programs produced under grant that are submitted to the agency.	Submit SF 115 (see also GRS 3, Item 18).
59.	Recordings or programs acquired from outside sources that document or are used to carry out agency programs.	Submit SF 115.
60.	Media appearances by top agency officials.	Submit SF 115.
61.	Documentary recordings made for fact-finding or other studies.	Submit SF 115.

Related Documentation

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
62.	Production files or similar files that document origin, development, acquisition, use, and ownership. (May include scripts, contracts, transcripts, releases, etc.)	Dispose of according to instructions covering the related audiovisual records.
63.	Finding aids for identification, retrieval, or use. (May include indexes, catalogs, shelf lists, log books, caption sheets, shotlists, continuities, etc., and may be in text, card, microform, or machine-readable format.)	Dispose of according to instructions covering the related audiovisual records.

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GENERAL RECORDS SCHEDULE 22

Design and Construction Drawings and Related Records

This schedule provides guidelines for the disposition of design and construction drawings and related records that have been created or received by agencies of the Federal government in connection with their official activities. Drawings refer to those graphic and engineering records that depict conceptual as well as precise measured information essential for the planning and construction of static structures such as buildings, bridges, canals, and other public works projects, as well as miscellaneous engineering projects such as machinery, weapons, and equipment. Related records are comprised chiefly of indexes and finding aids, specifications, and three-dimensional models. Most design and construction records lose their usefulness to the agency after specific periods of time. Generally speaking, drawings pertaining to the design process lose their administrative usefulness after the final construction plans are accepted; these records should be considered inactive after the completion of the construction project. Precise measured drawings which are used during the construction process have a continuing value during the life of the structure, especially for repair and maintenance projects. The original construction drawings as well as repair and alteration drawings (or microform copies) should be considered active while the structure is still used, maintained or owned by the Federal government.

After the design and construction files are no longer useful to the agency, certain records have continuing historical value, particularly for the architectural historian, historic preservationist, and social historian. Since it is uneconomic and unnecessary to retain a complete set of drawings for each construction project sponsored by the Federal government, it is necessary to make a selection of records for permanent preservation. This selection must take into consideration not only the types of records but also the nature of the individual construction projects. The general intent of any selection should be based on documenting the structures and projects that are architecturally, historically, and technologically significant. Criteria for the selection of the significant records are contained in the notes following the schedule. The selection of individual buildings or projects should be made by agency personnel with appropriate historical training, subject to the approval of NARS. However, any records created prior to January 1, 1921, must be offered to NARS before applying the disposition instruction in this schedule.

This schedule relates primarily to records on the design and construction of buildings. However, the principles established here can also be applied to other static structures and miscellaneous engineering projects.

Those records which pertain to the design process generally consist of:

Preliminary Drawings. Drawings and sketches that are conceptual in nature. These drawings, which are usually freehand studies that show the basic design of the structure, include the arrangement of rooms, general appearance of elevations and floor plans as well as other details under consideration.

Presentation Drawings. Pictorial and unmeasured drawings prepared by the architect to present his ideas. They include color renderings or perspective views of the outside elevations, as well as general floor plans.

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GENERAL RECORDS SCHEDULE 22

Models. Three dimensional, reduced-scale models which are prepared for illustrative or presentation purposes.

The records which pertain to the construction process usually consist of:

Intermediate and Prefinal Drawings. Intermediate stages of drawings which are created and reviewed in preparation of the final working drawings.

Final Working Drawings. Architectural and engineering drawings which consist of the master tracings and acceptable reproducibles. These drawings provide information about various aspects of the construction of the building including architectural (floor plans, interior and exterior elevations, and sections), ornamental, structural, mechanical, electrical, and air-conditioning details, as well as site and landscaping plans. This is probably the most important class of records since they provide not only detailed instructions for the erection of the building but also present a comprehensive and detailed picture of its design.

"As Built" Drawings. Annotated copies of final working drawings or additional drawings which show changes in the initial construction from the original design.

Shop Drawings. Detailed drawings prepared by construction contractors or subcontractors of particular parts of the building which they are to supply or by manufacturers of products to be assembled in their shops. These drawings which include plans for architectural embellishments and interior design such as tile and marble work, special cabinet work, elevators, or heating systems, not only provide instructions for assembling the products on the job site, but may also be necessary for future repair and preservation projects.

Repair and Alteration Drawings. Original drawings which depict repairs and alterations to the building as it was originally constructed.

Contract Drawings. Copies of the original workings on which contract negotiations are based.

Standard Drawings. Final drawings for standard details and other documents created in their preparation.

Project Specifications. Guides for individual construction projects which outline material requirements and explain the materials and manufactured items depicted on related drawings.

Space Assignment Plan. Drawings which depict outline floor plans used for space assignments.

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GENERAL RECORDS SCHEDULE 22

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Federal Structures Design Files.</u> Preliminary and presentation drawings and models of Federal structures and engineering projects. a. Files selected for architectural, historical, and technological significance (see notes at end of schedule for selection criteria). (1) Drawings. (2) Models. b. Files not included under Item 1a of this schedule.	 Permanent. Offer to NARS within 5 years after completion of project. Submit SF 115, Request for Records Disposition Authority. Dispose of when no longer needed for administrative purposes.
2.	<u>Federal Structures Construction Files.</u> Intermediate and prefinal, final working, "as built," shop, repair and alteration, contract, and standard drawings; project specifications, with documents relating to their preparation; and space assignment plans of Federal structures and engineering projects. a. Files selected for architectural, historical, and technological significance (see notes at end of schedule for selection criteria). (1) Final Working Drawings. (2) "As Built" Drawings. (3) Shop Drawings. (4) Repair and Alteration Drawings. (5) Standard Drawings. (6) Specifications and related records.	 Permanent. Offer to NARS when file is inactive (see introduction to this schedule).

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GENERAL RECORDS SCHEDULE 22

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Files not included under Item 2a of this schedule.	Dispose of when no longer needed for administrative purposes.
3.	<u>Other Architectural and Engineering Drawings.</u> Original manuscript and duplicate drawings submitted to Federal agencies by private firms or other Federal agencies to meet Federal minimum standards.	
	a. Drawings interfiled with related case files.	Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.
	b. Drawings filed separately from related case files.	Submit SF 115, Request for Records Disposition Authority.
4.	<u>Measured Drawings.</u> Drawings produced by such agencies as the Historic American Buildings Survey and Historic American Engineering Record.	Permanent. Offer to NARS when administrative use ceases unless another depository is specified by law.
5.	<u>Finding Aids.</u> Indexes and other finding aids to design and construction files.	Dispose of in accordance with instructions covering the related design and construction records.
6.	<u>Microform Files.</u> Microform copies of design and construction files.	Submit SF 115, Request for Records Disposition Authority.

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GENERAL RECORDS SCHEDULE 22

EXPLANATORY NOTES

Items 1a and 2a.

Criteria for the selection of architecturally, historically, and technologically significant files:

Architectural Significance

Original Design. Primary consideration should be given to those buildings which are essentially original in design. Although it may incorporate standard features, a uniquely designed building is one that was designed to meet specific needs or functions, and whose basic design is not repeated in another building.

Standard or Repetitive Design. In cases where buildings use a standard or repetitive design, it is not necessary to retain permanently a file for each building. However, a file should be retained for the building most representative of the basic design, for each variant of standard designs, and for each repetitive but slightly different design.

Architectural Style. Buildings which embody the distinguishing characteristics of either a period or a regional architectural style.

Innovations. Buildings which include architectural or engineering innovations.

Historical Significance

Administrative Functions and Activities. Buildings which are associated with the major functions of the Federal government (executive departments, agencies, and bureaus) and the major activities of the various Federal agencies (post office, customs houses, court houses, forts, hospitals).

National Events or Personalities. Buildings which are associated with events or persons who represent the broad history of the country.

Noted Architect. Drawings by noted architects or engineers of both proposed and constructed buildings.

Controversial. Buildings which were involved in controversy in regards to their design, construction, or utilization.

Technological Significance

This category includes files for such objects as ships, airplanes, spacecraft, weapons, machinery, equipment, and furniture. Since this is a broad category which covers many different types of technical structures, specific details have not been attempted. However, permanent records relating to these objects can be chosen more selectively than records relating to

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buildings. In general, files which show how the project was designed, constructed, and altered, should be retained for a selection of the most unique structures and for a representative sample of repetitive and similar structures.

A selection which is to be based on engineering and historical significance should consider projects which include engineering innovations or prototypes, projects which have achieved national acclaim or controversy, or projects which represent the major product of an agency (such as NASA's spacecraft or TVA's hydroelectric projects). Representative samples should be based on the type of structure or project, cost, and regional variations. Structures and criteria used by the Historic American Engineering Record and similar comprehensive lists can serve as a guideline and minimum standard.

It should be noted that comprehensive plans for projects such as river and harbor improvements, landscape plans, plans of systems related to a complex of buildings like military or educational institutions, or master plans for urban or regional parks, are closely related to maps. These comprehensive plans can be evaluated in terms of cartographic records (see General Records Schedule 17), while individual structures within the system can be evaluated on the basis of this schedule.

Item 2a(3)

"As Built" drawings that are the same as or very similar to the final working drawing should not be retained permanently and are included for disposal under Item 2b.

Item 6

The National Archives and Records Service generally does not recognize microfilm as an adequate substitute for design and construction drawings unless film, processing, and storage meet the standards as prescribed in FPMR 101-11.5, and unless the microimage meets certain minimum standards developed by NARS for legibility and mathematical accuracy. Only under these conditions and with the approval of NARS may original drawings or specifications be disposed of. However, microfilm should not be substituted for color renderings or drawings, or for final working drawings of buildings with major historical or architectural significance, such as those listed (or potentially listed) by the National Register of Historic Places and similar organizations. In this case microfilm should be used for reference purposes, but it should not be considered the permanent record copy. Microfilm is advised for those files which are extensive and repetitive, and for those buildings of lesser importance, particularly those with similar or repetitive designs or those which are not likely to be renowned historically or architecturally.

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November 22, 1983

GSA Bulletin FPMR B-124, Supp. 1
Attachment

GENERAL RECORDS SCHEDULE 23 Records Common to Most Offices

This schedule provides for the disposal or retention of certain records common to most offices in all Federal agencies. The records covered by this schedule relate to routine internal administrative and housekeeping activities. The records generally serve facilitative or informational purposes. They are not basic program records and are not part of official program files. They are often extra copies of documents whose record copies must be scheduled by submitting an SF 115, Request for Records Disposition Authority, or are scheduled in the office of primary responsibility by such other General Records Schedules as Schedule 5, Budget Preparation, Presentation, and Apportionment Records, and Schedule 16, Administrative Management Records.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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1. Office 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. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; ~~papers~~; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may include copies of internal activity and workload reports (including work progress, statistical, and narrative reports ~~which are~~ prepared in the office and forwarded to higher levels) and other materials that do not serve as official documentation of the programs of the office.

Destroy when 2 years old or when no longer needed, whichever is sooner.

space [Note: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the agency, which are permanent records that must be scheduled for transfer to the National Archives by submitting an SF 115.]

2. Schedules of Daily Activities.

Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities of Federal employees while serving in an official capacity. Materials determined

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	to be "personal records" are not covered by this item.	
a.	Records containing substantive information relating to the official activities of high level officials, the substance of which has <u>not</u> been incorporated into memoranda, reports, correspondence, or other records included in the official files. (High level officials include the heads of departments and independent agencies, their deputies and assistants; the heads of program offices and staff offices including assistant secretaries, administrators, and commissioners; directors of offices, bureaus, or equivalent; principal regional officials; staff assistants to those aforementioned officials, such as special assistants, confidential assistants, and administrative assistants; and career Federal employees, political appointees, and officers of the Armed Forces serving in equivalent or comparable positions.)	(1) Submit SF 258, Request for Transfer of Records. (2) If the offer is not accepted, destroy the records when 6 years old.
b.	Records of other than high level Federal employees as defined in "a" above containing substantive information relating to official activities, the substance of which has <u>not</u> been incorporated into official files.	Destroy when 2 years old.
c.	Routine materials containing <u>no</u> substantive information regarding the daily activities of other than high level officials as defined in "a" above; and records of all Federal employees containing substantive information, the substance of which has been incorporated into official files.	Destroy when no longer needed.

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GENERAL RECORDS SCHEDULE 23

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	<p><u>Suspense Files</u> <i>Documents</i> Papers arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.</p>	
	a. A note or other reminder to take some other action.	Destroy after action is taken.
	b. The file copy, or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	Withdraw papers when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If the suspense copy is the file copy, incorporate it into the official files.
4.	<p><u>Transitory Files</u> <i>Documents</i> Papers of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.</p>	
	a. Requests for information or publications. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply, such as requests for publications or other printed material.	Destroy when 3 months old or when no longer needed, whichever is sooner.
	b. Letters of transmittal. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.	

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GENERAL RECORDS SCHEDULE 23

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	<p>c. Quasi-official notices. Memoranda and other papers that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar papers.</p>	
5.	<p><u>Routine Control Files.</u></p> <p>Job control records, status cards, routing slips, work processing sheets, correspondence control forms, receipts for records chargeout, and other similar records used solely to control work flow and to record routine and merely facilitative actions taken.</p>	<p>Remove from related records and destroy when work is completed or when no longer needed for operating purposes.</p>
6.	<p><u>Technical Reference Files.</u></p> <p>Copies of documents retained strictly for reference and informational purposes and which are not part of the official files. Include copies of reports, studies, special compilations of data, drawings, periodicals, books, clippings, extra (nonrecord) copies of "policy and precedent" files, brochures, catalogs, vendor price lists, and publications prepared internally and externally. Note: Reference materials relevant to permanent records accessioned by or scheduled to be accessioned by the National Archives should be offered to NARS for appraisal (submit SF 258).</p>	<p>Review annually and destroy material of no further reference value.</p>
7.	<p><u>Finding Aids.</u></p> <p>Indexes, lists, registers, and other finding aids necessary for the efficient use of other records.</p>	

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GENERAL RECORDS SCHEDULE 23

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
a.	Finding aids for series that have been accessioned by the National Archives and those relating to major program case files not previously authorized for disposal.	Submit SF 115, Request for Records Disposition Authority.
b.	All other finding aids.	Follow disposition instructions for the records to which they relate, or destroy when no longer needed for reference.

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GENERAL RECORDS SCHEDULE 24

Temporary Commissions, Committees, and Boards Records.

This schedule relates to records that are most often created by a temporary commission, committee, board, conference, task force, or similar organization. These organizations are usually established by an Act of Congress or Executive Order for a period of two years or less to study specific problems and report their findings to Congress and/or the President. Since most of these organizations are attached to other Federal agencies to handle their administrative records, such as those relating to personnel, payroll, and fiscal matters, this schedule relates mainly to the program records of the organizations. Program records are those records created or received and maintained by an agency in the conduct of the substantive functions for which it was created. They include records produced by contractors and consultants for the agency. Program records may consist of textual (manuscript) and/or non-textual (machine-readable and audiovisual) records.

Records which are required to be offered to the National Archives are indicated under the disposition authority as "Submit SF 258." This Request for Transfer of Records should be submitted to the National Archives and Records Service at least 60 days prior to the termination of the organization.

For convenience, the term "Commission" is used in this schedule to cover all types of temporary organizations.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Commission Meetings Files.</u> The meetings files of a Commission, including those held in executive session, generally consist of the agenda, minutes of meetings and briefing materials for the Commissioners.	Submit SF 258, Request for Transfer of Records, 60 days prior to the termination date of the Commission.
2.	<u>Public Hearings Files.</u> The public hearings files generally consist of the edited and unedited transcripts of the hearings.	Submit SF 258.
3.	<u>General Correspondence Files.</u> General correspondence files consist of letters received and copies of letters sent concerning the overall mission of the Commission.	Submit SF 258.
4.	<u>Publication Files</u> Publication files consist of one copy of each published report,	Submit SF 258.

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	study, pamphlet, booklet, poster, and other publications produced by or for the Commission.	
5.	<u>News Release Files.</u> News release files consist of one copy of each release issued by the Commission.	Submit SF 258.
6.	<u>Speech Files.</u> Speech files consist of one copy of each speech by Commission executives relating to the mission of the Commission.	Submit SF 258.
7.	<u>Press Conference Files.</u> Press conference files consist of the transcripts of each press conference held by the Commission.	Submit SF 258.
8.	<u>Organizational Files.</u> Organizational files consist of records relating to the overall organization of the Commission and any changes to it. Included are organizational charts, functional statements, budget records, biographical information on Commissioners, directives or memorandums to the staff concerning their responsibilities, and related materials.	Submit SF 258.
9.	<u>Unpublished Studies Files.</u> Unpublished studies files consist of the final version of each unpublished study or report prepared by the Commission staff or by an individual or organization under contract.	Submit SF 258.

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GENERAL RECORDS SCHEDULE 24

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
10.	<u>Project Subject Files.</u> Project subject files consist of all records relating to a specific project from inception to completion. Included are correspondence with other Federal agencies, State and local governments, private companies, organizations, and institutions, and private individuals; questionnaires; memorandums; staff and contractor studies and reports; and related records.	Submit SF 258.
11.	<u>Audiovisual Files.</u> Audiovisual files consist of still pictures, motion picture films, sound recordings, video recordings, and related documentation produced by or for the Commission.	Submit SF 258. See General Records Schedule 21, Audiovisual Records, for guidelines.
12.	<u>Chronological Files.</u> Chronological or reading files maintained at the Commissioner level or for the entire Commission, excluding files maintained by individual staff members or project offices.	Submit SF 258.
13 - 15.	<u>Reserved.</u>	
16.	<u>Machine-Readable Files.</u> Machine-readable files consist of records which require processing and decoding for conversion to human-readable information and are usually stored on media, such as computer tape or random access computer disc, which make them easy to store, modify, and update. The major kinds of machine-readable records may include: a. Mission Oriented Master Files.	

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GENERAL RECORDS SCHEDULE 24

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	Records constituting the definitive state of a data file in a system at a given time. The principal types of mission oriented master files contain statistical information including economic, social, natural resources, political or judicial data; national security or international relations information; and scientific information including environmental, oceanographic, atmospheric and medical data.	
	1) When created or received by the Commission in pursuance of Federal law or in connection with the transaction of public business.	Submit SF 258.
	2) When created under contract and are in the possession of the contractor.	Submit SF 258.
b.	Machine-Readable Indices (Information Retrieval Files). Records used to facilitate access to textual or non-textual records.	Submit on the SF 258 for the related records.
c.	Housekeeping Master Files. Records documenting the routine administrative processes, such as fiscal accountability, supply management, and payroll administration.	See General Records Schedule 20, Part I, Items 27, 28, 29.
d.	Mission and Housekeeping Processing Files.	

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GENERAL RECORDS SCHEDULE 24

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	Records including input, work, and valid transaction files which comprise the life cycle of computerized records prior to the production of a given master file.	See General Records Schedule 20, Part II.
e.	Documentation.	
	Records required for servicing machine-readable records. They include file specifications, user guides, output specifications, codebook, input form, record layouts, editing procedures, and reports.	See General Records Schedule 20, Part III.
17 - 19.	<u>Reserved.</u>	
20.	<u>All Records Not Covered Elsewhere in This Schedule or in the Other General Records Schedules.</u>	Submit SF 258.
21.	<u>Staff Reference Files.</u>	
	Staff reference files include drafts of correspondence, reports and studies; copies of materials retained under other items of this schedule; and publications from other government agencies, or private organizations and institutions.	Destroy when obsolete, superseded, or on termination.
22.	<u>Mailing Lists.</u>	
	Lists of individuals and organizations that are to receive copies of the Commission reports.	Destroy when obsolete, superseded, or on termination.
23.	<u>General Administrative Files.</u>	
	General administrative files are those pertaining to the internal operation of the Commission, such as personnel, payroll, and fiscal records. The agency to which the Commission is attached for administration maintains the official files.	(a) Transfer to the administrative agency any records needed to complete their files. (b) Destroy remaining files on termination.

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GENERAL RECORDS SCHEDULE 24

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
24.	<u>Transitory Correspondence.</u> Correspondence requiring no substantive reply, such as requests for publications and general information.	Destroy when request is completed or on termination.
25.	<u>Rejected Offers.</u> Records offered to the National Archives but appraised as lacking sufficient research or other value to warrant permanent retention.	Destroy immediately.

SUPERSEDED

April 28, 1986

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GENERAL RECORDS SCHEDULE 25

Inspector General Records

The Inspectors General monitor agency programs and operations to prevent and reduce waste and fraud and to improve agency management. The Inspector General Act of 1978, as amended, and other legislation established an Office of Inspector General (OIG) in selected government agencies. Several other agencies have created nonstatutory OIGs. An OIG conducts and supervises audits and investigations; recommends policies to promote economy, efficiency, and effectiveness and to prevent fraud and abuse; and reports problems, deficiencies and progress to the agency head. Statutory OIGs must submit semiannual reports to the Congress. This schedule covers investigative, audit, and related records created or maintained by an OIG in performing its duties and responsibilities.

This schedule (1) does not cover records created or accumulated by Inspectors General of military agencies (i.e., the Department of Defense and all DOD components) and the Central Intelligence Agency and (2) may not cover all records created or accumulated by Inspectors General of other agencies. OIG records, including machine-readable records, are not authorized for disposal unless they are covered by this schedule, by another General Records Schedule, or by an agency schedule approved by the National Archives and Records Administration. Disposition of such records may be effected only after NARA approval of an SF 115, Request for Records Disposition Authority.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Policy and Procedures Files.</u> Records defining and documenting the policies required for directing, controlling, and carrying out OIG operations. Also records on planning and developing OIG policies and procedures. Consist of manuals, handbooks, directives, and working papers.	
a.	One record copy of each if not included in the agency's permanent set of master directives files or the record set of publications.	Permanent. Cut off when superseded or obsolete. Offer to NARA in 10 year blocks when 10 years old.
b.	All other copies	Destroy when no longer needed.
c.	Working papers and background materials.	Destroy when no longer needed.

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April 28, 1986

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GENERAL RECORDS SCHEDULE 25

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<u>Semiannual Report to the Congress Files.</u> Reports prepared by the statutory OIGs and submitted to the Congress, and working papers. The reports summarize the activities of the OIG for the six-month periods ending March 31 and September 30. For details on the composition of these reports, see Section 5, Public Law 95-452, as amended by P.L. 97-252.	
	a. Record copy of report.	Permanent. Cut off upon transmission to the Congress. Offer to NARA in 10 year blocks when 10 years old.
	b. Other copies of the report.	Destroy when no longer needed.
	c. Working papers.	Destroy when no longer needed.
3.	<u>Investigative Case Files.</u> Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations. Cases relate to agency personnel and programs and operations administered or financed by the agency, including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.	

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GENERAL RECORDS SCHEDULE 25

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General investigations.	Destroy when five years old.
	b. All other investigative case files.	Place in inactive file when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff.
4.	<u>Audit Case Files.</u> Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees. Consist of audit reports, correspondence, memoranda, and supporting working papers.	Cut off file at end of fiscal year after close of case. Destroy 8 years after cutoff.
5.	<u>Indexes to Case Files.</u> Used as references to investigative and audit case files.	Destroy when superseded or obsolete.

3
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June 3, 1987

Subject: Updating the subject index to the GRS

NIRC Staff Members

In connection with the revision of the General Records Schedules (GRS), Jean Keeting has asked for assistance in updating the subject index to the schedules. She requests that you forward index terms for newly approved GRS items on which you have worked. Submit index terms for items on which you are currently working as you complete them. Review of the existing subject index will demonstrate the manner in which current GRS entries are referenced, which we will continue to follow. If you have questions about referencing a specific item, please see Jean.

Attached is a copy of the most recent status report on our GRS revisions, which indicates who is handling specific revisions. Please check for your individual assignments and submit index terms for any items that are newly approved. We appreciate your cooperation in this matter.

A handwritten signature in cursive script, appearing to read "Henry Wolfinger".

HENRY WOLFINGER
Civilian Appraisal Branch

cc: Jean Keeting

DOC: HW^GRS^INDEX (W)

SUPERSEDED

August 27, 1984

FPMR 101-11.4
GSA Bulletin FPMR B-124, Supp. 3

L A 84 JUST CENTER GENERAL RECORDS SCHEDULES
SUBJECT INDEX

	<u>Schedule</u>	<u>Item</u>
<i>JUST LEFT SUBJECT</i> F5 F1 Accidents, General (see Investigative Files) ↵ ↵		
Accident, Motor Vehicle Report ↵ ↵	F2 10 ↵	F3 5 ↵
F4 Accountable Officers' Returns ↵	F2 6 ↵	F3 1 ↵
F4 Accountability ↵ F2 ↵ F3 ↵		
F4 Classified documents ↵	F2 18 ↵	F3 6 ↵
F4 Forms, transportation requests ↵	F2 9 ↵	F3 1,3 ↵
F4 Keys, security and protective ↵	F2 18 ↵	F3 17 ↵
F4 Personal property, files ↵	F2 18 ↵	F3 16 ↵
F4 Transportation and travel ↵	F2 9 ↵	F3 5 ↵
F4 Accounting ↵ F2 ↵ F3 ↵		
F4 Accountable officers' returns ↵	F2 6 ↵	F3 1 ↵
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Settlement, certificates of	6	3
Support documents	6	7,8,9
Surety, personnel bond	6	6
F4 Accounts ↵ F2 ↵ F3 ↵		
F4 Accounts, general ↵	7	2
F4 Allotment ↵	7	3
F4 Posting and control media ↵	7	4
F4 Acquisition of Real Property, Title Papers ↵	3	2
F4 Administrative Files (Office) ↵	23	1
Administrative Management		
Committees	16	12
Directives	16	1
Feasibility studies	16	14
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Management improvement	16	5
Organization	16	13
Projects	16	7,10
Publications	16	2
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April 12, 1984

	<u>Schedule</u>	<u>Item</u>
Aerial Film	17	16
ADP (see Machine-Readable)		
Affirmative Action Plans	1	26
Allotment Ledgers	7	3
Annual Supergrade Position Report	1	7c
Appeals		
Adverse action	1	31b
Privacy Act Amendment case files	14	26
Classification	1	7d
Grievance	1	31a
Performance rating	1	23
FOIA request files	14	17
Applications		
Employment	1	15
Grants	3	14
Research and development projects	19	12
Housing	15	7
Apportionment and Reapportionment (see Budget)		
Appropriation Warrants	6	4
Arrests	18	15
Audiovisual		
Contracts	21	62
Finding aids	21	63
Graphic arts	21	9-14
Artwork		
Flyers	21	10
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Outstanding originals	21	14
Posters	21	10,13
Line copies, charts & graphs	21	12
Photo-mechanical reproduction	21	11
Viewgraphs	21	9
Motion pictures	21	15-27
Agency activities	21	23
Duplicates	21	19
Educational	21	20
Engineering	21	18
Entertainment	21	16
Grants	21	24
News releases	21	21
Outtakes	21	27

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	<u>Schedule</u>	<u>Item</u>
Motion Pictures (cont.)		
Policy (agency programs)	21	25
Public service announcements	21	22
Recruiting	21	20
Research and development	21	26
Scientific medical	21	18
Stock footage	21	27
Surveillance	21	17
Television	21	21,22
Training	21	15,23
Production files	21	62
Scripts	21	62
Sound recordings	21	48-61
Appearances (media)	21	60
Conferences	21	58
Dictation	21	47
Documentation	21	58,61
Dubblings	21	51
Effects	21	49
Grant-produced	21	58
Hearings	21	58
Internal management	21	55
Meetings	21	48
Media production	21	48
News recordings	21	30
News releases	21	53
Oral history collections	21	57
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Public service announcements	21	54
Radio programs	21	52
Speeches	21	58
Studies	21	61
Testimony (Congress)	21	58
Still photography	21	1-8
Ceremonial	21	1
Duplicates	21	4
Filmstrips (internal training)	21	3
Others (not in items 1-4)		
Black and white	21	6
Color	21	7
Filmstrips, slides	21	8
Passports	21	2
Personnel identification	21	2
Portraits (senior officials)	21	5
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Agency activities	21	39

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	<u>Schedule</u>	<u>Item</u>
Video recordings (cont'd.)		
Appearances (top officials)	21	44
Awards presentation	21	34
Conferences	21	41
Dubblings	21	35
Educational	21	36
Engineering	21	33
Entertainment	21	29
Grant-produced	21	42
Hearings	21	41
Internal management	21	40
Management instruction	21	31
Medical	21	33
Meetings	21	34
News releases	21	37
Outside sources	21	43
Practice tapes	21	30
Public service announcements	21	38
Recruiting	21	36
Research and development	21	45
Role-playing sessions	21	31
Scientific	21	33
Speeches	21	41
Surveillance	21	32
Television	21	37, 38
Testimony	21	41
Training	21	28, 31, 39
Audit Case Files	25	24
Automobile Permits	11	4
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Bid and Proposal Files	3	6
Acceptable bidders	3	6d, 14
Cancelled	3	6c, 14a
Successful	3	6a, 14b
Unsuccessful	3	6b, 14a
Bills of Lading	9	1
Binding	13	3
Boards, Temporary	24	1-25
Bonds		
Personnel surety	6	6
Savings	2	5, 6, 7
Budget		
Apportionment	5	6
Correspondence files	5	1, 3
Estimates	5	2

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	<u>Schedule</u>	<u>Item</u>
Budget (cont.)		
Reports	5	5
Work papers	5	4
Building Space and Maintenance		
Allocation	11	2
Correspondence	11	1,2b
Credentials	11	4a
Directory service	11	3
Plans	11	2a
Release	11	2
Reports	11	2b
Request for services	11	5
Utilization	11	2
Calendars	23	2
Carrier (see Transportation)		
Cartographic		
Aerial film	17	16
Charts		
Aeronautical	17	1-6
Hydrographic	17	1-6
Color pulls	17	2
Color separation sheets	17	2
Composites	17	2
Data tapes	17	17
Field survey notes	17	9
Finding aids	17	8,18
Globes and models	17	7
Map histories	17	4
Maps		
Computer	17	6
Correction	17	2
Hand drawn	17	1
Micro film	17	5
Published	17	3
Raised relief	17	7
Case Files		
Agency policy changes	16	1b
Classification appeals	1	7b
Contract appeals	3	19
Emergency planning	18	28
Grants	3	15
	19	3,13
Informational services	14	6
Map history	17	4

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April 12, 1984

	<u>Schedule</u>	<u>Item</u>
Case Files (cont.)		
Personnel		
Incentive awards	1	12a,13
Security	18	23
Privacy act amendment	14	26
Property disposal	4	2
Research and development	19	3
Surplus property	4	1,6
Certificates		
Classified document destruction	18	4
Eligibles (employment)	1	5
Export	9	1
Performance rating	1	23
Settlement	6	3
Tax exemption	3	13
"	2	18
Title	3	2
Transit	9	1
Charts (see Cartographic)		
Civilian Personnel (see Personnel)		
Classified Documents		
Access control	18	7
Accounting	18	6
Administrative correspondence	18	2
Container security	18	8
Classified Information and Control		
Access control	18	7
Container security	18	8
Correspondence	18	2
Destruction certificates	18	4
Inventory	18	5
Receipt	18	3
Classified or Classifiable Information		
Nondisclosure Agreement	18	26
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College Personnel Program	1	3
Commendation Letters	1	12c
Commissions, Temporary	24	1-25

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	<u>Schedule</u>	<u>Item</u>
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 	19	2
 	24	1-25
Communications		
Administrative	12	2
Correspondence	12	2
Equipment	12	2b, 2d (2)
Long distance telephone reports	12	4
Messages	12	3b, 3c
Operation	12	3a
Reports		
Administrative	12	2b
Load	12	3a
Performance	12	3a
Statistical	12	2c
Telephone	12	4
Vouchers	12	2d
Complaints, Discrimination	1	26
Construction (see Design and Construction)		
<i>Contract Appeals Case Files</i>	3	19
Contracts	3	4
"	19	13
"	21	62
Contractors' Employment Practices, EEO	1	26d (1)
Contractors' Payrolls	3	12
Contractor's Statement of Contingent or Other Fees	3	20
Control Files (Routine)	23	5
Correspondence		
Accounting	6	5
Budget	5	1, 3
Building and space maintenance	11	1, 2b
Classified information and control	18	2
Communications	12	2
Cost accounting	8	2
Emergency planning	18	27
Expenditure accounting	7	1
Facilities, security	18	9
Grants	3	17
Housing	15	1
Informational services	14	4, 7
Motor vehicle	10	1
Pay	2	2
Personnel	1	3, 17a, 17c, 18a, 34a

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	<u>Schedule</u>	<u>Item</u>
Correspondence (cont.)		
Personnel security	18	23
Plant accounting	8	2
Printing, administrative	13	3
Procurement	3	3
Property disposal	4	4
Research and development	19	9
Security and protective service	18	9
Space and maintenance	11	1
Stores accounting	8	2
Surplus property	4	4
Transportation	9	5
Travel	9	5
Cost Accounting		
Correspondence	8	2
Ledgers	8	8
Reports	8	7
Credentials		
"	11	4
"	18	13,20a
Deductions, Payroll		
	2	15
Design and Construction		
Construction files	22	2
Design files	22	1
Drawings	4	7
"	22	1,2,3,4
Finding aids	22	5
Microform files	22	6
Models	22	1a(2)
Specifications	22	2
Directives		
Master set	16	1
Emergency planning	18	28
Discrimination Complaints		
	1	26
Dispensary Control Files		
	1	20
Drawings (Design and Construction)		
Alteration	22	2
As-Built	22	2
Contract	22	2
Design	19	8
"	22	1(1)
Manuscript	22	3
Maps	17	1
Measured	22	4
Microform	22	6

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	<u>Schedule</u>	<u>Item</u>
Drawings (cont.)		
Preliminary		
Real property	4	7
Research and development	19	10
Federal structures design	22	1
Presentation	22	1
Repair	22	2
Shop	22	2
Space assignment	22	2
Standard	22	2
Driver Tests	10	7
Electronic Data Processing (see Machine-Readable)		
Emergency Planning		
Case files	18	28
Correspondence	18	27
Directives	18	28
Directives reference files	18	29
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Reports	18	30
Employee Records (see Personnel and also Payroll)		
Employee Safety	1	3a
Employee Transfer and Detail	1	14
Equal Employment Opportunity Complaints	1	26
Erasable Media (see Machine-Readable)		
Estimates, Budget	5	2
Executive Development Program	1	3
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Allotment	7	3
Correspondence	7	1
Ledgers	7	2
Machine-readable files	20	I-27-29
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Facilities, Security		
Correspondence	18	9
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Feasibility Studies	16	4
Federal Data Procurement System	3	7d

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	<u>Schedule</u>	<u>Item</u>
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Agency activities	21	23
Duplicates	21	19
Educational	21	20
Engineering	21	18
Entertainment	21	16
Grants	21	24
Outtakes	21	27
Policy	21	25
Recruiting	21	20
Research and development	21	26
Scientific medical	21	18
Stock footage	21	27
Surveillance	21	17
Training	21	15,23
Finding Aids		
General	23	7
Audiovisual	21	63
Cartographic	17	8,18
Design and construction	22	5
Flexitime Attendance Records (see Payroll)		
Followup Files (see Suspense Files)		
Forms	16	4
Freedom of Information Act Files		
Administrative	14	20
Appeals	14	17
Control	14	18
Reports	14	16
Requests	14	19
Freight	9	1,2
Functional Statements	16	13b
Gasoline Sales Tickets	6	7
General Accounting Office		
Machine-readable files	20	1-27
Notices of exception	6	2
Site audit	6	1
Support documentation	6	7,8,9
Globes	17	7
Government in the Sunshine Act	16	12c
Government Losses in Shipment Act	9	2

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	<u>Schedule</u>	<u>Item</u>
Grants		
Applications	3	14
" (research and development)	19	12
Case files	3	15
" (research and development)	19	3
Control files	3	16
Correspondence	3	17
Machine-readable files	20	I 19, 20
Products	3	18
Graphic Arts (see Audiovisual)	21	9-14
Guard		
Assignment	18	14
Facility checks	18	19
Service control	18	20
Logs and registers	18	21
Health benefits claims		
Health Programs, Civilian	1	35
Dispensary logs	1	20
Health record card	1	19
Individual cases	1	21
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Household Effects, Shipment of	9	1
Housing		
Applications	15	7
Assignment	15	5
Correspondence	15	1
Furnishings inventory	15	6
Lease	15	4
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Maintenance and repair	15	2
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Requests (EEO)	1	26e
Tenant	15	5a
Vacancy	15	5
Incentive Award Case Files	1	12
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Informational Services		
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Freedom of information	14	16-20
Information retrieval system	20	I 21, 22, and III 11-13

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	<u>Schedule</u>	<u>Item</u>
Informational Services (Cont.)		
Information management system studies	16	14
Press conference transcripts	14	1
Press releases	14	1
Press service files	14	5
Privacy Act files	14	25-29
Project case files	14	6
Publications	14	1
Requests	14	3
Speeches	14	1
Subject files	14	2
Inspections, Safety and Security		
Government-owned facilities	18	10
Privately-owned facilities	18	11
Inspectors General	25	1-5
Identification Credentials	11	4
Interview, Exit	1	8
Inventory	3	4, 10
Investigation	18	12
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Invitations	16	12b(2)
Invoices, Stores Accounting	8	3
Job Descriptions	1	7
Key Control, Security	18	17
Labor Management Relations	1	29
Laboratory Notebooks	19	6
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	<u>Schedule</u>	<u>Item</u>
Ledgers		
Allotment	7	3
Cost report	8	8
General accounts	8	2
Plant accounting	8	1,6
Subsidiary	7	4
Levy and Garnishment	2	23
Losses in Shipment Act, Government	9	2
Machine-Readable Records		
Backup media	20	I 33
Guides	20	III 8
Information retrieval		
Instructions	20	III 11-13
Master reference	20	I 21,22
Intermediate data	20	II 11
Master files		
Grant	20	I 19,20
Housekeeping	20	I 27-29
Loan	20	I 19,20
Re-formatted	20	I 34
Scientific	20	I 13-18
Statistical	20	I 1-12
Summary	20	I 23,24
Print file	20	I 31,32
Publications	20	I 30
Reports	20	III 10
Source data	8	8
	20	II 3-10
	19	5
Specifications		
File	20	III 6,7
Output	20	III 9
System	20	III 1,2,3
Temporary media	20	II 1
Test data	20	II 2
Test documentation	20	III 4,5
Valid transaction	20	II 12,13
Work file	20	II 1

Mail

certified → Administration
Delayed delivery → Control
Express Insured → Loss report

12 < 12
 12 < 12
 12 12
 12

6g < 5a
 6 < 5c
 5c, 8 < 5a
 5a

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	<u>Schedule</u>	<u>Item</u>
Mail (cont.)		
<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <i>Overnight</i> → <i>Private mail companies</i> </div> <div> Messenger service Penalty mail routing Receipt and routing Receipts Registered mail Stamps Statistical reports </div> </div>	12 ^{<12} 12 12 ^{<12} 12 12 12 12	1,6f,6h 7 ^{<5a} 6a ^{<5} 5a,6f 5a,6b 6e,6c 6b,6d
Mailing Lists	13	5
Maintenance	11	1,5
Management (see Administrative Management)		
Manuals	16	1
Manpower Management	1	29a
Maps (see Cartographic)		
Medical Records (see Personnel)		
Merit Promotion Case Files	1	33
Messenger Service	12	12a(1)
Models		
Cartographic Design and construction	17 22	7 1(2)
Motion Picture (also see Audiovisual)	21	15-27
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<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
1050	Public Voucher for Refunds (Memorandum)	6(1)
1069	Voucher for Allowances at Foreign Posts of Duty	6(1)
1075	Pay Receipt for Cash Payment - Not Transferable	2(13)
1080	Voucher for Transfers Between Appropriations and/or Funds	6(1)
1081	Voucher and Schedule of Withdrawals and Credits	6(1)
1093	Schedule of Withholdings Under the Davis-Bacon Act (40 U.S.C. 276a) and/or The Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)	3(1,4); 3(12)
1094	U.S. Tax Exemption Certificate	3(13)
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1096	Schedule of Voucher Deductions	6(1); 2(16)
1097	Voucher and Schedule to Effect Correction of Errors	6(1)
1098	Schedule of Canceled Checks	6(1)
1103A	U.S. Government Bill of Lading- Memorandum copy	9(1)
1104	U.S. Government Bill of Lading- Shipping Order	9(1)
1109A	U.S. Government Bill of Lading- Continuation Sheet (Memo)	9(1)

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<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
1113	Public Voucher for Transportation Charges	6(1)
1113A	Public Voucher for Transportation Charges (Memorandum)	6(1); 9(1,3)
1126	Payroll Change Slip	1(1); 2(15)
1128	Payroll for Personal Services = Payroll Certification and Summary	6(1)
1128A	Payroll for Personal Service = Payroll Certification and Summary = Memorandum	2(13)
1129	Reimbursement Voucher	6(1)
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1131A	U.S. Government Transit Bill of Lading = Memorandum Copy	9(1)
1132	U.S. Government Transit Bill of Lading = Shipping Order	9(1)
1143	Advertising Order	6(1)
1145	Voucher for Payment Under Federal Tort Claims Act	6(1)
1145A	Voucher for Payment Under Federal Tort Claims Act = Memorandum	6(1)
1150	Record of Leave Data	2(10)
1151	Nonexpenditure Transfer Authorization	6(1)
1152	Designation of Beneficiary = Unpaid Compensation of Deceased Civilian Employee	1(1)
1154	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee	6(1)

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1154A	Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee = Memo	6(1)
1156	Public Voucher for Fees and Mileage of Witnesses	6(1)
1156A	Public Voucher for Fees and Mileage of Witnesses = = Memorandum	6(1); 9(4)
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1165	Receipt for Cash = Subvoucher	6(1)
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1166A	Voucher and Schedule of Payments- Memo	6(1)
1167	Voucher and Schedule of Payments (Continuation Sheet)	6(1)
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1169A	U.S. Government Transportation Request-Memorandum	9(3)
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1172	Certification in Lieu of Lost U.S. Government Transportation Request	9(3)
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<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
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1183	Subscriber List for Issuance of United States Savings Bonds	2(5)
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1188	Revocation of Voluntary Authorization for Allotment of Compensation for Payment of Labor Organization Dues	2(4)
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2801A	Superior Officer's Statement in Connection with Disability Retirement	1(1)
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