

*National Archives and
Records Administration*
Washington, DC 20408

GENERAL RECORDS SCHEDULES TRANSMITTAL
NO. 2

October 30, 1989

TO: Heads of Federal Agencies

1. Purpose. This transmittal conveys changes to the General Records Schedules.

2. Background. Last year the entire set of General Records Schedules was reissued. Since that time, several new items and changes to existing items have been approved. In addition, a number of typographical and editorial errors have been identified. The pages provided with this transmittal contain the new and changed items as well as corrections.

3. Explanation of changes. In addition to typographical corrections throughout the General Records Schedules, the following changes are made:

a. Introduction to the General Records Schedules. Non-substantive editorial revisions were made.

b. General Records Schedule 1.

(1) An additional note has been added after item 1 to clarify that all agencies do not send OPF's to the National Personnel Records Center.

(2) Item 7d was modified to provide separate disposition instructions for position classification appeals case files and certificates of classification issued by OPM in order to ensure that the certificates are retained for as long as they are in effect.

(3) The disposition instruction for item 18b was corrected to read "Destroy when 6 months old."

(4) Item 19 was revised to incorporate all medical records that are not part of the Employee Medical File.

c. General Records Schedule 3. The cross-reference in the disposition instructions for items 5a and 5b(2)(b) were corrected to read "(see item 3 of this schedule)."

d. General Records Schedule 9. The form number in item 1b was corrected to read "SF 1113A."

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e. General Records Schedule 10. Nonsubstantive editorial revisions were made.

f. General Records Schedule 14.

(a) The cross-reference in the disposition instructions for GRS 14, items 21a(2)(b) and 21a(3)(b) were corrected to read "Item 22."

(b) A new item 36 covering records relating to erroneous release of information was added.

g. General Records Schedule 16. A new item 8c covering records relating to committee management was added.

h. General Records Schedule 18. The form number in item 25 was changed to read "SF 312," reflecting a change in the standard form.

i. General Records Schedule 20.

(1) The introduction to General Records Schedule 20 was modified to highlight inclusion in the schedule of specified hard copy or microform records, including printouts, that are integrally related to the electronic records.

(2) Printouts were added to items 1a and 1c.

j. General Records Schedule 21. Item 13 was corrected to read "Duplicate prints and pre-print elements not required for preservation."

k. General Records Schedule 23.

(1) The introduction to General Records Schedule 23 was modified to clarify coverage of the schedule.

(2) Printouts were added to item 3.

l. Subject Index and Forms Index. The indexes were modified to reflect the changes in the General Records Schedules.

m. Conversion Table. Typographical corrections were made. This table will not be updated in the future.

4. Availability. Additional copies of this change are available from the Records Administration Information Center (NIA), Washington, DC 20408. Phone: 202-724-1471.

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General Records Schedules

INTRODUCTION TO THE GENERAL RECORDS SCHEDULES

General Records Schedules (GRS) are issued by the Archivist of the United States to provide disposal authorization for records common to several or all agencies of the Federal Government. They include records relating to civilian personnel, fiscal accounting, procurement, communications, printing, and other common functions; and certain nontextual records. These records comprise an estimated one-third of the total volume of records created by Federal agencies.

The GRS does not cover all records of an agency. It must be supplemented by schedules for unique program records. Agencies should exercise particular care in applying the GRS to subject or correspondence files that may include a mix of administrative and program records. Usually, administrative subject files have short retention periods, less than three years. Program subject files may be needed by the agency for ten years or more, and may have archival value as well. Agencies should maintain administrative records separately from program records. If administrative records are mixed with program records and cannot be economically segregated, the entire file should be kept for the period of time approved for the program records. Similarly, if 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.

GRS items cover record copies. In some instances, more than one copy of a document or file would be considered a record, if different offices use it to perform different functions. When it is difficult to decide whether files are record or nonrecord materials, the records officer should treat them as records. Records officers may consult with the National Archives and Records Administration (NIR) to determine the record or nonrecord status of a particular file.

In 1978, use of the GRS was made legally mandatory. The disposal authorizations must be used by a Federal 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 may use the schedules either as an appendix to an agency printed schedule or tailored to the agency's own particular needs and incorporated into agency schedules.

The disposition instructions in the GRS are to be implemented without further approval from NARA, with the exception that most records created before January 1, 1921, must first be offered to NARA for appraisal. If NARA rejects the records, they may be destroyed immediately. GRS 3, 11, 16, and 21 have other delimiting dates. Agencies that convert records covered by the GRS to microform should apply the GRS disposition standards to the microform copies, and destroy the paper copies after verification of the film, unless legal considerations require longer retention of the paper (36 CFR 1230.10(b)). No further authorization from NARA is required to implement these provisions. If an agency wishes to apply a different retention period for any series of records included in the GRS, the records officer must submit an SF 115 providing justification for the deviation.

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

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As provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies, the disposal instructions for most records in the remaining schedules are applicable to both hard copy and electronic versions of the records described. GRS 20 specifies certain exceptions to this authority. In those cases, the electronic version of the file must be scheduled on an SF 115.

The previous edition of the GRS included items designated as "permanent," and others for which the disposition instruction was "Submit an SF 115" or "Submit an SF 258." These items have been deleted. GRS authorizations now provide only disposal authority for temporary records, and agencies will now have to include all other records on SF 115s. Many of the items in previous schedules 17, Cartographic, Remote Sensing Imagery, and Related Records, 21, Audiovisual Records, and 22, Design and Construction Drawings and Related Records, have been deleted. GRS 17 and 22 are now combined as GRS 17, Cartographic, Aerial Photographic, Architectural, and Engineering Records. NARA is preparing a series of pamphlets that will provide guidance on scheduling nontextual records that are not covered by the GRS.

GRS 24, Temporary Commissions, Committees, and Boards Records, has been deleted and will be replaced by a NARA handbook on the maintenance and disposition of such records. GRS 19, Research and Development Records, has been deleted because it did not accurately reflect current recordkeeping practices in most agencies. Because of these changes, a conversion table has been appended to this edition. For more information on scheduling unique program records, including potentially permanent records, see the Disposition of Federal Records Handbook, available through the Federal Supply Service (stock number 7610-01-055-8704).

Questions of applicability of any GRS item to agency records or differences of interpretation between the records officer and other agency personnel that cannot be reconciled within the agency may be referred to the Director, Records Appraisal and Disposition Division, NARA, from offices in the Washington, DC area, or the Director of the nearest Federal Records Center (FRC) from offices outside the Washington area.

Some records series covered by the GRS are eligible for retirement to an FRC. Records should be retired from agency space to an FRC only if transfer costs do not exceed the expense of retaining them in agency space. Records sent to FRCs should have a remaining retention of at least one year. If 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 FRC Director. Procedures for transfer of records to FRCs are found in NARA regulations (36 CFR 1228.152).

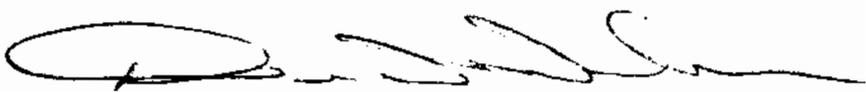
The GRS are issued in a looseleaf format for ease of updating. They will no longer be distributed under cover of NARA bulletins. NARA has established a special General Records Schedule transmittal format for disseminating these schedules and subsequent additions and changes. The transmittal documents will be sequentially numbered. In addition, the first NARA bulletin of each fiscal year will list the current GRS transmittals in effect.

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5. Instructions.

Remove pages		and insert corresponding new pages	
a. 1-2	of Introduction	1-2	of Introduction
b. 1-4, 7-18	of GRS 1	1-4, 7-19	of GRS 1
c. 3-4	of GRS 2	3-4	of GRS 2
d. 3	of GRS 9	3	of GRS 9
e. 1-2	of GRS 10	1-2	of GRS 10
f. 1-9	of GRS 14	1-10	of GRS 14
g. 3-6	of GRS 16	3-6	of GRS 16
h. 7-8	of GRS 18		of GRS 18
i. 1-6	of GRS 20	1-6	of GRS 20
j. 1-2	of GRS 21	1-2	of GRS 21
	of GRS 23		of GRS 23
	of Subject Index	3-21	of Subject Index
	of Forms Index	3-8	of Forms Index
n. 3-6, 9-16, 19-22	of Conversion Table	3-6, 9-16 19-22	of Conversion Table



DON W. WILSON
Archivist of the United States

Enclosures

GENERAL RECORDS SCHEDULE 1

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 other records relating to civilian personnel, wherever located in the agency. Specifically excluded are program records 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 appraisal before these disposition instructions may be applied.

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

With the exceptions of electronic records created in central data processing facilities described under items 1, 21, 22, and 25f, all records described in this schedule are authorized for disposal in both hard copy and electronic forms, under GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

<u>ITEM</u> <u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<p><u>Official Personnel Folders.</u></p> <p>Records filed on the right side of the Official Personnel Folder (OPF). (See GRS 1, item 10, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration for permanent retention.</p>	<p>See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency.</p>
	<p>a. Transferred employees.</p>	

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b. Separated employees.

Transfer folder to National Personnel Records Center St. Louis, MO, 30 days after separation [see note 2]. NPRC will destroy 65 years after separation from Federal service.

[NOTES: (1) OPFs covering periods of employment terminated prior to January 1, 1921, are not covered by this item. If an agency has such files, it should contact the NARA Records Appraisal and Disposition Division to request appraisal of the files. If NARA rejects the records, the disposition for GRS 1, item 1b applies. (2) Certain agencies have been exempted by OPM from retiring their OPFs to NPRC. These agencies retain OPFs for the period specified in item 1b of this schedule and effect destruction after that period has elapsed. (3) Master files and data bases created in central data processing facilities to supplement or replace the OPFs are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

2. Service Record Cards.

Service Record Card (Standard Form 7 or equivalent).

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

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

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, 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 including letters and telegrams offering appointments to potential employees.

a. Accepted offers.

Destroy immediately.

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
b.	Declined offers: (1) When name is received from certificate of eligibles. (2) Temporary or excepted appointment. (3) All others.	Return to OPM with reply and application. File with application (see item 15 of this schedule) Destroy immediately.
5.	<u>Certificate of Eligibles Files.</u> 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.
6.	<u>Employee Record Cards.</u> Employee record cards used for informational purposes outside personnel offices (such as SF 7-B)n	Destroy on separation or transfer of employee.
7.	<u>Position Classification Files.</u> a. Position Classification Standards Files. (1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency. (2) 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. (b) Review File.	Destroy when superseded or obsolete. Destroy 5 years after position is abolished or description is superseded. Destroy when 2 years old.

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<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Position Descriptions.	
	Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.	Destroy 2 years after position is abolished or description superseded.
	c. Survey Files.	
	(1) Classification 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.
	(2) Inspection, audit and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits and evaluations.	Destroy when obsolete or superseded.
	d. Appeals Files.	
	(1) Case files relating to classification appeals, excluding OPM classification certificate.	Destroy 3 years after case is closed.
	(2) Certificates of classification issued by OPM.	Destroy after affected position is abolished or superseded.
8.	<u>Interview Records.</u>	
	Correspondence, reports and other records relating to interviews with employees.	Destroy 6 months after transfer or separation of employee.
9.	<u>Performance Rating Board Case Files.</u>	
	Copies of case files forwarded to OPM relating to performance rating board reviews.	Destroy 1 year after case is closed.
10.	<u>Temporary Individual Employee Records.</u>	
	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 292-31, EXCLUDING performance-related records.	Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner. See item 23 of this schedule for disposition of temporary performance-related records.

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
11.	<u>Position Identification Strips.</u> Strips such as SF 7D, used to provide summary data on each position occupied.	Destroy when superseded or obsolete.
12.	<u>Employee Awards Files.</u>	
	a. General awards records, EXCLUDING those relating to departmental level awards.	
	(1) Case files including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.	Destroy 2 years after approval or disapproval.
	(2) Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.	Destroy when 2 years old.
	b. Length of service and sick leave awards files.	
	Records including correspondence, reports, computations of service and sick leave, and list of awardees.	Destroy when 1 year old.
	c. Letters of commendation and appreciation.	
	Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.	Destroy when 2 years old.
	d. Lists or indexes to agency award nominations.	
	Lists of nominees and winners and indexes of nominations.	Destroy when superseded or obsolete.

[NOTE: Records relating to departmental level awards must be scheduled by submitting an SF 115, Request for Records Disposition Authority, to NARA.]

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
13.	<u>Incentive Awards Program Reports.</u> Reports pertaining to the operation of the Incentive Awards Program.	Destroy when 3 years old.
14.	<u>Notifications of Personnel Actions.</u> Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, separation, exclusive of the copy in the OPF. a. Chronological file copies, including fact sheets, maintained in personnel offices. b. All other copies maintained in personnel offices.	Destroy when 2 years old. Destroy when 1 year old.
15.	<u>Employment Applications.</u> Applications (SF 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF.	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.
16.	<u>Personnel Operations Statistical Reports.</u> Statistical reports in the operating personnel office and subordinate units relating to personnel.	Destroy when 2 years old.
17.	<u>Correspondence and Forms Files.</u> Operating personnel office records relating to individual employees not maintained in OPFs and not provided for elsewhere in this schedule. a. Correspondence and forms relating to pending personnel actions. b. Retention registers (1) Registers used to effect reduction-in-force actions.	Destroy when action is completed. Destroy when 2 years old.

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	(2) Registers from which no reduction-in-force actions have been taken.	Destroy when superseded or obsolete.
	c. All other correspondence and forms.	Destroy when 6 months old.
18.	<u>Supervisors' Personnel Files and Duplicate OPF Documentation.</u>	
	a. Supervisors' Personnel Files.	
	Correspondence, forms, and other records relating to positions, authorizations, pending actions; position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.	Review annually and destroy superseded or obsolete documents; or destroy file relating to an employee within 1 year after separation or transfer.
	b. Duplicate Documentation.	
	Other copies of documents duplicated in OPFs not provided for elsewhere in this schedule.	Destroy when 6 months old.
19.	<u>Individual Non-Occupational Health Record Files.</u>	
	Forms, correspondence, and other records, including summary records, documenting an individual employee's medical history, physical condition, and visits to Government health facilities, for non-work related purposes, EXCLUDING records covered by item 21 of this schedule.	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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21. Employee Medical Folder (EMF).

a. Long-term medical records as defined
 in the Federal Personnel Manual
 (FPM), Chapter 293.

(1) Transferred employees.

See FPM for instructions.

(2) Separated employees.

Transfer to National Personnel
Records Center (NPRC), St.
Louis, MO, 30 days after sepa-
ration. 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.

b. Temporary or short-term records as
 defined in the FPM.

Destroy 1 year after separation
or transfer of employee.

c. Individual Employee Health Case
 Files created prior to establishment
 of the EMF system that have been
 retired to an FRC.

Destroy 60 years after
retirement to FRC.

[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by item 21 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

22. Statistical Summaries.

Copies of statistical summaries and
reports with related papers pertaining
to employee health, retained by the
reporting unit.

Destroy 2 years after date of
summary or report.

[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by this item are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]

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23.	<u>Employee Performance File System Records.</u>	
	a. Non-SES appointees (as defined in 5USC 4301(2)).	
	(1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.	Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice.
	(2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Destroy when superseded.
	(3) Performance-related records pertaining to a former employee.	
	(a) Latest rating of record 3 years old or less and performance plan upon which it is based and any summary rating.	Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with item 23a(3)(b) of this schedule.
	(b) All other performance plans and ratings.	Destroy when 3 years old or when no longer needed, whichever is sooner.
	(4) All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.	Destroy 3 years after date of appraisal.
	(5) Supporting documents.	Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner.

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| <p>b. SES appointees (as defined in 5 USC 3132a(2)).</p> <p>(1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.</p> <p>(2) Performance-related records pertaining to a former SES appointee.</p> <p>(a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.</p> <p>(b) All other performance ratings and plans.</p> <p>(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).</p> <p>(4) Supporting documents.</p> | <p>Destroy when superseded.</p> <p>Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23b(2)(b) of this schedule.</p> <p>Destroy when 5 years old, or when no longer needed, whichever is sooner.</p> <p>Destroy 5 years after date of appraisal.</p> <p>Destroy 5 years after date of appraisal or when no longer needed, whichever is sooner.</p> |
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[NOTE: Performance records pertaining to Presidential appointees are not covered by the GRS. Such records must be scheduled by submitting an SF 115 to NARA.]

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ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
24.	<u>Financial Disclosure Reports.</u>	
	a. Reports and related documents submitted by individuals as required under the Ethics in Government Act of 1978 (PL 95-521).	
	(1) Records including SF 278A for individuals filing according to Section 201b of the Act, and not subsequently confirmed by the U.S. Senate.	Destroy 1 year after nominee ceases to be under consideration for appointment; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
	(2) All other records including SF 278.	Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
	b. All other statements of employment and financial interests and related records, including confidential statements filed under Executive Order 11222.	Destroy when 6 years old; EXCEPT that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.
25.	<u>Equal Employment Opportunity Records.</u>	
	a. Official Discrimination Complaint Case Files.	
	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.	Destroy 4 years after resolution of case.
	b. Copies of Complaint Case Files.	
	Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.	Destroy 1 year after resolution of case.

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c.	Background Files. Background records not filed in the Official Discrimination Complaint Case Files.	Destroy 2 years after final resolution of case.
d.	(1) Compliance Review Files. Reviews, background documents and correspondence relating to contractor employment practices.	Destroy when 7 years old.
	(2) EEO Compliance Reports.	Destroy when 3 years old.
e.	Employee Housing Requests. Forms requesting agency assistance in housing matters, such as rental or purchase.	Destroy when 1 year old.
f.	Employment Statistics Files. Employment statistics relating to race and sex.	Destroy when 5 years old.
[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by this subitem are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]		
g.	EEO General Files. 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.	Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.
h.	(1) EEO Affirmative Action Plans (AAP). (1) Agency copy of consolidated AAP(s).	Destroy 5 years from date of plan.

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(2)	Agency feeder plan to consolidated AAP(s).	Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.
(3)	Report of on-site reviews of Affirmative Action Programs.	Destroy 5 years from date of report.
(4)	Agency copy of annual report of Affirmative Action accomplishments.	Destroy 5 years from date of report.
26.	<u>Personnel Counseling Records.</u>	
a.	Counseling Files.	
	Reports of interviews, analyses and related records.	Destroy 3 years after termination of counseling.
b.	Alcohol and Drug Abuse Program.	
	Records created in planning, coordinating and directing an alcohol and drug abuse program.	Destroy when 3 years old.
27.	<u>Standards of Conduct Files.</u>	
	Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.	Destroy when obsolete or superseded.
28.	<u>Labor Management Relations Records.</u>	
a.	Labor Management Relations General and Case Files.	
	Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups:	
(1)	Office negotiating agreement.	Destroy 5 years after expiration of agreement.
(2)	Other offices.	Destroy when superseded or obsolete.

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ITEM	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	<p>b. Labor Arbitration General and CaseFiles.</p> <p>Correspondence, forms, and background papers relating to labor arbitration cases.</p>	<p>Destroy 5 years after final resolution of case.</p>
29.	<p><u>Training Records.</u></p> <p>EXCLUDING records of formally established schools which train agency employees in specialized program areas, such as law enforcement and national defense.</p>	
	<p>a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.</p> <p>(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.</p>	<p>Destroy when 5 years old or 5 years after completion of a specific training program.</p>
	<p>(2) Background and working files.</p>	<p>Destroy when 3 years old.</p>
	<p>b. Employee training.</p> <p>Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.</p>	<p>Destroy when 5 years old or when superseded or obsolete, whichever is sooner.</p>

[Note: Records excluded from this item must be scheduled by submission of an SF 115 to NARA. Reference copies of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations, previously included in the GRS, are nonrecord and may be destroyed when superseded or obsolete.]

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ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
30.	<u>Grievance, Disciplinary, and Adverse Action Files.</u>	
	a. Grievance, Appeals Files (5 CFR771)e	
	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.	Destroy 3 years after case is closed.
	b. Adverse Action Files (5 CFR 752).	
	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; 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 OPF.	Destroy 4 years after case is closed.
31.	<u>Personal Injury Files.</u>	
	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 Employee Medical Folder and copies submitted to the Department of Labor.	Cut off on termination of compensation or when deadline for filing a claim has passed. Destroy 3 years after cutoff.

Transmittal No. 2
October 30, 1989

General Records Schedule 1

ITEM	<u>NO. DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
32.	<u>Merit Promotion Case Files.</u> 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 OPF, or in any other personnel records.	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.
33.	<u>Examining and Certification Records.</u> Delegated agreements and related records created 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.	
	a. Delegated agreements.	Destroy 3 years after termination of agreement.
	b. 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.	Break annually, Destroy 1 year after break.
	c. Test material stock control. Stock control records of examination test material including running inventory of test material in stock.	Destroy when test is superseded or obsolete.
	d. Application Record Card (OPM Form 5000A, or equivalent)	Break after examination. Destroy no later than 90 days after break.

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October 30, 1989

General Records Schedule 1

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

e. Examination Announcement Case Files.

Correspondence regarding examination requirements, original drafts of examination, and announcements issued EXCLUDING records concerning qualification standards, job specifications and their development.

Destroy 5 years after termination of related register.

f. Register of eligibles (OPM Form 5001-C or equivalent, documenting eligibility of an individual for Federal jobs).

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.)

g. Letters to applicants denying transfer of eligibility (OPM Form 4896 or equivalent).

Break annually. Destroy 1 year after break.

h. Cancelled and ineligible applications, supplemental forms, and attachments.

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.

i. Test Answer Sheets

Written test answer sheets for both eligibles and ineligibles. Filed by date of processing.

Destroy when 6 months old.

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October 30, 1989

General Records Schedule 1

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

- | | |
|--|---|
| <p>j. Lost or Exposed Test Material Case Files.</p> <p>Records showing the circumstances of loss, nature of the recovery action and corrective action required.</p> | <p>Break files annually. Destroy 5 years after break.</p> |
| <p>k. Eligible applications.</p> <p>(1) On active register.</p> <p>(2) On inactive register.</p> | <p>Destroy upon termination of the register (except applications that may be brought forward to new register, if any).</p> <p>Destroy 1-12 months after eligibles are placed on inactive register, depending on space availability and difficulty of replacing the application for restoration.</p> |
| <p>l. Request for prior approval of personnel actions taken by agencies on such matters as promotion, transfer, reinstatement, or change in status, submitted by SF 59, OPM 648, or equivalent form.</p> | <p>Break annually. Destroy 1 year after break.</p> |
| <p>m. Certificate Files.</p> <p>SF 39, SF 39A, or equivalent, 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.</p> | <p>Break annually. Destroy 5 years after break.</p> |

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General Records Schedule 1

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
n.	Certification request control index.	Break annually. Destroy 1 year after break.
o.	Displaced Employee Program (DEP) application and registration sheet.	Destroy upon expiration of employees DEP eligibility.
p.	DEP control cards, if maintained.	Break annually. Destroy 2 years after break.
q.	Reports of audits of delegated examining operations.	Destroy 3 years after date of the report.
 <u>Occupational Injury and Illness Files.</u>		
	Reports and logs (including OSHA Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.	Destroy when 5 years old.
 <u>Denied Health Benefits Claims.</u>		
	Denied eligibility files consisting of applications, court orders, denial letters, appeal letters, and related papers.	
a.	Health benefits denied, not appealed.	Destroy 3 years after denial.
b.	Health benefits denied, appealed to OPM for reconsideration.	
	(a) Appeal successful - benefits granted.	Create enrollment file in accordance with FPM letter 890-35.
	(2) Appeal unsuccessful - benefits denied.	Destroy 3 years after denial.

[Note Pursuant to FPM letter 890-35, enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment.]

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General Records Schedule 2

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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.	
	(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. 6030.40 for instructions regarding savings bonds authorizations, and FPM Chapter 550, Subchapter 3, Part 8, for instructions regarding CFC authorizations.
	(2) If record is not maintained elsewhere.	Destroy 3 years after superseded 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 superseded or 3 years after transfer or separation of employee.
5.	<u>Bond Registration Files.</u>	
	Issuing agent's copies of bond registration stubs.	Destroy when 2 years old.
6.	<u>Bond Receipt and Transmittal Files.</u>	
	Receipts for and transmittals of U.S. Savings Bonds and checks.	Destroy 3 months after date of receipt.

ITEM	NO. DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
7.	<u>Bond Purchase Files.</u> Forms and reports with related documents pertaining to deposits and purchases of bonds.	Destroy when 3 years old.
8.	<u>Leave Application Files.</u> Application for Leave, SF 71, or equivalent, and supporting documents relating to requests for and approval of taking leave. a. If timecard has been initialed by employee. b. If timecard has not been initialed by employee.	Destroy at end of applicable pay period. Destroy after GAO audit or when 3 years old, whichever is sooner.
9.	<u>Leave Record Cards.</u> Leave record cards such as OF 1137 or equivalent maintained separately from pay and earnings records, and OF 1130 when used as a leave record. a. Pay or fiscal copies. b. Other copies.	Destroy when 3 years old. 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. b. Agency copy.	File on right side of OPF. See GRS 1, item 1. Destroy when 3 years old.
11.	<u>Notification of Personnel Action Files.</u> Pay or fiscal copy of SF 50 or equivalent, not filed in the Official Personnel Folder.	Destroy when related pay records are audited by GAO or when 3 years old, whichever is sooner.

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General Records Schedule 9

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Issuing office memorandum copies of Government or commercial bills of lading, passenger transportation vouchers (SF 1113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.	Destroy when 3 years old.
	c. Obligation copy of passenger transportation vouchers.	Destroy when funds are obligated.
	d. Unused ticket redemption forms, such as SF 1170.	Destroy when no longer needed for administrative use.
2.	<u>Lost or Damaged Shipments Files.</u>	
	Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.	Destroy when 3 years old.
3.	<u>Passenger Reimbursement Files.</u>	
	Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents relating to 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.	<u>General Travel and Transportation Files.</u>	
	a. Correspondence, forms, and related records pertaining to agency travel and transportation functions, not covered elsewhere in this schedule.	Destroy when 2 years old.
	b. Accountability records.	Destroy 1 year after all entries are cleared.

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 CFR 101-38 prescribes policies and procedures. Standard Form 82, which is an annual motor vehicle report required by the Office of Federal Supply Services, 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 of Federal Supply and Services (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.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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.
	Motor vehicle ledger and work sheets providing cost and expense data.	3. <u>Motor Vehicle Cost Files.</u> Destroy 3 years after discontinuance of ledger or date of work sheet.

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General Records Schedule 10

ITEM	<u>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.
7.	<u>Motor Vehicle Operator 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.

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General Records Schedule 14

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. Item 4 applies only to files maintained in the office responsible for the operation of the informational activities of the agency or subdivision thereof. Items 11 through 15 describe the files accumulated in carrying out the provisions of the Freedom of Information Act, and items 21 through 26 describe the files created in administering the provisions of the Privacy Act. Items 31 through 35 cover records created in response to requests for mandatory records declassification.

These records consist of inquiries, replies, and related correspondence; in the case of FOIA, Privacy Act, and mandatory declassification files, appeals and other records; administrative background files for formal informational releases, and records relating to inappropriate release of privileged information. Closely related records such as records relating to budget presentation, and printing, duplicating, and distribution are covered by other General Records Schedules. Records created prior to January 1, 1921, must be offered to the National Archives and Records Administration (NARA) before applying this schedule.

Other informational services records such as speeches and press releases may have permanent value. As potentially archival records, these series must be scheduled individually so NARA may appraise them. To schedule these and other informational services records not included in this schedule, agencies submit an SF 115, Request for Records Disposition Authority, to NARA.

All records described in this schedule are authorized for disposal in both hard copy and electronic forms, as provided in GRS 20, Electronic Records, and GRS 23, Records Common to Most Offices Within Agencies.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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1.	<u>Information Requests Files.</u>	
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	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 transmittals of publications, photographs, and other informational literature.	
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		Destroy when 3 months old or when no longer needed, whichever is sooner.
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General Records Schedule 14

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<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.	<u>Press Service Files.</u> Press service teletype news and similar materials.	Destroy when 3 months old.
4.	<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.	<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 administrative action taken and those incorporated into individual personnel records.	Destroy when 3 months old.
6.	<u>Indexes and Check Lists.</u> Bibliographies, check lists, and indexes of agency publications and releases, EXCLUDING those relating to record sets scheduled as permanent.	Destroy when superseded or obsolete.
7. through 10.	<u>Reserved.</u>	
11.	<u>Freedom of Information Act (FOIA) Requests Files.</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.	

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General Records Schedule 14

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

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| <p>a. Correspondence and supporting documents
(<u>EXCLUDING</u> the official file copy of the records requested if filed herein).</p> | |
| <p>(1) Granting access to all the requested records.</p> | <p>Destroy 2 years after date of reply.</p> |
| <p>(2) Responding to requests for non-existent records; to requesters who provide inadequate descriptions and to those who fail to pay agency reproduction fees.</p> | |
| <p>(a) Request <u>not</u> appealed.</p> | <p>Destroy 2 years after date of reply.</p> |
| <p>(b) Request appealed</p> | <p>Destroy as authorized under Item 12.</p> |
| <p>(3) Denying access to all or part of the records requested.</p> | |
| <p>(a) Request <u>not</u> appealed.</p> | <p>Destroy 6 years after date of reply.</p> |
| <p>(b) Request appealed.</p> | <p>Destroy as authorized under Item 12.</p> |
| <p>b. Official file copy of requested records.</p> | <p>Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.</p> |
| <p>12. <u>FOIA Appeals Files.</u></p> | |
| <p>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.</p> | |

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General Records Schedule 14

ITEM

<u>NOe.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
a.	Correspondence and supporting documents (<u>EXCLUDING</u> the file copy of the records under appeal if filed herein).	Destroy 6 years after final determination by agency or 6 years after the time at which a requester could file suit, 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 request, whichever is later.
13.	<u>FOIA Control Filese</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 requester.	
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.	<u>FOIA Reports Files.</u>	
	Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, <u>EXCLUDING</u> annual reports to the Congress at the departmental or agency level.	Destroy when 2 years old or sooner if no longer needed for administrative use.

[NOTEe The GRS does not cover departmental or agency level annual reports to the Congress. These reports should be scheduled for transfer to the National Archives by submitting an SF 115 to NARA.]

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General Records Schedule 14

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NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

15. 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. Reserved.

21. 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 copy of records requested or copy thereof.

a. Correspondence and supporting documents (EXCLUDING 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 requesters who provide inadequate descriptions and to those who fail to pay agency reproduction fees.

(a) Requests not appealed.

Destroy 2 years after date of reply.

(b) Requests appealed.

Destroy as authorized under Item 22.

(3) Denying access to all or part of the records requested.

(a) Requests not appealed.

Destroy 5 years after date of reply.

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General Records Schedule 14

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

<p>(b) Requests appealed.</p> <p>b. Official file copy of requested records.</p>	<p>Destroy as authorized under Item 22.</p> <p>Dispose of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.</p>
<p>22. <u>Privacy Act Amendment Case Files.</u></p> <p>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 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).</p> <p>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.</p> <p>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.</p> <p>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.</p>	<p>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.</p> <p>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.</p> <p>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.</p>

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ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
23.	<u>Privacy Act Accounting of Disclosure Files.</u> 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, requester'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.
24.	<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 requester.	
	a. Registers or listings.	Destroy 5 years after date of last entry.
	b. Other files.	Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.
25.	<u>Privacy Act Reports Files.</u> Recurring reports and one-time information requirement relating to agency implementation including biennial reports to the Office of Management and Budget, and the Report on New Systems at the all levels.	Destroy when 2 years old.
[NOTE: The GRS does not cover the biennial report to Congress from the Office of Management and Budget.]		
26.	<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.

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ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	27. through 30. <u>Reserved</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)	
	Granting access to all the requested records.	Destroy 2 years after date of reply.
	(2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.	
	(a) Request <u>not</u> appealed.	Destroy 2 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 32.
	(3) Denying access to all or part of the records requested.	
	(a) Request <u>not</u> appealed.	Destroy 5 years after date of reply.
	(b) Request appealed.	Destroy as authorized under Item 32.

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<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	Official file copy of requested records.	Dispose of in accordance 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.	<u>Mandatory Review for Declassification Appeals Files.</u>	
	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.	<u>Mandatory Review for Declassification 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 requester.	
	a. Registers or listing.	Destroy 5 years after date.
	b. Other files.	Destroy 5 years after final action by the agency.

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ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
34.	<u>Mandatory Review for Declassification Reports Files.</u> Reports relating to agency implementation of the mandatory review provisions of E.O. 12356, including annual reports submitted to ISOO.	Destroy when 2 years old or sooner if no longer needed for administrative use.
35.	<u>Mandatory Review for Declassification Administrative Files.</u> 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.
36.	<u>Erroneous Release Files.</u> Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof. a. Files that include the official file copy of the released records. b. Files that do not include the official file copy of the released records.	Follow the disposition instructions approved for the released official file copy, or destroy 6 years after the erroneous release whichever is later. Destroy 6 years after the erroneous release.

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or cancelled.
4.	<u>Records Holdings Files.</u>	
	Statistical reports of agency holdings, 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.	Destroy when 3 years old.
	b. Records held by other offices.	Destroy when 1 year old.
5.	<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.	<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.
7.	<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.

Transmittal No. 2
October 30, 1989

General Records Schedule 16

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

8. Committee and Conference Files.

a. Records relating to establishment, organization, membership, and policy of internal committees.

Destroy 2 years after termination of committee.

b. Records created by committees.

 (1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, EXCLUDING those maintained by the sponsor or Secretariat.

Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

[NOTE: Records maintained by the sponsor or Secretariat are potentially permanent and must be scheduled by submission of an SF 115 to NARA.]

 (2) All other committee records.

Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

[NOTE: Records created to comply with the provisions of the Government in the Sunshine Act, including transcriptions and minutes of closed meetings, electronic recordings for which verbatim transcripts do not exist, and annual reports to Congress describing the agency's compliance with the Act, are permanent records and must be scheduled by submission of an SF 115 to NARA.]

c. Records maintained by agency Committee Management Officers for committees established under the Federal Advisory Committee Act, including copies of charters, membership lists, agendas, policy statements, and material required to be available for public information.

Destroy 5 years after termination of committee.

[NOTE: This subitem does not apply to records maintained at the General Services Administration or records covered elsewhere in this schedule.]

Transmittal No. 2
October 30, 1989

General Records Schedule 16

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
9.	<p><u>Feasibility Studies.</u></p> <p>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 of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.</p>	<p>Destroy 5 years after completion or cancellation of study.</p>
10.	<p><u>Microform Inspection Records.</u></p> <p>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.</p> <p>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.</p>	<p>Destroy 3 years after date of last entry.</p> <p>Destroy when 3 years old.</p>
11.	<p><u>IRM Triennial Review Files.</u></p> <p>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.</p>	<p>Destroy when 7 years old.</p>

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October 30, 1989

General Records Schedule 16

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

12. 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.

13. Documents Published in the Federal Register.

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 Code of Federal Regulations.

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 Federal Register 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 appropriate disposition.]

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
22.	<p data-bbox="325 516 1058 550"><u>Personnel Security Clearance Files.</u></p> <p data-bbox="325 599 1144 761">Personnel security clearance case files and related indexes maintained by the personnel security office of the employing agency.</p> <p data-bbox="325 810 1172 1560">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.</p> <p data-bbox="325 1609 1144 1811">b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.</p> <p data-bbox="325 1860 1172 1935">c. Index to the Personnel Security Case Files.</p>	<p data-bbox="1252 804 1914 1093">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.</p> <p data-bbox="1252 1609 1892 1724">Destroy in accordance with the investigating agency instructions.</p> <p data-bbox="1252 1860 1914 1891">Destroy with related case file.</p>
23.	<p data-bbox="325 1992 1069 2067"><u>Personnel Security Clearance Status Files.</u></p> <p data-bbox="325 2116 1090 2232">Lists or rosters showing the current security clearance status of individuals.</p>	Destroy when superseded or obsolete.
24.	<p data-bbox="325 2289 875 2324"><u>Security Violations Files.</u></p> <p data-bbox="325 2373 1172 2569">Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.</p>	

Transmittal No. 2
October 30, 1989

General Records Schedule 18

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department 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 placed in official personnel folders.	Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.
25.	<u>Classified or Classifiable Information Nondisclosure Agreements.</u>	
	Copies of nondisclosure agreements, such as SF 312, 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.

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. Emergency Planning Administrative Correspondence Files.

Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.	Destroy when 2 years old.
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[NOTE: This item does not cover records documenting policies and procedures accumulated in offices having agency-wide responsibilities for emergency planning programs.]

Transmittal No. 2
October 30, 1989

General Records Schedule 20

GENERAL RECORDS SCHEDULE 20

Electronic Records

This schedule provides disposal authorization for certain electronic records and specified hard-copy (paper) or microform records that are integrally related to the electronic records.

This schedule applies to disposable electronic records routinely stored on magnetic media by Federal agencies in central data processing facilities, including ones operated for agencies by contractors. It covers records created by computer operators, programmers, analysts, and systems administrators in order to store and maintain computer files in such facilities; certain master files, including some that are components of data base management systems; and certain files created from master files for specific purposes. Items covering disposable electronic records produced by end users in office automation applications (e.g., word processing files, certain text files, and data bases developed on personal computers in support of administrative functions) are included in General Records Schedule 23, Records Common to Most Offices Within Agencies. GRS 20 and 23 do not cover all electronic records. Electronic records not covered by items in GRS 20 or GRS 23 may not be destroyed unless authorized by a Standard Form 115 that has been approved by the National Archives and Records Administration (NARA).

The records covered by several of the items in this schedule are authorized for erasure or deletion when no longer needed. NARA could not establish a more definite retention that would be appropriate in all applications. The agency should, when appropriate, determine a more specific disposition instruction, such as "Delete after X update cycles" or "Delete when X years old," for inclusion in its records disposition directives or manual. NARA approval is not needed to set retention periods for records authorized for destruction when no longer needed by the GRS.

Items 2a and 1a (in part) of this schedule apply to hard-copy or microform records used in conjunction with electronic files. Item 1 also covers printouts produced to test, use, and maintain master files. Items 10 and 11 of this schedule should be applied to special purpose programs and documentation for disposable electronic records regardless of the medium in which such documentation and programs exist.

Transmittal No. 2
October 30, 1989

General Records Schedule 20

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
1.	<u>Files/Records Created in Central ADP Facilities to Create, Use, and Maintain Master Files.</u>	
	a. Electronic files or records created solely to test system performance, as well as hard-copy printouts and related documentation for the electronic files/records.	Delete/destroy when no longer needed.
	b. Electronic files or records used to create or update a master file, including, but not limited to, work files, valid transaction files, and intermediate input/output records.	Delete after information has been transferred to the master file and verified.
	c. Electronic files and hard-copy printouts created to monitor system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files, and cost-back files used to assess charges for system use.	Delete/destroy when no longer needed in accordance with sound business practice and agency standard operating procedures.
2.	<u>Input/Source Records.</u>	
	a. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not previously scheduled for permanent retention in a NARA-approved agency records schedule.	Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.
	b. Electronic records, except as noted in item 2c, entered into the system during an update process, and not required for audit and legal purposes.	Delete when data have been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or data base, whichever is later.

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October 30, 1989

General Records Schedule 20

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

c. Electronic records received from another agency and used as input/source records by the receiving agency, EXCLUDING records produced by another agency under the terms of an interagency agreement, or records created by another agency in response to the specific information needs of the receiving agency.

Delete when data have been entered into the master file or data base and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or data base, whichever is later.

d. Computer files or records containing uncalibrated and unvalidated digital or analog data collected during observation or measurement activities or research and development programs and used as input for a digital master file or data base.

Delete after the necessary data have been incorporated into a master file.

3. Master Files, (Including Master Files that are Components of Data Base Management Systems) Relating to Administrative Functions.

Master files that:

- a) replace, in whole or in part, administrative records scheduled for disposal under one or more items in GRS 1-16, 18, 22, or 23; and
- b) consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates;

EXCLUDING those that replace or duplicate the following GRS items: GRS 1, items 1, 21, 22, 25f; GRS 2, item 17; GRS 12, item 3; and GRS 18, item 5.

Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later.

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October 30, 1989

General Records Schedule 20

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
4.	<u>Data Files Consisting of Summarized Information.</u> Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or data base that is disposable under a GRS item or is authorized for deletion by a disposition job approved by NARA after January 1, 1988, EXCLUDING data files that are: a) created as disclosure-free files to allow public access to the data; or b) created from a master file or data base that is unscheduled, that was scheduled as permanent but no longer exists, or can no longer be accessed; which may not be destroyed before securing NARA approval.	Delete when no longer needed for current business.
5.	<u>Records Consisting of Extracted Information.</u> Electronic files consisting solely of records extracted from a single master file or data base that is disposable under GRS 20 or approved for deletion by a NARA approved disposition job, EXCLUDING extracts that are: a) produced as disclosure-free files to allow public access to the data; or b) produced from a master file or data base that is unscheduled, or that was scheduled as permanent but no longer exists, or can no longer be accessed; or c) produced by an extraction process which changes the informational content of the source master file or data base; which may not be destroyed before securing NARA approval. For print and technical reformat files see items 6 and 7 respectively.	Delete when no longer needed for current business.

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October 30, 1989

General Records Schedule 20

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
6.	<u>Print File.</u> Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports.	Delete when no longer needed.
7.	<u>Technical Reformat File.</u> Electronic file consisting of data copied from a master file or data base for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.	Delete when no longer needed.
8.	<u>Security Backup File.</u> Electronic file consisting of data identical in physical format to a master file or data base and retained in case the master file or data base is damaged or inadvertently erased. a. File identical to records scheduled for transfer to the National Archives. b. File identical to records authorized for disposal in a NARA-approved records schedule.	Delete when the identical records have been transferred to the National Archives and successfully copied, or when replaced by a subsequent security backup file. Delete when the identical records have been deleted, or when replaced by a subsequent security backup file.

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October 30, 1989

General Records Schedule 20

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
9.	<p><u>Finding Aids (or indexes).</u></p> <p>Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.</p>	<p>Delete with related records or when no longer needed, whichever is later.</p>
10.	<p><u>Special Purpose Programs.</u></p> <p>Application software necessary solely to use or maintain a master file or data base authorized for disposal in a GRS item or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or data base scheduled for transfer to the National Archives.</p>	<p>Delete when related master file or data base has been deleted.</p>
11.	<p><u>Documentation.</u></p> <p>Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications and final reports (regardless of medium) relating to a master file or data base that has been authorized for disposal in a NARA-approved records schedule, EXCLUDING documentation relating to any unscheduled master file or data base or relating to any master file or data base scheduled for transfer to the National Archives.</p>	<p>Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base.</p>

[NOTE: See item 1a of this schedule for documentation relating to system testing.]

GENERAL RECORDS SCHEDULE 21

Audiovisual Records

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. For audiovisual records that are not described in this schedule, agencies must request disposition authority by submitting an SF 115, Request for Records Disposition Authority, to the National Archives and Records Administration (NIR).

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, or (3) microform copies of textual records. Disposable cartographic records and remote sensing imagery recorded on film are covered by GRS 17; temporary computerized data are covered by GRS 20 and GRS 23; and microform copies of textual records that have been authorized by NARA for destruction need not be separately scheduled, in accordance with 36 CFR 1230.10(b).

This schedule does not include descriptions of permanent or potentially permanent records. Guidance about the identification, maintenance, use, and disposition of potentially permanent audiovisual records is provided in the NARA publication, "Managing Audiovisual Records: An Instructional Guide." Copies are available from the NARA Office of Records Administration.

The word "destroy" is used to authorize the destruction of data or information. Erasable media such as audio tape should be reused whenever practical. Silver-bearing photographic film must be destroyed in accordance with 41 CFR 101-42.8, "Recovery of Precious Metals and Strategic and Critical Materials."

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

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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Still Photography

- | | | |
|----|--|---|
| 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. |

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October 30, 1989

General Records Schedule 21

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

3. Internal personnel and administrative training filmstrips and slides 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 service by 36 CFR 1228.184. Destroy when no longer needed.

Graphic Arts

5. Viewgraphs. Destroy one year after use or when no longer needed.

6. Routine artwork for handbills, flyers, posters, letterhead, and other graphics. Destroy one year after final publication or when no longer needed.

7. 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.

8. Line copies of graphs and charts. Destroy one year after final production or when no longer needed.

Motion Pictures

9. Films acquired from outside sources for personnel and management training. Destroy one year after completion of training program.

10. Films acquired from outside sources for personnel entertainment and recreation. Destroy when no longer needed.

11. Routine surveillance footage. Destroy when no longer needed.

12. Routine scientific, medical or engineering footage. Destroy when two years old or when no longer needed.

13. Duplicate prints and pre-print elements not required for preservation. Destroy when no longer needed.

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October 30, 1988

General Records Schedule 23

GENERAL RECORDS SCHEDULE 23

Records Common to Most Offices Within Agencies

This schedule provides for the disposal of certain records common to most offices in Federal agencies. It covers administrative subject files; facilitative records such as suspense files, tracking and control records, calendars, and indexes; and transitory documents; as well as certain types of records created in electronic form on stand-alone or networked micro-and mini-computers.

Office Administrative Files described under item 1 are records retained by an originating office as its record of initiation of an action, request, or response to requests for information. This item may be applied only to separate administrative files containing such records as copies of documents submitted to other offices for action including budget feeder documents, purchase orders, training requests. Item 1 may not be applied to files that also contain program records, and it may not be applied by an office that receives and takes action on documents submitted by other offices.

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	<p><u>Office Administrative Files.</u> 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; 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 also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.</p>	<p>Destroy when 2 years old, or when no longer needed, whichever is sooner.</p>

[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 office, which must be scheduled prior to disposition by submitting an SF 115 to NARA.]

Transmittal No. 2
October 30, 1988

General Records Schedule 23

ITEM	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<p><u>Word Processing Files.</u></p> <p>Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes:</p> <p>a. When used to produce hard copy which is maintained in organized files.</p> <p>b. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction by the GRS or a NARA-approved SF 115.</p>	<p>Delete when no longer needed to create a hard copy.</p> <p>Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115.</p>
3.	<p><u>Administrative Data Bases.</u></p> <p>Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115, if the hard copy records are maintained in organized files, and hard-copy printouts from these data bases created for short-term administrative purposes.</p>	<p>Delete information in the data base when no longer needed.</p>
4.	<p><u>Electronic Spreadsheets.</u></p> <p>Spreadsheets that are recorded on electronic media such as hard disks or floppy diskettes:</p> <p>a. When used to produce hard copy which is maintained in organized files.</p>	<p>Delete when no longer needed to update or produce hard copy.</p>

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October 30, 1988

General Records Schedule 23

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
b.	When maintained only in electronic form.	Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115. If the electronic version replaces hard copy records with differing retention periods, and agency software does not readily permit selective deletion, delete after the longest retention period has expired.
5.	<u>Schedules of Daily Activities.</u>	
	Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, created and maintained in hard copy or electronic form, EXCLUDING materials determined to be personal.	
	a. Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials (see note).	Destroy or delete when 2 years old.
	[NOTE: 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. Unique substantive records relating to the activities of these individuals must be scheduled by submission of an SF 115 to NARA.e]	
	b. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	Destroy or delete when no longer needed.

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October 30, 1988

General Records Schedule 23

ITEM	<u>NO.</u> <u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
6.	<u>Suspense Files.</u> Documents 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.	Destroy after action is taken.
	a. A note or other reminder to take action.	Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.
	b. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	
7.	<u>Transitory Files.</u> Documents 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.	Destroy when 3 months old, or when no longer needed, whichever is sooner.
	a. 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.	
	b. 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.	
	c. Quasi-official notices including memoranda and other records 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 records.	

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October 30, 1988

General Records Schedule 23

ITEM

NO. DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

8. Tracking and Control Records.

Logs, registers and other records in hard copy or electronic form used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.

Destroy when no longer needed.

9. Finding Aids (or indexes).

Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.

Destroy or delete with the related records or sooner if no longer needed.

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June 1988

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171	Personal Qualifications Statement	1(1,15,32)
171A	Continuation Sheet for Standard Form 171 "Personal Qualifications Statement"	1(1,15,32)
	Amendment to Personal Qualifications Statement	1(1,15,32)
	Job Qualifications Statement	1(1,15,32)
	Statement of Physical Ability for Light Duty Work	1(1)
180	Request Pertaining to Military Records	14(21)
182	Request, Authorization, Agreement and Certification of Training	1(1)
203	Annual Audiovisual Report	16(4)
211	Request for and Designation of Cashier	6(6)
215	Deposit Ticket	6(1)
224	Statement of Transactions	6(1)

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<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
225	Report on Obligations	5(3)
230	US Government Payroll Savings Plan- Consolidated Quarterly Report	2(7)
248	Annual Report on Federal Advisory Committee	16(8)
248A	Annual Report on Federal Advisory Committee-- Continuation Sheet	16(8)
249	Membership List on Federal Advisory Committee	16(8)
249A	Membership List on Federal Advisory Committee-- Continuation Sheet	16(8)
250	Annual Report on Federal Advisory Committees, Summary Sheet	16(8)
252	Architect-Engineer Fixed-Price Contract	3(3)
254	Architect-Engineer and Related Services Questionnaire	3(3)
255	Architect-Engineer and Related Services Questionnaire for Specific Project	3(3)
258	Request to Transfer - Approval and Receipt of Records to National Archives of the U.S.	16(2)
269	Financial Status Report	3(3)
270	Request for Advance or Reimbursement	3(3)
271	Outlay Report and Request for Reimbursement for Construction Programs	3(3)
272	Federal Cash Transactions Report	3(3)
272A	Federal Cash Transactions Report (Continuation)	
273	Reinsurance Agreement for a Miller Act Performance Bond	3(3)
274	Reinsurance Agreement for a Miller Act Payment Bond	3(3)
275	Reinsurance Agreement in Favor of the United States	
278	Financial Disclosure Report	1(24)

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<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
278A	Information Sheet-Financial Disclosure Report	1(24)
279	FPDS - Individual Contract Action Report (over \$10,000)	3(3)
308	Request for Determination and Response to Request	3(3)
311	Agency Information Security Program Data	18(1)
312	Classified Information Nondisclosure Agreement	18(25)
344	Multiuse Standard Requisitioning/Issue System Document	3(8)
360	Request for Clearance of an Interagency Reporting Requirement	16(3)
361	Discrepancy in Shipment Report	
362	U.S. Government Freight Loss/Damage Claim	9(2)
	(DISCON) Discrepancy in Shipment Confirmation	9(2)
364	Report of Discrepancy	
365	Annual Report of Disposal of Foreign Excess Property	4(3)
1012	Travel Voucher	6(1)
1012A	Travel Voucher (Memorandum)	9(1)
1013A	Payroll for Personal Services	2(13)
1013C	Payroll for Personal Services	2(13)
1034	Public Voucher for Purchases and Services Other Than Personal	6(1)
1034A	Public Voucher for Purchases and Services Other Than Personal (Memorandum)	6(1)
1035	Public Voucher for Purchases and Services Other Than Personal (Continuation Sheet)	6(1)
1035A	Public Voucher for Purchases and Services Other Than Personal (Memorandum) (Continuation Sheet)	6(1)
1036	Statement and Certificate of Award	6(1);3(3)

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Equal Employment Opportunity Records	1/25a	1/26a	
	1/25b	1/26b	
	1/25c	1/26c	
	1/25d(1)	1/26d(1)	
	1/25d(2)	1/26d(2)	
	1/25e	1/26e	
	1/25f	1/26f	
	1/25g	1/26g	
	1/25h(1)	1/26h(1)	
	1/25h(2)	1/26h(2)	
	1/25h(3)	1/26h(3)	
	1/25h(4)	1/26h(4)	
	Personnel Counseling Records	1/26a	1/27a
1/26b		1/27b	
Standards of Conduct Files	1/27	1/28	
Labor Management Relations Records	1/28a(1)	1/29a(1)	
	1/28a(2)	1/29a(2)	
	1/28b	1/29b	
Training Records		1/30a(1)	Deleted - see note
		1/30a(2)	Deleted - see note
	1/29a(1)	1/30b(1)	
	1/29a(2)	1/30b(2)	
	1/29b	1/30c	
		1/30d	Deleted - see note
Grievance, Disciplinary and Adverse Action Files	1/30a	1/31a	
	1/30b	1/31b	
Personal Injury Files	1/31	1/32	
Merit Promotion Cases	1/32	1/33	
Examining and Certification Files	1/33a		New item
	1/33b	1/34a	
	1/33c	1/34b	
	1/33d	1/34c	
	1/33e	1/34d	
	1/33f	1/34e	
	1/33g	1/34f	
	1/33h	1/34g	
	1/33i	1/34h	
	1/33j	1/34i	
	1/33k(1)	1/34j(1)	
	1/33k(2)	1/34j(2)	
	1/33l	1/34k	
	1/33m	1/34l	
	1/33n	1/34m	

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
	1/33p	1/34n 1/34o 1/34p	
Occupational Injury and Illness Files	1/34		New item
Denied Health Benefits Claims	1/35a 1/35b(1) 1/35b(2)		New items
PAYROLLING AND PAY ADMINISTRATION RECORDS			
Individual Accounts	2/1	2/1	
Payroll Correspondence	2/2	2/2	
Time and Attendance Reports	2/3a(1) 2/3a(2) 2/3b	2/3a(1) 2/3a(2) 2/3b	
Individual Authorized Allotments	2/4a(1) 2/4a(2) 2/4b(1) 2/4b(2)	2/4a(1) 2/4a(2) 2/4b(1) 2/4b(2)	
Bond Registration Files	2/5	2/5	
Bond Receipt and Transmittal	2/6	2/6	
Bond Purchase Files	2/7	2/7	
Leave Application Files	2/8a 2/8b	2/8a 2/8b	
Leave Record Cards	2/9a 2/9b	2/9a 2/9b	
Leave Data Files	2/10a 2/10b	2/10a 2/10b	
Notification of Personnel Action	2/11	2/11a 2/11b	Deleted - unnecessary cross-reference
Budget Authorization Files	2/12	2/12	
Payroll Files	2/13a 2/13b(1) 2/13b(2)	2/13a 2/13b(1) 2/13b(2)	

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Payroll Control	2/14	2/14	
Payroll Change Files	2/15a 2/15b 2/15c	2/15a 2/15b 2/15c	
Fiscal Schedules	2/16a 2/16b	2/16a 2/16b	
Administrative Payroll Reports	2/17a 2/17b	2/17a 2/17b	
Tax Files	2/18a 2/18b 2/18c	2/18a 2/18b 2/18c	
Income Tax Return Files		2/19	Deleted - unnecessary cross-reference
Tax Report Files		2/20	Deleted - unnecessary cross-reference
Retirement Files	2/19a 2/19b	2/21a 2/21b	
Insurance Deduction Files	2/20	2/22	
Levy and Garnishment Files	2/21	2/23	
Wage Survey Files	2/22	2/24	
PROCUREMENT, SUPPLY, AND GRANT RECORDS			
Unique Procurement Files			Deleted - see note following item 3
Real Property Files	3/1a 3/1b	3/2a 3/2b 3/2c	Deleted - see note
General Correspondence	3/2		
Routine Procurement Files	3/3a(1) 3/3a(2) 3/3b 3/3c 3/3d	3/4a(1) 3/4a(2) 3/4b 3/4c	New item
Supply Management Files	3/4a 3/4b	3/5a 3/5b	

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Bids and Proposals	3/5a 3/5b(1) 3/5b(2) 3/5c(1) 3/5c(2) 3/5d	3/6a 3/6b(1) 3/6b(2) 3/6c(1) 3/6c(2) 3/6d	
Public Printer Files	3/6a 3/6b	3/7a 3/7b	
Nonpersonal Requisitions	3/7	3/8	
Inventory Requisitions	3/8a 3/8b	3/9a 3/9b	
Inventory Files	3/9a 3/9b 3/9c	3/10a 3/10b 3/10c	
Telephone Records	3/10	3/11	
Contractors' Payrolls	3/11	3/12	
Tax Exemption Files	3/12	3/13	
Unsuccessful Grant Applications	3/13	3/14a 3/14b	Deleted - see note
Grant Case Files		3/15	Deleted - see note
Grant Control Files		3/16	Deleted - unnecessary - covered by GRS 23
Grant Subject Files	3/14	3/17a 3/17b	Deleted - see note
		3/18	Deleted - see note
Contracts Appeals Cases	3/15a 3/15b	3/19 3/19	
Contractor's Statement of Contingent or Other Fees	3/16	3/20	
Small and Disadvantaged Business Utilization Files	3/17		New item
PROPERTY DISPOSAL RECORDS			
Surplus Property Precedential Cases		4/1	Deleted - see note

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Cost Accounting Reports	8/6a 8/6b	8/7a 8/7b	
Cost Report Data Files		8/8a 8/8b(1) 8/8b(2) 8/8b(3)	
TRAVEL AND TRANSPORTATION RECORDS			
Freight and Passenger Transportation Files	9/1a(1)-(4) 9/1b	9/1a 9/1b	New items Deleted
	9/1a(1) & (2) 9/1a(3) 9/1b 9/1c 9/1d	9/1c 9/1d 9/3a 9/3b 9/3c	
Lost or Damaged Shipments		9/2	
Passenger Reimbursement	9/3a 9/3b	9/4a 9/4b	
General Travel and Trans- portation Files	9/4a 9/4b	9/5a 9/5b	
MOTOR VEHICLE MAINTENANCE AND OPERATIONS RECORDS			
Motor Vehicle Correspondence	10/1	10/1	
Motor Vehicle Operating and Maintenance Files	10/2a 10/2b	10/2a 10/2b	
Motor Vehicle Cost Files	10/3	10/3	
Motor Vehicle Report Files	10/4	10/4	
Motor Vehicle Accident Files	10/5	10/5	
Motor Vehicle Release Files	10/6	10/6	
Motor Vehicle Operation File	10/7	10/7	
SPACE AND MAINTENANCE RECORDS			
Space and Maintenance Correspondence	11/1	11/1	

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Agency Space Files	11/2a 11/2b(1) 11/2b(2)	11/2a 11/2b(1) 11/2b(2)	
Directory Service Files	11/3	11/3	
Credentials Files	11/4a 11/4b	11/4a 11/4b	
Building and Equipment Service Files	11/5	11/5	
COMMUNICATIONS RECORDS			
Messenger Service Files	12/1	12/1	
Communication General Files	12/2a 12/2b 12/2c 12/2d(1) 12/2d(2) 12/2e	12/2a 12/2b 12/2c 12/2d(1) 12/2d(2) 12/2e	
Telecommunications Operations Files	12/3a 12/3b	12/3a 12/3b 12/3c	Deleted - see note
Telephone Use Records	12/4	12/4	Formerly, Telephone Summaries. Now RESERVED (see introduction to schedule).
Post Office and Private Mail Company Records	12/5a 12/5b 12/5c	12/5a 12/5b 12/5c	Formerly, Postal Records
Mail and Delivery Service Control Files	12/6a 12/6b 12/6c 12/6d 12/6e 12/6f 12/6g 12/6h	12/6a 12/6b 12/6c 12/6d 12/6e 12/6f 12/6g 12/6h	
Penalty Mail Reports	12/7	12/7	
Postal Irregularities Files	12/8	12/8	

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
PRINTING, BINDING, DUPLICATION, AND DISTRIBUTION RECORDS			
Publications Files		13/1	Deleted - see note
Printing, Binding, Duplicating, and Distributing Administrative Records	13/1	13/2	
Project Files	13/2a 13/2b	13/3a 13/3b	
Control Files	13/3	13/4	
Mailing Lists	13/4a 13/4b	13/5a 13/5b 13/5c	Deleted - obsolete
JCP Reports	13/5a 13/5b	13/6a 13/6b	
Internal Management Files	13/6	13/7	
INFORMATION SERVICES RECORDS			
Public Relations Files		14/1a 14/1b	Deleted - see introduction Deleted - see introduction
Information Subject Files		14/2	Deleted - see introduction
Information Requests Files	14/1	14/3	
Acknowledgement Files	14/2	14/4	
Press Service Files	14/3	14/5	
Information Project Files	14/4	14/6	
Commendation/Complaint Correspondence	14/5	14/7	
Indexes and Check Lists	14/6	14/8	
	14/7-10	14/9-15	Reserved
FOIA Requests	14/11a(1) 14/11a(2)(a)	14/16a(1) 14/16a(2)(a)	

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	14/11a(2)(b)	14/16a(2)(b)	
	14/11a(3)(a)	14/16a(3)(a)	
	14/11a(3)(b)	14/16a(3)(b)	
	14/11b	14/16b	
FOIA Appeals	14/12a	14/17a	
	14/12b	14/17b	
FOIA Control Files	14/13a	14/18a	
	14/13b	14/18b	
FOIA Reports		14/19a	Deleted - see note
	14/14	14/19b	
FOIA Administrative Files	14/15	14/20	
	14/16-20	14/21-24	Reserved
Privacy Act Requests	14/21a(1)	14/25a(1)	
	14/21a(2)(a)	14/25a(2)(a)	
	14/21a(2)(b)	14/25a(2)(b)	
	14/21a(3)(a)	14/25a(3)(a)	
	14/21a(3)(b)	14/25a(3)(b)	
	14/21b	14/25b	
Privacy Act Amendment Cases	14/22a	14/26a	
	14/22b	14/26b	
	14/22c	14/26c	
Privacy Act Accounting	14/23	14/27	
Privacy Act Control Files	14/24a	14/28a	
	14/24b	14/28b	
Privacy Act Reports		14/29a	Deleted - see note
	14/25	14/29b	
Privacy Act Administrative Files	14/26	14/30	
	14/27-30		Reserved
Mandatory Review for Declassification Requests	14/31a(1)		New items
	14/31a(2)(a)		
	14/31a(2)(b)		
	14/31a(3)(a)		
	14/31a(3)(b)		
	14/31b		
	14/31c		

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Mandatory Review Appeals	14/32a 14/32b		New item
Mandatory Review Control	14/33a 14/33b		New item
Mandatory Review Reports	14/34		New item
Mandatory Review Administrative Files	14/35		New item
HOUSING RECORDS			
Housing Correspondence	15/1	15/1	
Housing Maintenance and Repair	15/2a 15/2b	15/2a 15/2b	
Housing Management	15/3	15/3	
Housing Lease Files	15/4	15/4	
Housing Assignment and Vacancy Cards	15/5a 15/5b	15/5a 15/5b	
Housing Inventory	15/6	15/6	
Housing Applications	15/7a 15/7b	15/7a 15/7b	
ADMINISTRATIVE MANAGEMENT RECORDS			
Administrative Issuances			Formerly Formal Directives Procedural and Operating Manuals
		16/1a	Deleted - see note
		16/1b	Deleted - see note
	16/1a	16/1c	
	16/1b	16/1d	
Publications		16/2a 16/2b	Deleted - see note
Records Disposition Files	16/2a 16/2b	16/3a 16/3b 16/3c	Deleted - unnecessary cross-reference

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Forms Files	16/3a 16/3b	16/4a 16/4b	
Management Improvement Reports		16/5	Deleted - see note following item 1
Records Holdings Files	16/4a 16/4b	16/6a 16/6b	
Project Control Files	16/5	16/7	
Reports Control Files	16/6	16/8	
		16/9	Deleted - unnecessary cross-reference
Working Papers		16/10	Deleted - records have varying value
Records Management Files	16/7	16/11	
Committee and Conference	16/8a	16/12a(1) 16/12a(2)	Deleted - see note
	16/8b(1)	16/12b(1)(a) 16/12b(1)(b)	Deleted - see note
	16/8b(2)	16/12b(2)	
		16/12c(1)	Deleted - see note
		16/12c(2)	Deleted - see note
		16/12c(3)	Deleted - see note
		16/12c(4)	Deleted - see note
Organizational Files		16/13a-c	Deleted - must be scheduled
Feasibility Studies	16/9	16/14	
Microform Inspection	16/10a 16/10b		New item New item
IRM Triennial Review	16/11		New item
Information Collection Budget	16/12		New item
Federal Register Documents	16/13a 16/13b		New item New item

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CARTOGRAPHIC, AERIAL PHOTOGRAPHIC, ARCHITECTURAL, AND ENGINEERING RECORDS			
Manuscript and Annotated Maps		17/1	Deleted - must be scheduled
Cartographic Records Prepared During Intermediate Stages of Publication	17/1	17/2	
Published Maps		17/3	Deleted - must be scheduled
Map History Case Files		17/4	Deleted - must be scheduled
Maps on Microfilm		17/5a 17/5b	Deleted - must be scheduled Deleted - must be scheduled
Computer Related Maps		17/6a 17/6b	Deleted - must be scheduled
Globes, Terrain Models, and Raised Relief Maps		17/7a 17/7b	Deleted - must be scheduled Deleted - must be scheduled
Finding Aids		17/8	Deleted - see GRS 23
Survey Field Notes, Geodetic Controls, and Computations		17/9	Deleted - must be scheduled
		17/10-15	Reserved
Vertical and Oblique Aerial Film, Conventional Aircraft	17/2a	17/16a 17/16b(1) 17/16b(2)	Deleted - must be scheduled Deleted - must be scheduled
	17/2b	17/16c(1) 17/16c(2)	Deleted - must be scheduled
Infrared, Ultraviolet, Multispectral, Video, Imagery Radar, and Related Data Tapes, Converted to a Film Base	17/2b	17/17a 17/17b(1) 17/17b(2)	Deleted - must be scheduled Deleted - must be scheduled
Finding Aids		17/18	Deleted - see GRS 23
Architectural Drawings of Temporary Structures and Buildings or of Buildings Not Critical to the Mission of the Agency	17/3	22/1b	

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems	17/4	22/2b	
Contract Negotiation Drawings	17/5	22/2b	
Space Assignment Plans	17/6	22/2b	
Architectural Models	17/7	22/1b	
Engineering Drawings of Routine Minor Parts	17/8	22/2b	
Drawings Reflecting Minor Modifications	17/9	22/2b	
Paint Plans and Samples	17/10		New item
SECURITY AND PROTECTIVE SERVICES RECORDS			
Security Policy Files		18/1	Deleted - see note
Classified Documents Administrative Correspondence	18/1	18/2	
Document Receipt Files	18/2	18/3	
Destruction Certificates	18/3	18/4	
Classified Document Inventory	18/4	18/5	
Top Secret Accounting and Control Files	18/5a 18/5b	18/6a 18/6b	
Access Request Files	18/6	18/7	
Classified Document Container Security Files	18/7	18/8	
Security and Protective Services Correspondence	18/8	18/9	

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Print File	20/6	20/I 30-32	
Technical Reformat File	20/7	20/I 34	
Security Backup File	20/8a & b	20/I 33	
Finding Aids (or indexes)	20/9	20/I 21 20/I 22	Deleted - nonrecord
Special Purpose Programs	20/10	20/III 11 & 12 20/III 13	See exclusions Deleted - must be scheduled
Documentation	20/11	20/III 1-2; 6-10 20/III 3	See exclusions Deleted - must be scheduled
Federal Loan and/or Grant Files	20/4	20/I 19 20/I 20	Deleted - must be scheduled
AUDIOVISUAL RECORDS			
Still Photography			
Administrative Photographs	21/1	21/1	
Identification Photographs	21/2	21/2	
Administrative Filmstrips	21/3	21/3	
Photo Duplicates	21/4	21/4	
Official Portraits		21/5	Deleted - must be scheduled
Other Photographs		21/6	Deleted - must be scheduled
Other Color Negatives		21/7	Deleted - must be scheduled
Other Slides and Filmstrips		21/8	Deleted - must be scheduled
Graphic Arts			
Viewgraphs	21/5	21/9	
Routine Artwork	21/6	21/10	
Materials for Photo- mechanical Reproduction	21/7	21/11	

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Line copies of Graphs and Charts	21/8	21/12	
Posters		21/13	Deleted - must be scheduled
Unusual Artwork		21/14	Deleted - must be scheduled
Motion Pictures			
Acquired Training Films	21/9	21/15	
Acquired Entertainment Films	21/10	21/16	
Routine Surveillance Footage	21/11	21/17	
Routine Scientific, Medical, or Engineering Footage	21/12	21/18	
Duplicate Prints and Pre-prints	21/13	21/19	
Agency-sponsored Films		21/20-23	Deleted - must be scheduled
Films Produced Under Grant		21/24	Deleted - must be scheduled
Acquired Films re Agency Programs		21/25	Deleted - must be scheduled
Documentary Footage		21/26	Deleted - must be scheduled
Stock Footage, Outtakes, and Trims from Agency Films		21/27	Deleted - must be scheduled
Video Recordings			
Acquired Training Programs	21/14	21/28	
Acquired Entertainment Programs	21/15	21/29	
Rehearsal or Practice Tapes	21/16	21/30	
Internal Administrative and Training Programs	21/17	21/31	
Routine Surveillance Recordings	21/18	21/32	

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<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Routine Scientific, Medical, or Engineering Recordings	21/19	21/33	
Recordings of Routine Meetings and Awards	21/20	21/34	
Duplicate Dubbings and Pre-mix Elements	21/21	21/35	
Agency-sponsored Programs, Releases, and Productions		21/36-39	Deleted - must be scheduled
Internal Management News		21/40	Deleted - must be scheduled
Recordings of Testimony, and Public Meetings		21/41	Deleted - must be scheduled
Programs Submitted under Grant		21/42	Deleted - must be scheduled
Acquired Programs re Agency Programs		21/42	Deleted - must be scheduled
Media Appearance		21/44	Deleted - must be scheduled
Documentaries		21/45	Deleted - must be scheduled
Audio (Sound) Recordings			
Recordings made for Transcription	21/22	21/46	
Dictation Belts or Tapes	21/23	21/47	
Pre-mix Sound Elements	21/24	21/48	
Library Sound Recordings	21/25	21/49	
Daily or Spot News Recordings	21/26	21/50	
Duplicate Dubbings	21/27	21/51	
Agency-sponsored releases, Public Programs, and Announcements		21/52-54	Deleted - must be scheduled
Internal Management News		21/55	Deleted - must be scheduled
Recordings of Meetings, Speeches, and Testimony		21/56	Deleted - must be scheduled

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General Records Schedule Conversion Table

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Oral History Collections		21/57	Deleted - must be scheduled
Recordings Submitted under Grant		21/58	Deleted - must be scheduled
Acquired Programs re Agency Programs		21/59	Deleted - must be scheduled
Media Appearances		21/60	Deleted - must be scheduled
Documentaries		21/61	Deleted - must be scheduled
Related Documentation			
Production Files	21/28	21/62	
Findings Aids	21/29	21/63	
DESIGN AND CONSTRUCTION DRAWINGS AND RELATED RECORDS			
Federal Structures Design Files		22/1a(1)	Deleted - must be scheduled
		22/1a(2)	Deleted - must be scheduled
	17/3	22/1b	
Federal Structures Construction Files	17/4-9	22/2a(1)-(6) 22/2b	Deleted - permanent records
Other Architectural and Engineering Drawings		22/3a	Deleted - must be scheduled
		22/3b	Deleted - must be scheduled
Measured Drawings		22/4	Deleted - must be scheduled
Findings Aids		22/5	Deleted - must be scheduled
Microform Files		22/6	Deleted - must be scheduled
INSPECTOR GENERAL RECORDS			
Policy and Procedures Files		25/1a-c	Deleted - must be scheduled
Report to Congress		25/2a-c	Deleted - must be scheduled
Investigative Case Files	22/1a	25/3a	
	22/1b	25/3b	
Audit Case Files	22/2	25/4	
Indexes to Case Files		25/5	Deleted - see GRS 23, item 9