

*National Archives and  
Records Administration*

Washington, DC 20408

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**GENERAL RECORDS SCHEDULES TRANSMITTAL**

**NO. 3**

February 22, 1991

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TO: Heads of Federal Agencies

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

2. Background. The General Records Schedules (GRS) provide mandatory disposition instructions for records common to several Federal agencies. A complete set of the schedules was issued in 1988. The pages provided with this transmittal contain additions, revisions, and corrections to several schedules and to the Subject Index.

3. Explanation of changes.

a. General Records Schedule 1. Item 30a was modified to correct an editorial error, and a new item 36 has been added to cover employee drug testing records.

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

c. General Records Schedule 9. A new item 5 was added to cover records relating to official passports.

d. General Records Schedule 12. The disposition for item 3b was corrected to read "Destroy when 2 years old."

e. General Records Schedule 18. Item 22 was modified to specify that it applies to case files created under Office of Personnel Management regulations only. A reference in the introduction was updated.

f. General Records Schedule 21. Item 13 was changed to read "Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.184."

g. General Records Schedule 22. Item 1 was changed to exclude significant investigative case files and the introduction was modified to reflect the change to item 1.

h. Subject Index. The index was modified to correct an editorial error and add the new items.

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4. Availability. Additional copies of this change are available from the Records Administration Information Center (NIA), Washington, DC 20408. Phone: 202-501-6025 or FTS 241-6025.

5. Instructions.

Remove  
pages

and insert  
corresponding  
new pages

a.	15 and 19	of GRS 1	15, 19, and 21	of GRS 1
b.	3 and 5	of GRS 3	3 and 5	of GRS 3
c.	3	of GRS 9	3	of GRS 9
d.	1	of GRS 12	1	of GRS 12
e.	7	of GRS 18	7	of GRS 18
f.	1	of GRS 21	1	of GRS 21
g.	1	of GRS 22	1	of GRS 22
h.	5-21	of Subject Index	5-21	of Subject Index



DON W. WILSON  
Archivist of the United States

Attachments

Transmittal No. 3  
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General Records Schedule 1

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
30.	<u>Grievance, Disciplinary and Adverse Action Files.</u>	
	a. Grievance, Appeals Files (5 CFR 771).	
	Records originating in the review of grievances 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.

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October 30, 1989

General Records Schedule 1

ITEM	<u>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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General Records Schedule 1

ITEM NO.	<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 employee's 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.
34.	<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.
35.	<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.	
	(1) 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 1

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
36.	<u>Federal Workplace Drug Testing Program Files.</u>	
	<p>Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Public Law 100-71, § 503(f), and statistical reports, as required by FPM Letter 792-19, 12/27/89, Section 6.</p> <p>This authorization does not apply to oversight program records of the Department of Health and Human Services and its subordinate elements; the Office of Personnel Management; the Office of Management and Budget; and the Department of Justice.</p> <p>Drug test plans and procedures, EXCLUDING documents that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals, and the like.)</p> <p>Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.</p>	
	<p>b. Employee acknowledgement of notice forms. Forms completed by employees whose positions are designated sensitive for drug testing purposes acknowledging that they have received notice that they may be tested.</p>	<p>Destroy when 3 years old or when superseded, obsolete, or no longer needed, whichever is later. [See note (2).]</p> <p>Destroy when employee separates from testing designated position. [See note (2).]</p>

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General Records Schedule 1

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
c.	<p>Selection/scheduling records.</p> <p>Records relating to the selection of specific employees/applicants for testing and the scheduling of tests. Included are lists of selectees, notification letters, and testing schedules.</p>	<p>Destroy when 3 years old. [See note (2).]</p>
d.	<p>Records relating to the collection and handling of specimens.</p>	
	(1) "Permanent" Record Books.	
	<p>Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.</p>	<p>Destroy 3 years after date of last entry. [See note (2).]</p>
	(2) Chain of custody records.	
	<p>Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.</p>	<p>Destroy when 3 years old. [See note (2).]</p>
e.	<p>Test results.</p> <p>Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.</p>	<p>Destroy when 3 years old. [See note (2).]</p>

[NOTES: (1) Disciplinary action case files pertaining to actions taken against employees for drug use, drug possession, failure to comply with drug testing procedures, and similar matters are covered by GRS 1, item 30b, which provides for the destruction of records 4 years after the case is closed. (2) Any records covered by items 36 a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).]

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
b.	Abstract or certificate of title.	Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens.
[Note: Records relating to property acquired prior to January 1, 1921, are not covered by the GRS and must be scheduled by submission of an SF 115 to NARA.]		
2.	<u>General Correspondence Files.</u>	
	Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule.	Destroy when 2 years old.
	<u>Routine Procurement Files.</u>	
	Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered in items 1 and 12).	
	Procurement or purchase organization copy, and related papers.	
	(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.	Destroy 6 years and 3 months after final payment.
	(2) Transactions of \$25,000 or less and construction contracts under \$2,000.	Destroy 3 years after final payment.
	b. Obligation copy.	Destroy when funds are obligated.
	c. Other copies of records described above used by component elements of a procurement office for administrative purposes.	Destroy upon termination or completion.

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General Records Schedule 3

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NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
d.	Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	Destroy when 5 years old.
[NOTE: Unique procurement files, previously described in GRS 3, item 1, are not covered by this schedule. With the standardization of the Government-wide procurement process under the Federal Acquisition Regulations, such files are unlikely to exist. However, if an agency believes that a procurement file that has long-term research value, the records officer should submit an SF 115.]		
4.	<u>Supply Management Files.</u>	
	Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. 481).	
	a. Copies received from other units for internal purposes or for transmission to staff agencies.	Destroy when 2 years old.
	b. Copies in other reporting units, and related working documents.	Destroy when 1 year old.
5.	<u>Solicited and Unsolicited Bids and Proposals Files.</u>	
	a. Successful bids and proposals.	Destroy with related contract case files (see item 3 of this schedule).
	b. Solicited and unsolicited unsuccessful bids and proposals.	
	(1) Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.	Destroy 1 year after date of award or final payment, whichever is later.

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ITEM	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
NO.		
	(2) Relating to transactions above the small purchase limitations in 48 CFR Part 13.	
	(a) When filed separately from contract case files.	Destroy when related contract is completed.
	(b) When filed with contract case files.	Destroy with related contract case file (see item 3 of this schedule).
	c. Cancelled solicitations files.	
	(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	Destroy 5 years after date of cancellation.
	(2) Unopened bids.	Return to bidder.
	d. Lists or card files of acceptable bidders.	Destroy when superseded or obsolete.
6.	<u>Public Printer Files.</u>	
	Records relating to requisitions on the Printer, and all supporting papers.	
	a. Printing procurement unit copy of requisition, invoice, specifications, and related papers.	Destroy 3 years after completion or cancellation of requisition.
	b. Accounting copy of requisition.	Destroy 3 years after period covered by related account.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
7.	<u>Nonpersonal Requisition File.</u>  Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (Schedule 6)).	Destroy when 1 year old.
8.	<u>Inventory Requisition File.</u>  Requisitions for supplies and equipment for current inventory.  a. Stockroom copy.  b. All other copies.	Destroy 2 years after completion or cancellation of requisition.  Destroy when 6 months old.
9.	<u>Inventory Files.</u>  a. Inventory lists.  b. Inventory cards.  c. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in the GRS.	Destroy 2 years from date of list.  Destroy 2 years after discontinuance of item or 2 years after stock balance is transferred to new card or recorded under a new classification, or 2 years after equipment is removed from agency control.  Destroy 2 years after date of survey action or date of posting medium.
10.	<u>Telephone Records.</u>  Telephone statements and toll slips.	Destroy 3 years after period covered by related account.
11.	<u>Contractors' Payroll Files.</u>  Contractors' payrolls (Construction contracts) submitted in accordance with Labor Department regulations, with related certifications, antikickback affidavits, and other related papers.	Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date.

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## General Records Schedule 9

ITEM NO.	<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.

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General Records Schedule 9

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	<u>Records Relating to Official Passports.</u>	
	a. Application files.	
	Documents relating to the issuance of official passports, including requests for passports, transmittal letters, receipts, and copies of travel authorizations.	Destroy when 3 years old or upon separation of the bearer, whichever is sooner.
	b. Annual reports concerning official passports.	
	Reports to the Department of State concerning the number of official passports issued and related matters.	Destroy when 1 year old.
	c. Passport registers.	
	Registers and lists of agency personnel who have official passports.	Destroy when no longer needed.

[NOTES: (1) Official passports should be returned to the Department of State upon expiration or upon the separation of the employee. (2) Item 5b does not pertain to copies of the annual reports held by the Department of State.]

## GENERAL RECORDS SCHEDULE 12

## Communications Records

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

This schedule covers the records described below, wherever located in an agency but does not cover records which reflect Governmentwide programs, such as records held by the U.S. Postal Service and the Office of Information Resources Management of the General Services Administration, other than those documenting their own internal administrative management functions. In addition, item 4, telephone use records, has been reserved pending development of disposition standards acceptable to both the General Services Administration and the General Accounting Office. Any records created prior to January 1, 1921, must be offered to the National Archives and Records Administration before applying the disposition instructions in this schedule.

Other than those covered by item 3, 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 NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Messenger Service Files.</u>	
	Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.	Destroy when 2 months old.
2.	<u>Communication General Files.</u>	
	a. Correspondence and related records pertaining to internal administration and operation.	Destroy when 2 years old.
	b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Destroy when 3 years old.
	c. Telecommunications statistical reports including cost and volume data.	Destroy when 1 year old.

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General Records Schedule 12

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
d.	Telecommunications voucher files.	
	(1) Reference copies of vouchers, bills, invoices, and related records.	Destroy when 1 fiscal year old.
	(2) Records relating to installation, change, removal, and servicing of equipment.	Destroy 1 year after audit or when 3 years old, whichever is sooner.
e.	Copies of agreements with background data and other records relating to agreements for telecommunications services.	Destroy 2 years after expiration or cancellation of agreement.
3.	<u>Telecommunications Operational Files.</u>	
a.	Message registers, logs, performance reports, daily load reports, and related and similar records.	Destroy when 6 months old.
b.	Copies of incoming and original copies of outgoing messages, including SF 14, Telegraphic Message maintained by communications offices or centers, and EXCLUDING the copies maintained by the originating program office.	Destroy when 2 years old.
[NOTE: Master files and data bases created in central data processing facilities to supplement or replace the records covered by item 3 are not authorized for disposal under the GRS. Such files must be scheduled on an SF 115.]		
4.	<u>Telephone Use Records.</u>	RESERVED.
5.	<u>Post Office and Private Mail Company Records.</u>	
	Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service.	
a.	Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.	Destroy when 1 year old.
b.	Application for registration and certification of declared value mail.	Destroy when 1 year old.

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General Records Schedule 18

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
22.	<u>Personnel Security Clearance Files.</u>  Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency.	Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.
	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.	
	b. Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations.	Destroy in accordance with the investigating agency instructions.
	c. Index to the Personnel Security Case Files.	Destroy with related case file.
23.	<u>Personnel Security Clearance Status Files.</u>  Lists or rosters showing the current security clearance status of individuals.	Destroy when superseded or obsolete.
	<u>Security Violations Files.</u>  Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.	

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General Records Schedule 18

ITEM NO.	<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.
	<u>Emergency Planning Records</u>	
	Records accumulating from the formulation and implementation of plans, such as evacuation plans, for protection of life and property during emergency conditions.	
26.	<u>Emergency Planning Administrative Correspondence Files.</u>	
	Correspondence files relating to administration and operation of the emergency planning program, not covered elsewhere in this schedule.	Destroy when 2 years old.

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

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General Records Schedule 21

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 101-1003-3, "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>
<u>Still Photography</u>		
1.	Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.	Destroy when one year old or when no longer needed.
2.	Personnel identification or passport photographs.	Destroy when five years old or when no longer needed.

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General Records Schedule 21

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	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.d84.	Destroy when no longer needed.
<u>Graphic Arts</u>		
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.
<u>Motion Pictures</u>		
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.
	Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.d84.	Destroy when no longer needed.

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General Records Schedule 22

GENERAL RECORDS SCHEDULE 22

Inspector General Records

The Inspectors General monitor agency programs and operations to prevent and reduce waste and fraud and to improve agency management. The Inspector General Act of 1978, as amended, and other legislation established an Office of Inspector General (OIG) in selected Government agencies. Several other agencies have created nonstatutory OIGs. An OIG conducts and supervises audits and investigations; recommends policies to promote economy, efficiency, and effectiveness and to prevent fraud and abuse; and reports problems, deficiencies and progress to the agency head. OIGs must submit reports to the Congress.

This schedule covers the two major series of disposable investigative, audit and related records created or maintained by an OIG. Indexes to these files are covered by General Records Schedule 23, Records Common to Most Offices Within Agencies, item 9. Correspondence or subject files, policy files, publications, reports to Congress, and any other records not specifically described in this schedule must be scheduled by each agency individually. This schedule does not authorize disposal of investigative case files for cases that result in national media attention, Congressional investigation, or substantive changes in agency policy or procedure. Such files must be scheduled by submission of an SF 115.

This schedule does not apply to records created or accumulated by Inspectors General of military agencies (i.e., the Department of Defense and all DOD components) and the Central Intelligence Agency.

The 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.

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<p><u>Investigative Case Files for Civilian Agencies other than the Central Intelligence Agency.</u></p> <p>Case files developed during investigations of known or alleged fraud and abuse and irregularities and violations of laws and regulations, EXCLUDING those that result in national media attention, Congressional investigation, or substantive changes in agency policy or procedure. Cases relate to agency personnel and programs and operations administered or financed by the agency,</p>	

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<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	including contractors and others having a relationship with the agency. This includes investigative files relating to employee and hotline complaints, and other miscellaneous complaint files. Files consist of investigative reports and related documents, such as correspondence, notes, attachments, and working papers.	
a.	Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General investigations.	Destroy when 5 years old.
b.	All other investigative case files except those that are unusually significant for documenting major violations of criminal law or ethical standards by agency officials or others.	Place in inactive files when case is closed. Cut off inactive file at end of fiscal year. Destroy 10 years after cutoff.
<p>[NOTE: Significant cases, i.e., those that result in national media attention, Congressional investigation, and/or substantive changes in agency policy or procedures are not covered by this item. The disposition of significant investigative files will be determined by NARA. Such files must be scheduled by submitting an SF 115.]</p>		
2.	<u>Audit Case Files of Civilian Agencies Other than the Central Intelligence Agency.</u>	
	Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees. Consists of audit reports, correspondence, memoranda, and supporting working papers.	Cut off at end of fiscal year in which case is closed. Destroy 8 years after cutoff.

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Administrative correspondence	18	1
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Classified Information and Control		
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Container security	18	7
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