

*National Archives and  
Records Administration*  
Washington, DC 20408

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## GENERAL RECORDS SCHEDULES TRANSMITTAL NO. 6

May 17, 1993

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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 a revision of the general Introduction, and additions, revisions, and corrections to several schedules and to the indexes.
3. Explanation of changes.
  - a. Introduction. The Introduction was revised to delete obsolete information and to emphasize that the General Records Schedules (GRS) cover only record materials. They do not apply to documents or files that the custodial agency determines to be nonrecord.
  - b. General Records Schedule 1.
    - (1) Note 3 following item 1 was deleted. Now that the Office of Personnel Management's Central Personnel Data File and comparable databases from those agencies not subject to the OPM regulations are scheduled as permanent, agencies may destroy their own master files and databases that contain data from OPF's.
    - (2) The disposition for item 4a was clarified.
    - (3) The description of item 32 was clarified by eliminating the exclusion of duplicate information. Under OPM regulations, records containing information duplicated in other files are not retained in the merit promotion case files.
    - (4) **The authority to destroy positive drug test results is rescinded.** At the request of the Office of Personnel Management, item 36e has been amended to limit disposal authority to negative drug test results. Agencies must retain all positive drug test results pending the determination of an appropriate retention. Also, the note following this item was modified to reflect the previous change in retention period for item 30b.
    - (5) New items 38 and 39 covering Wage Survey Files and Retirement Assistance Files were moved from GRS 2, Pay and Payroll Administration Records, to GRS 1, Civilian Personnel Records, because the records support personnel functions.

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c. General Records Schedule 2. GRS 2 was completely revised to reflect current electronic recordkeeping practices. This version supersedes a schedule that was developed primarily for manual payroll systems. Following the Forms Index is a conversion table that shows which items from the superseded schedule have been brought into the revised schedule. The GRS Conversion Table disseminated under GRS Transmittal No. 2 is obsolete and should be discarded.

d. General Records Schedule 6. Page 4 was modified to correct a formatting error.

e. General Records Schedule 10. The title of Standard Form 82 was corrected in the introduction, and the reference to obsolete Standard Form 82-D was deleted from item 4.

f. General Records Schedule 18. A new item 7b was added to cover records that document routine security checks.

g. General Records Schedule 20.

(1) The title of item 1 was revised to clarify that it applies to records created in management and support operations as well as central processing facilities.

(2) The exclusions of GRS 1, item 1, Official Personnel Files, and GRS 2, item 17, Administrative Payroll Report Files, were deleted from item 3.

(3) Item 11 was expanded to cover documentation relating to computer security and risk analysis, as required by OMB Circular A-130.

(4) New item 12 was added to authorize the disposal of records downloaded or copied by end users, as long as the original data is left intact.

h. General Records Schedule 21. The title of the CFR section cited in the introduction was corrected, and the numbers used in the disposition instructions were changed from text to numerals.

i. General Records Schedule 23. The introduction to GRS 23 was modified to emphasize that the materials subject to the mandatory disposition instructions in the schedule apply only to materials determined by the agency to be records. In addition, item 3, Administrative Databases, was expanded to cover databases that replace as well as duplicate paper records.

j. Subject and Forms Indexes. Both indexes were updated to reflect the changes made to the schedules and to delete obsolete forms. Additional entries were made in the Subject Index and typographical errors were corrected in the Forms Index.

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4. Availability. Additional copies of this transmittal are available from the Records Administration Information Center (NI), Washington DC 20408. Phone: 202-501-6025.

5. Implementation. Agencies are required under 36 CFR 1228.50(d) to disseminate GRS changes within 6 months of receipt. If an agency wishes to apply a retention period that differs from that specified in the GRS, the agency must submit an SF 115 for NARA approval.

6. Instructions.

Remove pages

and insert corresponding new pages

a.	1-2	of Introduction	1-2	of Introduction
b.	1, 15, 21	of GRS 1	1, 15, 21	of GRS 1
c.	1-7	of GRS 2	1-6	of GRS 2
d.	3-4	of GRS 6	3-4	of GRS 6
e.	1-2	of GRS 10	1-2	of GRS 10
f.	3-10	of GRS 18	3-10	of GRS 18
g.	1-6	of GRS 20	1-6	of GRS 20
h.	1-4	of GRS 21	1-4	of GRS 21
i.	1-4	of GRS 23	1-5	of GRS 23
j.	1-22	of Subject Index	1-22	of Subject Index
k.	1-18	of Forms Index	1-14	of Forms Index
l.	1-23	of Conversion Table dated June 1988	1	of Conversion Table dated May 1993

  
TRUDY HUSKAMP PETERSON  
Acting Archivist of the United States

Attachments

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Transmittal No. 6  
May 17, 1993

General Records Schedule 1

## 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 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.

Master files created in central data processing facilities that replace records described under items 21, 22, and 25f, are not authorized for disposal under the General Records Schedules. All other records described in this schedule are authorized for disposal in both hard copy and electronic formats, as provided in GRS 20, Electronic Records (for master files), and GRS 23, Records Common to Most Offices Within Agencies (word processing systems and administrative databases).

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Official Personnel Folders.</u>  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.	
	a. Transferred employees.	See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency.

# SUPERSEDED

# SUPERSEDED

Transmittal No. 6  
May 17, 1993

General Records Schedule 1

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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) OPF's 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 OPF's to NPRC. These agencies retain OPF's for the period specified in item 1b of this schedule and effect destruction after that period has elapsed.]

## 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 when no longer needed. |
|----|------------------|--------------------------------|

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Transmittal No. 4  
April 24, 1992

General Records Schedule 1

ITEM

NO.                      DESCRIPTION OF RECORDS                      AUTHORIZED DISPOSITION

30.                      Administrative Grievance, Disciplinary  
and Adverse Action Files.

- a.    Administrative Grievance Files (5  
CFR 771).

Records relating to grievances 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 no sooner than 4 years but no later than 7 years after case is closed. [See note.]

- b.    Adverse Action Files (5 CFR 752)  
and Performance-Based Actions (5  
CFR 432).

Case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees. 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 no sooner than 4 years but no later than 7 years after case is closed. [See note.]

[NOTE: The Office of Personnel Management has determined that agencies may decide how long, within the range of 4 to 7 years, grievance and adverse action files need to be retained. To implement this authority, each agency must select one fixed retention period, between 4 and 7 years, for the entire series of its closed cases. Agencies are not authorized to use different retention periods for individual cases. The agency should publish the chosen retention period in the Privacy Act notice for these records, the agency's records disposition manual, and any other issuance dealing with the disposition of these records.]

# SUPERSEDED

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Transmittal No. 6  
May 17, 1993

General Records Schedule 1

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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.
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.	Destroy after OPM audit or 2 years after the personnel action is completed, whichever is sooner.
	<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.

# SUPERSEDED

# SUPERSEDED

Transmittal No. 6  
May 17, 1993

General Records Schedule 1

ITEM

NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

c. Selection/scheduling records.

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.

Destroy when 3 years old.  
[See note (2).]

d. Records relating to the collection and handling of specimens.

(1) "Permanent" Record Books.

Bound books containing identifying data on each specimen, recorded at each collection site in the order in which the specimens were collected.

Destroy 3 years after date of last entry. [See note (2).]

(2) Chain of custody records.

Forms and other records used to maintain control and accountability of specimens from the point of collection to the final disposition of the specimen.

Destroy when 3 years old.  
[See note (2).]

e. Test results.

Records documenting individual test results, including reports of testing, notifications of employees/applicants and employing offices, and documents relating to follow-up testing.

(1) Positive results.

Disposition not authorized.

(2) Negative results.

Destroy when 3 years old.

[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 authorizes destruction of records between 4 and 7 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).]

# SUPERSEDED

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Transmittal No. 6  
May 17, 1993

General Records Schedule 1

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
37.	<u>Donated Leave Program Case Files.</u>  Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records.	Beginning in January 1994, destroy one year after the end of the year in which the file is closed.
38.	<u>Wage Survey Files.</u>  Wage survey reports and data, background documents and correspondence pertaining to area wages paid for each employee class; background papers establishing need, authorization, direction, and analysis of wage surveys; development and implementation of wage schedules; and request for an authorization of specific rates (excluding authorized wage schedules and wage survey recapitulation sheets).	Destroy after completion of second succeeding wage survey.
39.	<u>Retirement Assistance Files.</u>  Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.	Destroy when 1 year old.

# SUPERSEDED

Transmittal No. 6  
May 17, 1993

General Records Schedule 2

## GENERAL RECORDS SCHEDULE 2

### Payrolling and Pay Administration Records

Payrolling and pay administration records pertain to disbursements to civilian employees of the Government for personal services. This schedule applies to the pay records that are common to all agencies, but it excludes (a) retirement records (Standard Form 2806 or equivalent) that are maintained during employee duty and then transferred to the Office of Personnel Management; (b) files maintained in agency space for audit by the General Accounting Office under 31 U.S.C. 3529(c); (c) records relating to tax withholding, savings bonds, fidelity bonds, or other records held by the appropriate units of the Treasury Department responsible for the related Governmentwide programs; and (d) Office of Management and Budget files reflecting agency personnel needs and problems. NARA must be consulted for any records created prior to January 1, 1921 before applying these disposition instructions.

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

In the payrolling process different types of records are accumulated. Under Title 6 of the GAO Manual these records are normally site-audited on a sample basis by GAO representatives who examine primarily the earnings record card, payroll change slips that are prepared to document changes in normal pay, certification sheets containing the signatures of the certifying officer, checklists prepared in lieu of the more formal payrolls by Department of the Treasury or local disbursing personnel, source personnel documents such as basic time and attendance reports, and copies of personnel action forms documenting changes in pay. In addition, pay registers and other accounting devices are maintained to check and balance the accounts.

All payroll systems require the maintenance of a leave record which is used to submit data to the payroll system. Information is posted to this record from more detailed records kept by time and attendance clerks located throughout an agency. Depending on the type of system in operation, this leave record may be a hard copy input form or it may be a wholly electronic input.

Other records incidental to the payrolling process are employee requests for tax withholding; employee requests for Thrift Savings Plan deductions; savings bond records; other records not pertaining to individuals, but rather to the general administration of the payrolling office and the payrolling function.

# SUPERSEDED

Transmittal No. 6  
May 17, 1993

General Records Schedule 2

## ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>Payroll</u>		
1.	<u>Individual employee pay record.</u>	
	a. Pay record for each employee as maintained in an electronic database. This database may be a stand-alone payroll system or part of a combined personnel/payroll system.	Update elements and/or entire record as required.
	b. Individual Pay Record, containing pay data on each employee within an agency. This record may be in paper or microform but not in machine readable form.	Transfer to National Personnel Records Center. Destroy when 56 years old.
2.	<u>Non-current payroll files.</u>	
	Copy of non-current payroll data as maintained by payroll service bureaus in either microform or machine readable form.	Destroy 15 years after close of pay year in which generated.
Items 3 through 5. Reserved.		
<u>Time and Attendance</u>		
6.	<u>Leave application files.</u>	
	SF 71 or equivalent plus any supporting documentation for requests and approvals of leave.	
	a. If employee initials time card or equivalent.	Destroy at end of following pay period.
	b. If employee has not initialed time card or equivalent.	Destroy after GAO audit or when 3 years old, whichever is sooner.

# SUPERSEDED

# SUPERSEDED

Transmittal No. 6  
May 17, 1993

General Records Schedule 2

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
7.	<u>Time and attendance source records.</u>  All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as OF 1130); flexitime records; leave applications for jury and military duty; authorized premium pay or overtime, maintained at duty post, upon which leave input data is based. Records may be in either machine readable or paper form.	Destroy after GAO audit or when 6 years old, whichever is sooner.
8.	<u>Time and attendance input records.</u>  Records in either paper or machine readable form used to input time and attendance data into a payroll system, maintained either by agency or payroll processor.	Destroy after GAO audit or when 6 years old, whichever is sooner.
9.	<u>Leave record.</u>  a. Record of employee leave, such as SF 1150, prepared upon transfer or separation.  b. Creating agency copy, when maintained.	File on right side of OPF. See GRS 1, item 1.  Destroy when 3 years old.

Items 10 through 12. Reserved.

Deductions, Allotments, and Electronic Funds Transfers.

13.	<u>Tax files.</u>  a. Employee withholding allowance certificate such as IRS Form W-4 and state equivalents.  b. Agency copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor.	Destroy 4 years after superseded or obsolete or upon separation of employee.  Destroy when 4 years old.
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# SUPERSEDED

# SUPERSEDED

Transmittal No. 6  
May 17, 1993

General Records Schedule 2

<u>ITEM NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	c. Agency copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor.	Destroy when 4 years old.
14.	<u>Savings Bond Purchase files.</u>	
	a. U.S. Savings Bond Authorization, SF 1192 or equivalent.	Destroy when superseded or after separation of employee.
	b. Bond registration files: issuing agent's copies of bond registration stubs.	Destroy 4 months after date of issuance of bond.
	c. Bond receipt and transmittal files: receipts for and transmittals of U.S. Savings Bonds.	Destroy 4 months after date of issuance of bond.
15.	<u>Combined Federal Campaign and other allotment authorizations.</u>	
	a. Authorization for individual allotment to the Combined Federal Campaign.	Destroy after GAO audit or when 3 years old, whichever is sooner.
	b. Other authorizations, such as union dues and savings.	Destroy after GAO audit or when 3 years old, whichever is sooner.
16.	<u>Thrift Savings Plan Election Form.</u>	
	Form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan.	Destroy when superseded or after separation of employee.
17.	<u>Direct Deposit Sign-up Form (SF 1199A).</u>	Destroy when superseded or after separation.

# SUPERSEDED

Transmittal No. 6  
May 17, 1993

General Records Schedule 2

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
18.	<p><u>Levy and Garnishment Files.</u></p> <p>Official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.</p>	<p>Destroy 3 years after garnishment is terminated.</p>
Items 19 through 21. Reserved.		
<u>Payroll Administration</u>		
22.	<p><u>Payroll system reports.</u></p> <p>a. Error reports, ticklers, system operation reports.</p> <p>b. Reports and data used for agency workload and or personnel management purposes.</p> <p>c. Reports providing fiscal information on agency payroll.</p>	<p>Destroy when related actions are completed or when no longer needed, not to exceed 2 years.</p> <p>Destroy when 2 years old.</p> <p>Destroy after GAO audit or when 3 years old, whichever is sooner.</p>
23.	<p><u>Payroll change files.</u></p> <p>Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor.</p> <p>a. Copies subject to GAO audit.</p> <p>b. All other copies.</p>	<p>Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>Destroy 1 month after end of related pay period.</p>

Transmittal No. 6  
May 17, 1993

General Records Schedule 2

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
24.	<u>Payroll correspondence.</u>  Correspondence between agency and payroll processor regarding general, routine administrative issues that do not relate to individual payments.	Destroy when 2 years old.
Items 25 through 27. Reserved.		
<u>Retirement</u>		
28.	<u>Retirement files.</u>  Reports, registers, or other control documents, and other records relating to retirement, such as SF 2807 or equivalent.	For CSRS/FERS related records, destroy upon receipt of official OPM acceptance of annual summary.

Transmittal No. 4  
April 24, 1992

General Records Schedule 6

ITEM  
NO.

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

included are equivalent agency forms which document the basic financial transaction as described above.

SF 215, Deposit Ticket  
 SF 224, Statement of Transactions  
 SF 1012, Travel Voucher  
 SF 1034, Public Voucher for Purchases and Services Other Than Personal  
 SF 1036, Statement of Certificate and Award  
 SF 1038, Advance of Funds Application and Account  
 SF 1047, Public Voucher for Refunds  
 SF 1069, Voucher for Allowance at Foreign Posts of Duty  
 SF 1080, Voucher for Transfer Between Appropriations and/or Funds  
 SF 1081, Voucher and Schedule of Withdrawals and Credits  
 SF 1096, Schedule of Voucher Deductions  
 SF 1097, Voucher and Schedule to Effect Correction of Errors  
 SF 1098, Schedule of Canceled Checks  
 SF 1113, Public Voucher for Transportation Charges  
 SF 1129, Reimbursement Voucher  
 SF 1143, Advertising Order  
 SF 1145, Voucher for Payment Under Federal Tort Claims Act  
 SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee  
 SF 1156, Public Voucher for Fees and Mileage  
 SF 1164, Claim for Reimbursement for Expenditures on Official Business  
 SF 1166, Voucher and Schedule of Payments  
 SF 1185, Schedule of Undeliverable Checks for Credit to Government Agencies

Transmittal No. 6  
May 17, 1993

General Records Schedule 6

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	SF 1218, Statement of Accountability (Foreign Service Account)	
	SF 1219, Statement of Accountability	
	SF 1220, Statement of Transactions According to Appropria- tion, Funds and Receipt Accounts	
	SF 1221, Statement of Transactions According to Appropria- tion, Funds, and Receipt Accounts (Foreign Service Account)	
	OF 1114, Bill of Collection	
	OF 1114A, Official Receipt	
	OF 1114B, Collection Voucher	
	b. Memorandum copies of accountable officers' returns including state- ments of transactions and accounta- bility, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records covered by Schedule 9 and payroll records covered by Schedule 2.	Destroy when 1 year old.
[NOTE: Accounts and supporting documents pertaining to American Indians are not authorized for disposal. Such records must be retained indefinitely since they may be needed in litigation involving the Government's role as trustee of property held by the Government and managed for the benefit of Indians.]		
2.	<u>GAO Exceptions Files.</u>	
	General Accounting Office notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.	Destroy 1 year after exception has been reported as cleared by GAO.
3.	<u>Certificates Settlement Files.</u>	
	Copies of certificates and settlement of accounts of accountable officers, state- ments of differences, and related records.	
	a. Certificates covering closed account settlements, supplemental settle- ments, and final balance settlements.	Destroy 2 years after date of settlement.

Transmittal No. 6  
May 17, 1993

General Records Schedule 10

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, Agency Report of Motor Vehicle Data); (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.		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.		<p data-bbox="401 2125 1267 2252">a. Operating records including those relating to gas and oil consumption, dispatching, and scheduling.</p> <p data-bbox="401 2298 1187 2416">b. Maintenance records, including those relating to service and repair.</p>	<p data-bbox="1353 2125 1905 2165">Destroy when 3 months old.</p> <p data-bbox="1353 2298 1862 2338">Destroy when 1 year old.</p>

Transmittal No. 6  
May 17, 1993

General Records Schedule 10

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	<u>Motor Vehicle Cost Files.</u>  Motor vehicle ledger and work sheets providing cost and expense data.	Destroy 3 years after discontinuance of ledger or date of work sheet.
4.	<u>Motor Vehicle Report Files.</u>  Reports on motor vehicles (other than accident, operating, and maintenance reports); including SF 82, Agency Report of Motor Vehicle 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 97, The United States Government Certificate of Release to Obtain Title to a 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.

Transmittal No. 6  
May 17, 1993

General Records Schedule 18

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
7.	<u>Classified Document Container Security Files.</u>	
	a. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Destroy when superseded by a new form or list, or upon turn in of containers.
	b. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet.	Destroy 3 months following the last entry on the form (see note)r.

[NOTE: Forms involved in investigations will be retained until completion of the investigation.]

#### Facilities Security and Protective Services Records

Records relating to measures taken for the protection of government-owned facilities and privately operated facilities given security cognizance by the Government from unauthorized entry, sabotage, or loss.

8.	<u>Security and Protective Services Administrative Correspondence Files.</u>	
	Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.	Destroy when 2 years old.

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

Transmittal No. 6  
May 17, 1993

General Records Schedule 18

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
9.	<u>Survey and Inspection Files.</u> (Government-owned facilities)	Destroy when 3 years old, or upon discontinuance of facility, whichever is sooner.
10.	<u>Survey and Inspection Files.</u> (privately owned facilities)	Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.
11.	<u>Investigative Files.</u>	Destroy when 2 years old.
12.	<u>Property Pass Files.</u>	Destroy 3 months after expiration or revocation.
13.	<u>Guard Assignment Files.</u>	Destroy 3 years after final entry.
	Files relating to guard assignments and strength.	
	a. Ledger records.	

Transmittal No. 6  
May 17, 1993

General Records Schedule 18

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
b.	Requests, analyses, reports, change notices, and other papers relating to post assignments and strength requirements.	Destroy when 2 years old.
14.	<u>Police Functions Files.</u>	
	Files relating to exercise of police functions.	
	Ledger records of arrest, cars ticketed, and outside police contacts.	Destroy 3 years after final entry.
	b. Reports, statements of witnesses, warning notices, and other documents relating to arrest, commitments, and traffic violations.	Destroy when 2 years old.
	c. Reports on contact of outside police with building occupants.	Destroy when 1 year old.
15.	<u>Personal Property Accountability Files.</u>	
	Files relating to accountability for personal property lost or stolen.	
	a. Ledger files.	Destroy 3 years after final entry.
	b. Reports, loss statements, receipts and other documents relating to lost and found articles.	Destroy when 1 year old.
16.	<u>Key Accountability Files</u>	
	Files relating to accountability for keys issued.	
	a. For areas under maximum security.	Destroy 3 years after turn-in of key.
	b. For other areas.	Destroy 6 months after turn-in of key.

Transmittal No. 6  
May 17, 1993

General Records Schedule 18

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
17.	<p><u>Visitor Control Files.</u></p> <p>Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers.</p> <p>a. For areas under maximum security.</p> <p>b. For other areas.</p>	<p>Destroy 5 years after final entry or 5 years after date of document, as appropriate.</p> <p>Destroy 2 years after final entry or 2 years after date of document, as appropriate.</p>
18.	<p><u>Facilities Checks Files.</u></p> <p>Files relating to periodic guard force facility checks.</p> <p>a. Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule)</p> <p>b. Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in the files defined in item 24 of this schedule.</p>	<p>Destroy when 1 year old.</p> <p>Destroy when 1 month old.</p>
19.	<p><u>Guard Service Control Files.</u></p> <p>a. Control center key or code records, emergency call cards, and building record and employee identification cards.</p> <p>b. Round reports, service reports on interruptions and tests, and punch clock dial sheets.</p> <p>d. Arms distribution sheets, charge records, and receipts.</p>	<p>Destroy when superseded or obsolete.</p> <p>Destroy when 1 year old.</p> <p>Destroy 3 months after return of arms.</p>

Transmittal No. 6  
May 17, 1993

General Records Schedule 18

ITEM

<u>NO.</u>	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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20. Logs and Registers.

Guard logs and registers not covered elsewhere in this schedule.

- |    |   |                                    |
|----|---|------------------------------------|
| a. | Central guard office master logs.                                 | Destroy 2 years after final entry. |
| b. | Individual guard post logs of occurrences entered in master logs. | Destroy 1 year after final entry.  |

Personnel Security Clearance Records

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

21. Security Clearance Administrative Subject Files.

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

Destroy when 2 years old.

22. Personnel Security Clearance Files.

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.

- |    |   |  |
|----|---|--|
| a. | Case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted; and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency. | Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable. |
|----|---|--|

Transmittal No. 6  
May 17, 1993

General Records Schedule 18

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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.
24r	<u>Security Violations Filesr</u>	
	Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.	
	a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the 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 foldersr	Destroy 2 years after completion of final action or when no longer needed, whichever is sooner.

Transmittal No. 6  
May 17, 1993

General Records Schedule 18

ITEM	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
25r	<u>Classified Information Nondisclosure Agreements.</u>	
	<p>Copies of nondisclosure agreements, such as SF 312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by Executive Orders governing security classification. These forms should be maintained separately from personnel security clearance files but may be filed in the individual's official military personnel folder (for uniformed military personnel) or on the right side of the official personnel folder (for civilian employees).</p>	
	<p>a. If maintained separately from the individual's official personnel folder.</p>	Destroy when 50 years old.
	<p>If maintained in the individual's official personnel folder.</p>	Apply the disposition for the official personnel folder, or destroy when 50 years old, whichever is later.

#### 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 agencywide responsibilities for emergency programs.]

Transmittal No. 6  
May 17, 1993

General Records Schedule 18

ITEM	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
27.	<p><u>Emergency Planning Case Files.</u></p> <p>Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, EXCLUDING one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files.</p>	<p>Destroy 3 years after issuance of a new plan or directive.</p>
<p>[NOTES: (1) If the emergency plan is not included in the agency's master set of directives files, a record set must be maintained and scheduled for eventual transfer to the National Archives by submission of an SF 115. (2) Emergency planning reports of operations tests, consisting of consolidated or comprehensive reports reflecting agencywide results of tests conducted under emergency plans are also permanent and must be scheduled for transfer to the National Archives by submission of an SF 115.]</p>		
28.	<p><u>Emergency Operations Tests Files.</u></p> <p>Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.</p>	<p>Destroy when 3 years old.</p>
29.	<p><u>National Defense Executive Reserve (NDER) Case Files.</u></p> <p>Case files for NDER reservists or applicants, maintained by agencies with major mobilization responsibilities in cases of national security emergencies, including qualifications statement, other personnel and administrative records, skills inventory, training data, and other records relating to administration of the NDER program.</p>	
	<p>a. Case files on reservists.</p>	<p>Destroy 5 years after termination from NDER program.</p>
	<p>b. Case files on individuals whose applications were rejected or withdrawn.</p>	<p>Destroy when 5 years old.</p>

Transmittal No. 6  
May 17, 1993

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 stored on magnetic media by Federal agencies in central data processing 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 database 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 databases 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 in the GRS that are authorized for destruction when no longer needed.

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.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<u>Files/Records Created in Central ADP Facilities, ADP Management, and ADP Support Operations 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.

Transmittal No. 6  
May 17, 1993

General Records Schedule 20

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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 database and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or database, whichever is later.
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 database and verified, or when no longer needed to support reconstruction of, or serve as back up to, the master file or database, whichever is later

Transmittal No. 6  
May 17, 1993

General Records Schedule 20

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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 database.	Delete after the necessary data have been incorporated into a master file.
3.	<u>Master Files, (Including Master Files that are Components of Database Management Systems) Relating to Administrative Functions.</u>	
	<p>Master files that:</p> <p>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</p> <p>b) consist only of the same information as is contained in all or portions of the disposable records it replaces or duplicates;</p> <p>EXCLUDING those that replace or duplicate the following GRS items: GRS 1, items 21, 22, 25f; GRS 12, item 3; and GRS 18, item 5.</p>	Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later.
4.	<u>Data Files Consisting of Summarized Information.</u>	
	<p>Records that contain summarized or aggregated information created by combining data elements or individual observations from a single master file or database 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:</p> <p>a) created as disclosure-free files to allow public access to the data; or</p> <p>b) created from a master file or database that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed;</p>	Delete when no longer needed for current business.
	which may not be destroyed before securing NARA approval.	

Transmittal No. 6  
May 17, 1993

General Records Schedule 20

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
5.	<p><u>Records Consisting of Extracted Information.</u></p> <p>Electronic files consisting solely of records extracted from a single master file or database that is disposable under GRS 20 or approved for deletion by a NARA approved disposition job, EXCLUDING extracts that are:</p> <ul style="list-style-type: none"> <li>a) produced as disclosure-free files to allow public access to the data; or</li> <li>b) produced from a master file or database that is unscheduled, or that was scheduled as permanent but no longer exists or can no longer be accessed; or</li> <li>c) produced by an extraction process which changes the informational content of the source master file or database, <p>which may not be destroyed before securing NARA approval. For print and technical reformat files see items 6 and 7 respectively.</p> </li></ul>	<p>Delete when no longer needed for current business.</p>
6.	<p><u>Print File.</u></p> <p>Electronic file extracted from a master file or database without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports.</p>	<p>Delete when no longer needed.</p>
7.	<p><u>Technical Reformat File.</u></p> <p>Electronic file consisting of data copied from a master file or database for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.</p>	<p>Delete when no longer needed.</p>

Transmittal No. 6  
May 17, 1993

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 temporary 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.

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 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.

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). Also, NARA has prepared a series of pamphlets that provide guidance on scheduling nontextual records that are not covered by the GRS which are available from the National Archives and Records Administration (NIA).

GRS items cover only 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 particular files.

The disposition instructions in the GRS are to be implemented without further approval from NARA, with the exception that most records created before

Transmittal No. 6  
May 17, 1993

General Records Schedules

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.

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 several exceptions to this authority. In those cases, the electronic version of the file must be scheduled on an SF 115.

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 FRC's 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 FRC's are found in NARA regulations (36 CFR 1228.152).

The GRS are issued in a looseleaf format for ease of updating. GRS transmittal documents will be sequentially numbered. In addition, the first NARA bulletin of each fiscal year will list the current GRS transmittals in effect.

Transmittal No. 6  
May 17, 1993

General Records Schedule 20

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
8.	<p data-bbox="405 594 853 631"><u>Security Backup File.</u></p> <p data-bbox="405 680 1256 888">Electronic file consisting of data identical in physical format to a master file or database and retained in case the master file or database is damaged or inadvertently erased.</p> <p data-bbox="405 937 1256 1349">a. File identical to records scheduled for transfer to the National Archives.</p> <p data-bbox="405 1234 1256 1349">b. File identical to records authorized for disposal in a NARA-approved records schedule.</p>	<p data-bbox="1338 937 1989 1185">Delete when the identical records have been transferred to the National Archives and successfully copied, or when replaced by a subsequent security backup filer</p> <p data-bbox="1338 1234 1989 1392">Delete when the identical records have been deleted, or when replaced by a subsequent security backup filer</p>
9.	<p data-bbox="405 1444 961 1482"><u>Finding Aids (or Indexes).</u></p> <p data-bbox="405 1531 1256 1863">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 data-bbox="1338 1531 1989 1646">Delete with related records or when no longer needed, whichever is later.</p>
10r	<p data-bbox="405 1914 944 1952"><u>Special Purpose Programs.</u></p> <p data-bbox="405 2001 1256 2367">Application software necessary solely to use or maintain a master file or database 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 database or any master file or database scheduled for transfer to the National Archives.</p>	<p data-bbox="1338 2001 1903 2116">Delete when related master file or database has been deleted.</p>

Transmittal No. 6  
May 17, 1993

General Records Schedule 20

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
11.	<u>Documentation.</u>	
	a. Data systems specifications, file specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or database that has been authorized for destruction by the GRS or a NARA approved disposition schedule.	Destroy or delete when superseded or obsolete, or upon authorized deletion of the related master file or database
	b. Computer center copies of records relating to system security, including records documenting periodic audits or review and recertification of sensitive applications, disaster and continuity plans, and risk analysis as described in OMB Circular No. A-130.	Destroy or delete when superseded or obsolete.

[NOTES: (1) Documentation which relates to permanent or unscheduled master files and databases is not authorized for destruction by the GRS (2) See item 1a of this schedule for documentation relating to system testing.]

12. Downloaded and Copied Data.

Derived data and data files which are copied, extracted, merged or calculated from other data, when the original data is retained.

- |   |   |
|---|---|
| a. Derived data used for ad hoc or one-time inspection, analysis or review, if the derived data is not needed to support the results of the inspection, analysis or review.                                     | Delete when no longer needed.   |
| b. Derived data which provide user access in lieu of hard copy reports which are authorized for disposal.   | Delete when no longer needed.   |
| c. Metadata or reference data, such as format, range or domain specifications which is transferred from a host computer or server to another computer for input, updating or transaction processing operations. | Delete from the receiving system when the input operation is completed. |

[NOTE: See item 5 for other extracted data.]

Transmittal No. 6  
May 17, 1993

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 101-45.10, "Recovery of Precious Metals."

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

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|----|--|--|
| 1. | Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency. | Destroy when 1 year old or when no longer needed.  |
| 2. | Personnel identification or passport photographs.  | Destroy when 5 years old or when no longer needed. |

Transmittal No. 6  
May 17, 1993

General Records Schedule 21

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
3.	Internal personnel and administrative training filmstrips and slides of programs that do not reflect the mission of the agency.	Destroy 1 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.
<u>Graphic Arts</u>		
5.	Viewgraphs.	Destroy 1 year after use or when no longer needed.
6.	Routine artwork for handbills, flyers, posters, letterhead, and other graphics.	Destroy 1 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 1 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 1 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 2 years old or when no longer needed.
13.	Duplicate prints and pre-print elements in excess of those elements required for preservation by 36 CFR 1228.184.	Destroy when no longer needed.

Transmittal No. 6  
May 17, 1993

General Records Schedule 21

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
<u>Video Recordings</u>		
14.	Programs acquired from outside sources for personnel and management training.	Destroy 1 year after completion of training program
15.	Programs acquired from outside sources for personnel entertainment and recreation.	Destroy when no longer needed.
16.	Rehearsal or practice tapes.	Destroy immediately.
17.	Internal personnel and administrative training programs that do not reflect the mission of the agency. (These include "role-play" sessions, management and supervisory instruction, etc.)	Destroy 1 year after completion of training program.
18.	Routine surveillance recordings.	Destroy when no longer needed.
19.	Routine scientific, medical or engineering recordings.	Destroy when 2 years old or when no longer needed.
20.	Recordings that document routine meetings and award presentations.	Destroy when no longer needed.
21.	Duplicate dubbings and pre-mix elements in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	Destroy when no longer needed.
<u>Audio (Sound) Recordings</u>		
22.	Recordings of meetings made exclusively for notetaking or transcription, EXCLUDING recordings of proceedings of Presidential commissions and other executive commissions.	Destroy immediately after use.
[NOTE: Recordings of Presidential and other executive commissions are not covered by the GRS. Such records are usually appraised as permanent, and they must be described on an SF 115 submitted to NARA for final disposition approval.]		
23.	Dictation belts or tapes.	Destroy immediately after use.
24.	Pre-mix sound elements created during the course of a motion picture, television, or radio production.	Destroy immediately after use.

Transmittal No. 6  
May 17, 1993

General Records Schedule 21

ITEM	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
25.	Library sound recordings (e.g., effects, music)r	Destroy when no longer needed.
26.	Daily or spot news recordings available to local radio stations on a call-in basis.	Destroy when 6 months old or when no longer needed.
27.	Duplicate dubbings in excess of those elements required for preservation, duplication, and reference by 36 CFR 1228.184.	Destroy when no longer needed.

Related Documentation

28.	Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records.	Dispose of according to the instructions covering the related audiovisual records.
29.	Finding aids for identification, retrieval, or use of temporary audiovisual records.	Dispose of according to the instructions covering the related audiovisual records.

Transmittal No. 6  
May 17, 1993

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. This schedule does not apply to any materials that the agency has determined to be nonrecord or to materials such as calendars or work schedules claimed as personal.

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 NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<p><u>Office Administrative Files.</u></p> <p>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. 6  
May 17, 1993

General Records Schedule 23

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
2.	<u>Word Processing Files</u>  Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes  a. When used to produce hard copy which is maintained in organized files.  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 115r	Delete when no longer needed to create a hard copy.  Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115r
3.	<u>Administrative Databases</u>  Databases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115r  a. When hard copy records are retained in order to meet recordkeeping requirements.  b. When the database takes the place of hard copy records.  c. Hard copy printouts created for short-term administrative purposes.	Delete information in the database when no longer needed.  Delete after the expiration of the retention period authorized for the hard copy file, or when no longer needed, whichever is later.  Destroy when no longer needed

Transmittal No. 6  
May 17, 1993

General Records Schedule 23

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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>b. When maintained only in electronic form.</p>	<p>Delete when no longer needed to update or produce 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. 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.</p>
5.	<p><u>Schedules of Daily Activities.</u></p> <p>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.</p> <p>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)r</p>	<p>Destroy or delete when 2 years old.</p>

[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.]

Transmittal No. 6  
May 17, 1993

General Records Schedule 23

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
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.
6.	<p><u>Suspense Files.</u></p> <p>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</p>	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.	<p><u>Transitory Files</u></p> <p>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.</p>	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.	

Transmittal Nor 6  
May 17, 1993

General Records Schedule 23

ITEM  
Nor

DESCRIPTION OF RECORDS

AUTHORIZED DISPOSITION

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| <p>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.</p>  |  |
| <p>8. <u>Tracking and Control Records.</u></p> <p>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.</p>  | <p>Destroy or delete when no longer needed.</p>                                  |
| <p>9. <u>Finding Aids (or Indexes).</u></p> <p>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</p> | <p>Destroy or delete with the related records or sooner if no longer needed.</p> |

Transmittal Noe 6  
May 17, 1993

General Records Schedules Subject Index

GENERAL RECORDS SCHEDULES

SUBJECT INDEX

	<u>Schedule</u>	<u>Item</u>
Accidents, General (see Investigative Files)		
Accident, Motor Vehicle Report	10	5
Accountable Officers' Returns	6	1
Accountability		
Classified documents	18	5
Forms, transportation requests	9	1,3
Keys, security and protective	18	16
Personal property, files	18	15
Transportation and travel	9	4
Accounting		
Accountable officers' returns	6	1
Availability of funds	6	4
Collection of funds	6	4
Correspondence	6	5
Custody of funds	6	4
Deposit of funds	6	4
Exception notices of GAO	6	2
Settlement certificates of	6	3
Support documents	6	7,8,9
Surety, personnel bond	6	6
Accounts		
Accounts, general	7	2
Allotment	7	3
Posting and control media	7	4
Acquisition of Real Property, Title Papers	3	1
Administrative Files (Office)		1
Databases		3
Master data files	20	3
Administrative Management		
Audits/reviews	16	11,14
Committees	16	8
Feasibility studies	16	9
Forms	16	3
Notices and other issuance	16	1
Project control	16	5
Records management	16	2,4,7
Reports control	16	6

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Administrative Claims Files	6	10
Aerial Film	17	2
ADP (see Electronic Records)		
Affirmative Action Plans	1	25
Allotment Ledgers	7	3
Analog Data (Uncalibrated)	20	2d
Applications		
Employment	1	15
Grants	3	13
Housing	15	7
Apportionment and Reapportionment (see Budget)		
Appropriation Warrants	6	4
Architecture		
Drawings	17	4, 5, 9
Models	17	7
Arrests	18	14
Audiovisual		
Contracts	21	28
Finding aids	21	29
Graphic arts	21	5-8
Artwork		
Flyers	21	6
Letterhead	21	6
Posters	21	6
Line copies, charts & graphs	21	8
Photo-mechanical reproduction	21	7
Viewgraphs	21	5
Motion pictures	21	9-13
Duplicates	21	13
Engineering	21	12
Entertainment	21	10
Scientific medical	21	12
Surveillance	21	11
Training	21	9
Production files	21	28
Scripts	21	28

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Audiovisual (continued)		
Sound recordings	21	22-27
Dictation	21	23
Dubbings	21	27
Effects	21	25
Meetings	21	22
Media production	21	24
News recordings	21	26
Pre-mix elements	21	24
Still photography	21	1-4
Ceremonial	21	1
Duplicates	21	4
Filmstrips (internal training)	21	3
Passports	21	2
Personnel identification	21	2
Slides (internal training)	21	3
Video recordings	21	14-21
Awards presentation	21	20
Dubbings	21	21
Engineering	21	
Entertainment	21	
Management instruction	21	
Medical	21	19
Meetings	21	20
Practice tapes	21	16
Surveillance	21	18
Training	21	14e17
 Audit Case Files	 22	 2
 Automobile Permits	 11	 4
 Awards (Personnel)	 1	 12e13
 Bid and Proposal Files	 3	 5
Acceptable bidders	3	5d
Cancelled	3	5c
Successful	3	5a
Unsuccessful	3	5b, 13
 Bills of Lading	 9	 1
 Binding	 13	 2
 Bonds		
Campaigns	23	7
Personnel surety	6	6
Savings	2	14

Transmittal No. 6  
May 17, 1993

General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
<b>Budget</b>		
Apportionment	5	4
Correspondence files	5	1
Reports	5	3
Work papers	5	2
<b>Building Space and Maintenance</b>		
Allocation	11	2
Correspondence	11	1,2b
Credentials	11	4a
Directory service	11	3
Plans	11	2a
Release	11	2
Reports	11	2b
Request for services	11	5
Utilization	11	2
<b>Calendars</b>	23	5
<b>Carrier (see Transportation)</b>		
<b>Cartographic</b>		
Aerial film	17	2
Color pulls	17	1
Color separation sheets	17	1
Composites	17	1
Maps		
Correction	17	1
<b>Case Files</b>		
Classification appeals	1	7d
Contract appeals	3	15
Emergency planning	18	27
Erroneous release	14	36
FOIA appeals		12
Informational services	14	4
Personnel		
EEO complaint	1	
Incentive awards	1	12a,13
Labor management	1	28
Security	18	22
Privacy Act amendment		22
Procurement	3	3
Real Property	3	1
Surplus property	4	3

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
<b>Certificates</b>		
Classified document destruction	18	3
Eligibles (employment)	1	5
Performance rating	1	23
Settlement	6	3
Tax exemption	3	12
Tax withholding	2	13a
Title	3	1
Transit	9	1
 Charity appeals	 23	 7
 Charts (see Cartographic)		
 Civilian Personnel (see Personnel)		
 <b>Claims</b>		
Administrative	6	10
Health benefits, former spouse	1	35
Waiver of, administrative	6	11
 <b>Classified Documents</b>		
Access control	18	6
Accounting	18	5
Administrative correspondence	18	1
Container security	18	7
Inventory	18	4
Receipt	18	2
 <b>Classified Information and Control</b>		
Access control	18	6
Container security	18	7
Correspondence	18	1
Destruction certificates	18	3
 Classified Information Nondisclosure Agreement	 18	 25
 Clearance (see Personnel, Security clearance)		
 Commendation Letters	 1	 12c
 Committee Management	 16	 8c
 Committees	 16	 8
 <b>Communications</b>		
Administrative	12	2
Correspondence	12	2
Equipment	12	2b, 2d(2)

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Communications (continued)		
Messages	12	3b
Operation	12	2, 3a
Reports		
Administrative	12	2b
Load	12	3a
Performance	12	3a
Statistical	12	2c
Vouchers	12	2d
Complaints, Discrimination	1	25
Construction	17	4-10
Contract Appeals Case Files	3	15
Contracts	3	3
Contractors' Employment Practices & EEO	1	25d(1)
Contractors' Payrolls	3	11
Contractor's Statement of Contingent or Other Fees	3	16
Control Files		
Classified documents	18	5
FOIA	14	
General	23	8
Mandatory Review	14	33
Printing	13	3
Privacy Act	14	24
Correspondence		
Accounting	6	5
Building and space maintenance	11	1, 2b
Communications	12	2
Cost accounting	8	1
Emergency planning	18	26
Expenditure accounting	7	1
Facilities, security	18	8
Grants	3	14
Housing	15	1
Informational services	14	1, 2, 5
Motor vehicle	10	1, 7
Pay	2	24
Personnel	1	3, 4, 17a, 17c
Personnel security	18	21
Plant accounting	8	1

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Correspondence (continued)		
Printing, Administrative	13	1
Procurement	3	2
Property disposal	4	1
Security and protective service	18	8
Space and maintenance	11	1
Stores accounting	8	1
Surplus property	4	1
Transportation	9	4
Travel	9	4
Word processing	23	2
Cost Accounting		
Correspondence	8	1
Ledgers	8	7
Reports	8	6
Credentials	11	4
	18	12, 19a
Credit Card Purchases	6	1, 7, 8
Declassification (See Mandatory Review for Declassification)		
Deductions, Payroll	2	
Direct Deposit, Payroll Authorization	2	17
Design and Construction	17	
Discrimination Complaints	1	25
Dispensary Control Files	1	
Drawings		3, 4, 5, 8, 9
Driver Tests	10	
Drug Testing	1	
Electronic Fund Transfer, Payroll	2	17
Electronic Records		
Backup tapes	20	8
Calendars	23	5
Control files	23	8
Copied data	20	12
Databases (administrative)	23	3

Transmittal No. 6  
May 17, 1993

General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
<b>Electronic Records (continued)</b>		
Documentation	20	11
Downloaded data	20	12
Extracted data	20	5
Federal procurement data system	3	3d
Finding aids	20	9
	23	9
Input data (see Source data)		
Intermediate data	20	1b
Master data files		
Administrative (routine)	20	3
	23	3
Reformatted	20	7
Summarized data	20	4
Mail or messages	23	2
Pay record, individual	2	1
Payroll files, noncurrent	2	2
Print files	20	6
Printouts	20	1a, 1c
		3
Programs, special purpose	20	10
Publications	20	6
Reports	20	6
Schedules of daily activities		5
Software	20	10
Source data	8	7
	20	2
Specifications	20	11
Spreadsheets	23	4
System usage files	20	1c
Test data	20	1a
Test documentation	20	1a
Tracking files (see Control files)		
Update records	20	1b
Valid transaction files	20	1b
Word processing files	23	2
Work files	20	1b
<b>Emergency Planning</b>		
Case files	18	27
Correspondence	18	26
Operations tests	18	28
<b>Employee Performance</b>	1	23
<b>Employee Records (See Personnel and also Payroll)</b>		
<b>Employee Transfer and Detail</b>	1	14

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Engineering Drawings	17	8
Equal Employment Opportunity Complaints	1	25
Erased Media (see Electronic Records)		
Erroneous Release	14	36
Expenditure Accounting		
Allotment	7	3
Correspondence	7	1
Ledgers	7	2
Posting and control	7	4
Facilities, Security		
Correspondence	18	8
Inspections and surveys	18	9,10
Investigation	18	11
Feasibility Studies	16	9
Federal Register, Documents Published in	16	13
Films		
Duplicates	21	13
Engineering	21	12
Entertainment	21	10
Scientific and medical	21	12
Surveillance	21	11
Training	21	9
Finding Aids		
Audiovisual	21	29
General (including electronic)	23	9
Information services	14	6
Mainframe computer	20	9
Flexitime Records (see Payroll)		
Followup Files	23	6
Forms	16	3
Freedom of Information Act Files		
Administrative	14	15
Appeals	14	12
Control	14	13
Erroneous release	14	36

Transmittal No. 6  
May 17, 1993

General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Freedom of Information Act Files (continued)		
Reports	14	14
Requests	14	11
Freight	9	1,2
Freight and Passenger Transportation Files	9	
Gasoline Sales Tickets	6	
General Accounting Office		
Notices of exception	6	2
Site audit	6	1
Support documentation	6	7,8,9
Government Losses in Shipment Act	9	2
Grants	3	13,14
Graphic Arts (also see Audiovisual)	21	5-8
Guard		
Assignment	18	
Facility checks	18	
Service control	18	19
Logs and registers	18	20
Health Benefits Claims, Former Spouse	1	
Health Programs, Civilian		
Dispensary logs	1	20
Employee medical folder	1	21
Health record card	1	19
Individual cases	1	21
Reports	1	22
Household Effects, Shipment of	9	1
Housing		
Applications	15	7
Assignment	15	5
Correspondence	15	1
Furnishings inventory	15	6
Lease	15	4
Maintenance and repair	15	2
Reports	15	3
Requests (EEO)	1	25e
Tenant	15	5a
Vacancy	15	5

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Identification Credentials	11	4
Incentive Award Case Files	1	13
Indexes (see Finding Aids)		
Information Collection Budget	16	12
Information Resources Management		
Information collection budget	16	12
Systems studies	16	9
Triennial reviews	16	11
Informational Services		
Acknowledgement files		2
Bibliographies		6
Correspondence	14	1,2,5
Freedom of information	14	11-15
Erroneous release		36
Information retrieval system	20	10
Press service files	14	3
Privacy Act files	14	21-25
Project case files		4
Publications indexes and bibliographies		6
Requests	14	1 7a
Injury and Illness, Occupational	1	31,35
Inspections		
Microform logs	16	10
Safety and Security		
Government-owned facilities	18	9
Privately-owned facilities	18	10
Inspectors General	22	1-2
Internal Control Review	16	14
Interview	1	8
Inventory, equipment and supplies	3	9
Investigative Files	18	11
	22	1
Invitations		
Bid	3	5
Committee meetings	16	8b(2)

Transmittal No. 6  
May 17, 1993

General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Invoices, Stores Accounting	8	2
Job Descriptions	1	7
Key Control, Security	18	16
Labor Management Relations	1	28
Leave	2	6-9
Donated	1	37
Ledgers		
Allotment	7	3
Cost report	8	7
Electronic files to produce	20	6
General accounts	7	2
Plant accounting	8	5
Subsidiary	7	4
Levy and Garnishment	2	18
Losses in Shipment Act, Government	9	2
Mail		
Administration	12	5g
Certified	12	5a
Control	12	5
Delayed delivery report	12	5c
Electronic	23	2
Express	12	5a
Insured	12	5a
Loss report	12	
Messenger service	12	1,6h
Overnight	12	5a
Penalty mail reports	12	7
Postal irregularities	12	8
Private mail companies	12	5
Receipt and routing	12	6a
Receipts	12	6a,6f
Registered mail	12	5a,6b
Stamps	12	6c,6e
Statistical reports	12	6b,6d
Mailing List		4
Maintenance		1,5
Management (see Administrative Management)		

Transmittal Noe 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Mandatory Review for Declassification		
Administrative files		35
Appeals		32
Control	14	33
Reports		34
Requests		
Maps (see Cartographic)		
Measurement Data, Electronic	20	2d
Medical Records	1	19-21
Merit Promotion Case Files	1	32
Messages (Electronic Mail)		
Messenger Service	12	1
Microform Inspection	16	10
Motion Picture (also see Audiovisual)	21	9-13
Motor Vehicle		
Accidents	10	5
Correspondence	10	1,7
Cost and expense data	10	3
Maintenance	10	2b
Operation	10	2a
Operators	10	7
Releases	10	6
Reports	10	4
National Defense Executive Reserve Cases	18	29
Nondisclosure Agreements (Classified Information)	18	25
Notices	16 23	1
Notification of Personnel Action	1	14
Observational Data, Electronic	20	2d
Occupational Injury and Illness	1	31,34
Official Personnel Folders	1	1,d0
Overseas Employment	1	3

Transmittal No. 6  
May 17, 1993

General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Parking Permits		4a
Passes		4a 12
Passports	9	5
Photographs	21	2
Pay and Payroll		
Allotment authorizations	2	15, 16
Bonds		
Authorization	2	14
Purchase	2	14
Receipt and transmittal	2	14
Registration	2	14
Combined Federal Campaign	2	15a
Correction records	2	23
Correspondence	2	24
Direct deposit	2	17
Electronic fund transfer	2	17
Flexitime records	2	7
Individual employee pay record	2	1
Leave application	2	6
Leave record	2	9
Levy and garnishment	2	18
Payrolls (copy)	2	2
Reports		
Error	2	22a
Fiscal	2	22c
Management or workload	2	22b
Tax	2	13c
Retirement	2	28
Savings allotment authorizations	2	15b
Taxes	2	13
Thrift Savings Plan	2	16
Time and attendance reports	2	7, 8
Union dues	2	15b
Wage survey	1	38
Performance Rating	1	23
Personal Injury	1	31
Personnel (Civilian)		
Adverse action	1	30b
Affirmative Action Plans	1	25h

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Personnel (Civilian) (continued)		
Application record card	1	33d
Applications for employment	1	15, 33h, 33k
Appointments	1	4
Awards	1	12, 13
Certificates of eligibles	1	5, 33m
Certification request control index	1	33n
Correspondence	1	3, 4, 17a, 17c
Counseling	1	26
Delegated agreements	1	33
Discrimination cases	1	25
Displaced employee program	1	33o, p
Dispensary logs	1	20
Driver tests	10	7
Drug testing	1	36
Employee interviews	1	8
Employee medical folder	1	21
Employee record card	1	6
Equal Employment Opportunity	1	25
Evaluations	1	7c(2)
Examination announcement cases	1	33e
Examinations	1	33c, e, i
Financial disclosure reports	1	24
Grievance	1	30a
Health benefits claims, denied	1	35
Health record cases	1	21
Health records, individual	1	19, 21
Health unit control files	1	20
Incentive awards		
Cases	1	12a
Reports	1	
Informational files	1	18
Injury and illness	1	
Interviews	1	8
Labor-management relations	1	28
Leave	2	6, 7, 8, 9
Letters of reference	1	10
Motor vehicle operation	10	7
Notification of Personnel Action	1	14
Official Personnel Folder	1	1, 10
Performance ratings	1	23
Personnel security case files	18	22
Position classification		
Appeals	1	7d
Standards	1	7a(1)
Survey	1	7c
Position descriptions	1	7b

Transmittal No. 6  
May 17, 1993

General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
<b>Personnel (Civilian) (continued)</b>		
Position identification strips	1	11
Reduction-In-Force (RIF) records	1	17b(1), 30b
Registers of eligibles	1	33f
Reports		
Affirmative action	1	25h(4)
Audits of delegated examining operations	1	
Statistical	1	16, 22, 25f
Retention registers	1	17b
Retirement assistance	1	
Retirement (payroll)	2	28
Security clearance	18	22, 23
Security violation	18	24
Service record card	1	2
Standards of conduct	1	27
Temporary records	1	10
Test material stock control	1	33c
Time and attendance	2	6, 7, 8, 9
Training	1	29
Vacancy announcements	1	32
<b>Personnel Security</b>		
Case files	18	22
Correspondence	18	21
Status	18	23
Violations	18	24
<b>Photographs (also see Audiovisual)</b>	21	1-4
<b>Plant Accounting</b>		
Account cards	8	5
Correspondence	8	1
Ledgers	8	5
<b>Police Records</b>	18	14
<b>Position Descriptions</b>	1	7b
<b>Postal Irregularities</b>	12	8
<b>Postal Records</b>	12	5
<b>Press Service</b>	14	3
<b>Printing</b>		
Correspondence	13	1
Mailing lists	13	4
Management	13	6

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Printing (continued)		
Planning		2b
Projects		2a
Reports to Congress		
Registers		
Privacy Act		
Administrative	14	26
Amendment cases	14	22
Control records	14	
Disclosure	14	23
Erroneous release	14	36
Reports	14	
Requests	14	21
Procurement		
Bids and proposals	3	5
Bond and surety	3	3
Contract appeals	3	15
Contractors' payrolls	3	11
Contracts	3	3
Correspondence	3	2
Federal procurement data system	3	3d
Inventories	3	9
Purchase orders	3	3
Real property acquisition	3	1
Requisitions	3	3, 6, 7, 18
Small and disadvantaged business utilization	3	
Supply management	3	4
Survey, reports of	3	9c
Tax exemption certificates	3	12
Telephone statements	3	10
Production Files (Audiovisual)	21	28
Promotion, Merit	1	3, 12
Proposals (see Bids and Proposals Files)		
Property Disposal		
Correspondence	4	1
Excess personal property reports	4	2
Real property disposal	4	4
Surplus property	4	3
Property Pass	18	12

Transmittal No. 6  
May 17, 1993

General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Publications, Electronic	20	6
Purchase Orders	3	3
Recordings		
Sound (audio)	21	22-27
Video	21	14-21
Records Disposition Files	16	2
Records Holdings Files	16	4
Records Management Files	16	7
Reduction-In-Force (RIF) Records (see Personnel)		
Reports		
Accident, motor vehicle	10	5
Budget	5	3
Building space and maintenance	11	2b
Communications	12	2b
Control Files	16	6
Cost accounting	8	6
Electronic files to produce	20	6
Freedom of Information	14	
Health programs, civilian	1	22
Housing	15	3
Incentive award	1	
Joint Committee on Printing	13	5a
Losses in Shipment Act, Government	9	2
Mail	12	5c, 6b, 6d, 7, 8
Motor vehicle	10	4
Pay and payroll	2	22, 28
Personnel	1	13, 16, 22, 25f 25h(4), 33q
Privacy Act	14	25
Property disposal	4	2
Security (facility)	18	18
Space and maintenance	11	2
Statistical		
Communications	12	2c
Cost accounting	8	7
Health	1	22
Mail	12	6b, 6d
Payroll	2	22
Personnel	1	16
Surplus property	4	2

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
<b>Requisitions</b>		
Bindings	13	3
Control registers	13	2
Duplication	15	2b
Housing maintenance and repair	3	7
Nonpersonal	13	2a
Printing	3	3, 6, 7, 8
Procurement	3	6
Public Printer	12	6c
Stamps	3	8
Supplies and equipment		
<b>Retirement</b>	2	28
Assistance	1	39
<b>Safety and Security Inspections</b>		9, 10
<b>Schedules of Daily Activities</b>	23	5
<b>Scripts</b>		28
<b>Security and Protective Services</b>		
Correspondence	18	8
Guard assignment and strength	18	
Guard force facility checks	18	18
Guard log and registers	18	20
Guard service control	18	19
Investigations	18	11
Key accountability	18	16
Lost or stolen property	18	15
Police files	18	14
Property pass files	18	12
Survey and inspection	18	9, 10
Visitor control files	18	17
<b>Selective Placement</b>	1	5
<b>Shortage and Demurrage Reports</b>	9	1
<b>Site Audit Records</b>	6	1
	2	1
	9	1
<b>Small and disadvantaged business utilization (see Procurement)</b>		

Transmittal Noe 6  
May 17, 1993

General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Software	20	10
Sound Recordings (also see Audiovisual)	21	22-27
Space and Maintenance		
Allocation and utilization	11	2
Building plans	11	2
Correspondence	11	1,2b
Credentials	11	4
Directory service listings	11	3
Maintenance	11	5
Reports	11	2b
Specifications, Real Property	4	4
Spreadsheets	23	4
Statement of Employment and Financial Interest	1	24b
Statistical Files		
Extracted data	20	5
Summarized data	20	4
Still Pictures (also see Audiovisual)	21	
Stores Accounting		
Correspondence	8	1
Invoices	8	2
Returns and reports	8	3
Work papers	8	4
Suggestions, Employee	1	12a(1)
Supply		
Inventory	3	9
Requirements	3	4
Requisitions	3	8
Surety Bond Files	6	6
Surplus Property		
Correspondence	4	1
Personal property	4	3
Real property	4	4
Reports	4	2
Suspense Files	23	6

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	_____	<u>Item</u>
Tax Exemption Certificates	3	
Tax Files	2	
Telecommunications	12	
Telegrams	6	9
Telephone Statements and Toll Slips	3	10
	6	8
Thrift Savings Plan	2	
Time and Attendance	2	
Title Papers	3	
Tracking Files (See Control Records)		
Training Records	1	29
Transit Certificates	9	1
Transitory Files	23	7
Transportation		
Accountability	9	4
Bills of Lading	9	1
Correspondence	9	4
Freight records	9	1
Lost or damaged shipment	9	2
Travel		
Accountability	9	4
Authorization	9	1
Correspondence	9	4
Orders	9	3
Passports	9	5
Reimbursement	9	3
Requests	9	1
Vouchers	9	
U.S. Postal Service Records	12	
U.S. Savings Bonds		
Payroll savings	2	14
Receipt and transmittal	2	14
Registration	2	14

Transmittal No. 6  
May 17, 1993

## General Records Schedules Subject Index

	<u>Schedule</u>	<u>Item</u>
Vacancy Announcements	1	32
Video Recordings (see also Audiovisual)	21	14-21
Viewgraphs	21	5
Visitors' Passes	11	4
Vouchers		
Communications	12	2d
General	6	1
Passenger transportation	9	1
Wage Survey	1	38
Waiver of Claims	6	11
Word Processing Files	23	2
Work Papers		
Budget	5	2
Stores accounting	8	4

Transmittal No. 6  
May 17, 1993

General Records Schedules Forms Index

GENERAL RECORDS SCHEDULES

FORMS INDEX

STANDARD FORMS INDEX

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
1	Printing and Binding Requisition	3(6);13(2)
1A	Binding Instructions	3(6);13(2)
1B	List of Books to be Bound	3(6);13(2)
1C	Printing and Binding Requisition for Specialty Items	3(6);13(2)
2	U.S. Government Lease for Real Property	3(3)
2B	U.S. Government Lease for Real Property (Short Form)	
7	Service Record	
	Service Record - Continuation	
	Employee Record	
	Position Identification Strip	1(11)
	Telegraphic Message	12(3)
	Application for 10-Point Veteran Preference	1(1)
18	Request for Quotations	3(3,5)
	Bid Bond	3(3)
25	Performance Bond	
	Payment Bond	
	Continuation Sheet (For Standard Forms 24, 25, and 25A)	3(3)
	Award/Contract	3(3,6)
	Affidavit of Individual Surety	
	Amendment of Solicitation/Modification of Contract	3(3,6)

Transmittal Noe 6  
May 17, 1993

## General Records Schedules Forms Index

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
33	Solicitation, Offer and Award	3(3,5)
34	Annual Bid Bond	3(3,5)
35	Annual Performance Bond	
39	Request for Referral of Eligibles	
	Request and Justification for Selective Factors and Quality Ranking Factors	1(5,33)
44	Purchase Order - Invoice - Voucher	3(3) <del>e6</del> (1)
44a-d	Purchase Order - Invoice - Voucher	3(3) <del>e6</del> (1)
50	Notification of Personnel Action	1(1,14)
50B	Notification of Personnel Action	1(1, <del>a</del> 4)
52	Request for Personnel Action	1(1)
59	Request for Approval of Non-Competitive Action	1(1,33)
61	Appointment Affidavits	1(1)
61B	Declaration of Appointee	1(1)
62	Agency Request to Pass Over a Preference Eligible or Object to an Eligible	1(5)
	Official Personnel Folder	
	Application for Leave	
81	Request for Space	
82	Agency Report of Motor Vehicle Data	10(4)
	Request for OMB Review	16(6)
	Questionnaire for Noncritical-Sensitive Positions	18(22)
86	Questionnaire for Sensitive Positions	18(22)
91	Operator's Report of Motor Vehicle Accident	10(5)

Transmittal No. 6  
May 17, 1993

## General Records Schedules Forms Index

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
91A	Investigation Report of Motor Vehicle Accident	10(5)
94	Statement of Witness	10(5)
97	The United States Government Certificate of Release to Obtain Title to a Motor Vehicle	4(3) & 10(6)
98	Notice of Intention to Make a Service Contract and Response to Notice	3(11)
98A	Notice of Intention to Make a Service Contract and Response to Notice (Attachment A)	3(11)
99	Notice of Award of Contract	3(3)
108	Statement of Receipts	7(4)
113A	Monthly Report of Federal Civilian Employment	1(16)
114	Sale of Government Property - Bid and Award	4(3)
114A	Sale of Government Property - Item Bid Page - Sealed Bid	4(3)
114B	Sale of Government Property - Item Bid Page - Sealed Bid	4(3)
114C	Sale of Government Property - General Sale Terms and Conditions	4(3)
114C-1	Sale of Government Property - Special Sealed Bid Conditions	4(3)
114C-2	Sale of Government Property - Special Sealed Bid - Term Conditions	4(3)
114C-3	Sale of Government Property - Special Spot Bid Conditions	4(3)
114C-4	Sale of Government Property - Special Auction Conditions	4(3)
114D	Sale of Government Property - Amendment of Invitation for Bids/Modification of Contract	4(3)
114E	Sale of Government Property - Negotiated Sales Contract	4(3)

Transmittal No. 6  
May 17, 1993

## General Records Schedules Forms Index

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
114F	Sale of Government Property - Item Bid Page - Spot Bid or Auction	4(3)
115	Request for Records Disposition Authority	16(2)
115A	Request for Records Disposition Authority - Continuation	16(2)
119	Contractor's Statement of Contingent or Other Fees	3(3,5,16)
120	Report of Excess Personal Property	4(2)
120A	Continuation Sheet (Report of Excess Personal Property)	
121	Annual Report of Utilization and Disposal of Excess and Surplus Personal Property	
122	Transfer Order - Excess Personal Property	4(2)
123	Transfer Order - Surplus Personal Property	
123A	Transfer Order - Surplus Personal Property - Continuation Sheet	4(2)
126	Report of Personal Property for Sale	4(2)
126A	Report of Personal Property for Sale (Continuation Sheet)	
127	Request for Official Personnel Folder (Separated Employee)	1(17)
132	Apportionment and Reapportionment Schedule	5(4)
133	Report on Budget Execution	5(3)
135	Records Transmittal and Receipt	16(2)
135A	Records Transmittal and Receipt (Continuation)	16(2)
144	Statement of Prior Federal Civilian and Military Service	1(1)
145	Telephone Service Request	3(3),12(2)

Transmittal No. 6  
May 17, 1993

## General Records Schedules Forms Index

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
145B	Agency Request for Telephone Service	3(3);12(2)
150	Deposit Bond - Individual Invitation, Sale of Government Personal Property	4(3)
151	Deposit Bond - Annual Sale of Government Personal Property	
152	Request for Clearance, or Cancellation of Standard and Optional Forms or Exception	16(3)
171	Application for Federal Employment	1(1,15,B2)
171A	Continuation Sheet for Standard Form 171	1(1,15,B2)
172	Amendment for Application for Federal Employment - SF 171	1(1,15,B2)
177	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)
215	Deposit Ticket	6(1)
224	Statement of Transactions (Classified According to Appropriation, Fund and Receipt Account, and Related Control Totals)	6(1)
225	Report on Obligations	5(3)
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 United States	16(2)

Transmittal No. 6  
May 17, 1993

General Records Schedules Forms Index

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
269	Financial Status Report (Long Form)	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)	3(3)
273	Reinsurance Agreement for a Miller Act Performance Bond	
274	Reinsurance Agreement for a Miller Act Payment Bond	3(3)
275	Reinsurance Agreement in Favor of the United States	
278	Executive Branch Personnel - Public Financial Disclosure Report	1(24)
278A	Assets and Income (Public Financial Disclosure Report, Schedule A)	1(24)
279	Federal Procurement Data System (FPDS) - Individual Contract Action Report (over \$10,000)	
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	
360	Request to Approve an Interagency Reporting Requirement	16(3)
361	Transportation Discrepancy Report	9(2)
362	U.S. Government Freight Loss/Damage Claim	9(2)

Transmittal No. 6  
May 17, 1993

## General Records Schedules Forms Index

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
364	Report of Discrepancy	9(2)
701	Activity Security Checklist	18(7b)
702	Security Container Check Sheet	18(7b)
1012	Travel Voucher	6(1)
1012A	Travel Voucher (Memorandum)	9(1)
1013A	Payroll for Personal Services	2(2)
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)
1038	Advance of Funds Application and Account	6(1) & 9(3)
1047	Public Voucher for Refunds	6(1)
1048	Memorandum - Public Voucher for Refunds	6(1)
1049	Public Voucher for Refunds	6(1)
1050	Public Voucher for Refunds (Memorandum)	6(1)
1069	Voucher for Allowances at Foreign Posts of Duty	6(1)
1080	Voucher for Transfers Between Appropriations and/or Funds	6(1)
1081	Voucher and Schedule of Withdrawals and Credits	6(1)
1093	Schedule of Withholdings Under the Davis-Bacon Act (40 U.S.C. 276a) and/or The Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333)	3(3) & 3(11)
1094	U.S. Tax Exemption Certificate	3(12)

Transmittal Noe 6  
May 17, 1993

## General Records Schedules Forms Index

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
1203A	U.S. Government Bill of Lading, Privately Owned Personal Property - Memorandum Copy	9(1)
1204	U.S. Government Bill of Lading, Privately Owned Personal Property - Shipping Order	9(1)
1205	U.S. Government Freight Waybill - Privately Owned Personal Property - Original	9(1)
1218	Statement of Accountability (Foreign Service Account)	6(1)
1219	Statement of Accountability	6(1)
1220	Statement of Transactions According to Appropriations, Funds, and Receipt Accounts	6(1,5)
1221	Statement of Transactions According to Appropriations, Funds, and Receipt Accounts (Foreign Service Account)	6(1,5)
1303	Request for Federal Cataloging/Supply Support Action	3(2,4)
2800	Application for Death Benefits - Civil Service Retirement System	1(1)
2801	Application for Immediate Retirement under the Civil Service Retirement System	1(1)
2801-1	Certified Summary of Federal Service - Civil Service Retirement System	1(1)
2802	Application for Refund of Retirement Deductions - Civil Service Retirement System	1(1)
2803	Application to Make Deposit or Redeposit - Civil Service Retirement System	1(1)
2804	Application to Make Voluntary Contribution - Civil Service Retirement System	1(1)
2805	Request for Recovery of Debt Due the United States	2(18)
2808	Designation of Beneficiary - Civil Service Retirement System	1(1)

Transmittal No. 6  
May 17, 1993

General Records Schedules Forms Index

<u>SF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
2809	Health Benefits Registration Form - Federal Employees Health Benefits Program	1(1)
2810	Federal Employees Health Benefits Program - Notice of Change in Health Benefits Enrollment	1(1)
2811	Transmittal and Summary Report to Carrier - Federal Employees Health Benefits Program	2(22b)
2812	Report of Withholdings and Contributions for Health Benefits, Life Insurance, and Retirement	2(22b)
2812A	Report of Withholdings and Contributions for Health Benefits by Enrollment Code	2(22b)
2815	Employee Service Statement	1(1)
2823	Designation of Beneficiary - Federal Employees' Group Life Insurance Program	6(1)
5515	Debit Voucher	1(1)

Transmittal No. 6  
May 17, 1993

## General Records Schedules Forms Index

OPTIONAL FORMS INDEX

<u>OF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
7	Property Pass	11(4)
8	Position Description	1(7)
12	Request for Door Title Cards and Holders	11(5)
16	Sales Slip (Sale of Government Personal Property)	
26	Data Bearing Upon Scope of Employment of Motor Vehicle Operator	10(5)
30	Motor Vehicle Service and Inspection Work Orders	10(2)
49	Inquiry for United States Government Use Only (Reference and Employment Inquiry)	1(15)
50	Inquiry for United States Government Use Only (Educational Inquiry)	1(15)
51	Inquiry for United States Government Use Only (Law Enforcement Inquiry)	1(15)
55	U.S. Government Identification (Card)	11(4)
68	Record of Travel Expenses	9(3)
101	Summary Worksheet for Estimating Reporting Costs	16(6)
108	Daily Vehicle Usage Report	10(2)
112	Classified Material Receipt	18(5)
116	Record of Top Secret Material	18(5)
117	Notice of Security Violation	18(24)
118	Record of Violation	18(18,24)
119	Record of Material Removed for Overnight Custody	18(4,5)
123	Top Secret Document Inventory Record	18(5)
131	Stock Control Card	3(9)

Transmittal No. 6  
May 17, 1993

## General Records Schedules Forms Index

<u>OF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
136	Application for Retirement - Foreign Service Retirement and Disability System	1(1)
137	Designation of Beneficiary	1(1)
138	Application for Refund of Retirement Contributions (Foreign Service Retirement System)	1(1)
140	Election to Receive Extra Service Credit Towards Retirement and Report of Residence of Spouse	(1)
141	Application for Service Credit	1(1)
144	Temporary Duty (TDY) Official Travel Authorization	
153	Outgoing Telegram	12(3)
153A	Outgoing Telegram (Continuation Sheet)	12(3)
158	General Receipt	6(1)
164	Meritorious Service Increase Certificate	1(12)
187	Telegram Repeat Request	12(3)
189	Travel Reimbursement Voucher	6(1)
189A	Travel Reimbursement Voucher - Memorandum	6(1) <del>12(1)</del>
189B	Travel Reimbursement Voucher (Continuation Sheet)	6(1)
189C	Travel Reimbursement Voucher (Continuation Sheet) - Memorandum	
190	Foreign Service Emergency Locator Information	
191	Outgoing Telegram (OCR - Overseas)	
191A	Outgoing Telegram - Continuation Form (OCR Overseas)	12(3)
199	Notice of Shipment of Effects Residence-to-Residence Method	9(1)
200	Monthly Record of Vehicle Operation Cost	10(2)

Transmittal No. 6  
May 17, 1993

## General Records Schedules Forms Index

<u>OF NUMBER</u>	<u>TITLE</u>	<u>GRS CITATION</u>
202	Leave Record	2(7)
202A	Leave Summary	2(7)
205	Statement of Operating Cash Advance and Replenishment Voucher	6(1)
206	Purchase Order, Receiving Report and Voucher	3(3)
206A	Purchase Order, Receiving Report and Voucher (Continuation Sheet)	3(3)
208	Statement of Collections - Foreign Service of the United States of America	6(1)
1017G	Journal Voucher	7(4)
1121	Bill of Lading Accountability Record	9(1)
1130	Time and Attendance Report	2(7)
1135	Time and Attendance Report	2(7)
1136	Time and Attendance Report	
1137	Leave Record	

Transmittal No. 6  
May 17, 1993

## General Records Schedules Conversion Table

## GRS CONVERSION TABLE

<u>Series</u>	<u>Current Citation</u>	<u>Former Citation</u>	<u>Comments</u>
Individual employee pay record	2/1a	None	New item
Individual employee pay record	2/1b	2/1	
Noncurrent payroll files	2/2	2/13a	
	2/3-5		Reserved
Leave application files	2/6a	2/8a	
Leave application files	2/6b	2/8b	
Time and attendance source records	2/7	2/3	
Time and attendance input records	2/8	2/3	
Leave record	2/9a	2/9 and 10a	
Leave record	2/9b	2/9 and 10a	
	2/10-13		Reserved
Tax files	2/13a	2/18a	
Tax files	2/13b	2/18b	
Tax files	2/13c	2/18c	
Savings bond purchase files	2/14a	2/4a	
Savings bond purchase files	2/14b	2/5	
Savings bond purchase files	2/14c	2/6	
CFC and other allotments	2/15a	2/4a	
CFC and other allotments	2/15b	2/4b	
Thrift savings plan election	2/16	None	New item
Direct deposit forms	2/17	None	New item
Levy and garnishment files	2/18	2/21	
	2/19-21		Reserved
Payroll system reports	2/22a	None	New item
Payroll system reports	2/22b	2/17a	
Payroll system reports	2/22c	2/17b	
Payroll change files	2/23a	None	New item
Payroll change files	2/23b	None	New item
Payroll correspondence	2/24	2/2	
	2/25-27		Reserved
Retirement files	2/28	2/19	
Wage survey files	1/38	2/22	
Retirement assistance files	1/39	2/19a	
Bond purchase files	None	2/7	Deleted - obsolete
Notification of personnel action	None	2/11	Deleted - obsolete
Budget authorization reference files	None	2/12	Deleted - obsolete
Copies of payroll files	None	2/13b	Deleted - obsolete
Payroll control files	None	2/14	Deleted - obsolete
Payroll change files	None	2/15	Deleted - obsolete
Fiscal schedules files	None	2/16	Deleted - obsolete
Insurance deduction files	None	2/20	Deleted - obsolete