

GENERAL RECORDS SCHEDULE 13

Printing, Binding, Duplication, and Distribution Records

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

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

1. Administrative Correspondence Files.

Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication, and distribution matters, and related documents. **Superseded by GRS 5.5, item 010 (DAA-GRS-2016-0012-0001)**

2. Project Files. [See note after item 2b.]

Job or project records containing information relating to planning and execution of printing, binding, duplication, and distribution jobs.

- a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency. **Superseded by GRS 5.5, item 020 (DAA-GRS-2016-0012-0002)**
- b. Files pertaining to planning and other technical matters. **Superseded by GRS 5.5, item 010 (DAA-GRS-2016-0012-0001)**

[NOTE: The GRS does not cover the publications themselves. One copy of each publication should be designated the record copy and scheduled for transfer to NARA. Agencies should describe each series of publications on an Standard Form (SF) 115 submitted to NARA. Extra copies are nonrecord and may be destroyed when no longer needed. (NC1-GRS-81-5, items 1a and 1b)]

3. Control Files.

Control registers pertaining to requisitions and work orders. **Superseded by GRS 5.5, item 020 (DAA-GRS-2016-0012-0002)**

4. Mailing Lists.

- a. Correspondence, request forms, and other records relating to changes in mailing lists. **Superseded by GRS 6.5, item 020 (DAA-GRS-2017-0002-0002)**
- b. Card lists. **Superseded by GRS 6.5, item 020 (DAA-GRS-2017-0002-0002)**

5. Joint Committee on Printing (JCP) Reports Files.

Reports to Congress and related records.

- a. Agency report to JCP regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage. **Superseded by GRS 5.7, item 050 (DAA-GRS-2017-0008-0005)**
- b. Copies in subordinate reporting units and related work papers. **Superseded by GRS 5.7, item 050 (DAA-GRS-2017-0008-0005)**

6. Internal Management Files.

Records relating to internal management and operation of the unit. **Superseded by GRS 5.5, item 010 (DAA-GRS-2016-0012-0001)**