

Rec'd NCO 26 Sep 79 AH

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK |
| JOB NO NC1-462-80-1 |
| DATE RECEIVED 9/26/79 |
| NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10 |
| 5-21-80 Date acting <i>James E. O'Neill</i> Archivist of the United States |

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Agriculture

2. MAJOR SUBDIVISION
Food Safety and Quality Service

3. MINOR SUBDIVISION
Washington - Field Office - Administrative Records

4. NAME OF PERSON WITH WHOM TO CONFER
Cosmo D. Fornaro

5. TEL. EXT.
447-5033

6. CERTIFICATE OF AGENCY REPRESENTATIVE.

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 20 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|---------------------------|---|--|
| C. DATE <i>9/24/79</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William C. Hauser</i> | E. TITLE Chief, Paperwork Management Branch |
|---------------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|---|----------------------|------------------|
| | <p>The Food Safety and Quality Service (FSQS) was established as an autonomous agency within the U.S. Department of Agriculture in May 1977.</p> <p>FSQS program functions consist of:</p> <ol style="list-style-type: none"> The inspection of meat and poultry and meat and poultry products, regulation of processing and distribution, and preventing movement or sale of meat and poultry products which are unwholesome, adulterated, or misbranded. <p>These functions were formerly part of Animal and Plant Health Inspection Service (APHIS).</p> <ol style="list-style-type: none"> The purchase service for commodities, standardization, quality inspection, and grading of dairy and dairy products, fresh and processed fruits and vegetables, meat, poultry, poultry products, shell eggs, egg products, rabbits, and miscellaneous commodities. <p>These functions were formerly part of the Agricultural Marketing Service (AMS).</p> | | <i>136 items</i> |

115-107
Copies to Agency - NW, NDE, NW FRS 5/27/80

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
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| 1. | <p>The Administrative supporting records of the above mentioned functions are now a part of FSQS records holdings.</p> <p>This schedule covers all FSQS administrative function records except those records covered by the General Records Schedule (GRS). GRS items requiring submission of a SF-115 are included in this schedule. This schedule supersedes all existing USDA and Agency administrative schedules and items for FSQS use.</p> <p><u>Policy and Guidelines</u> covering all administrative functions of the Agency.</p> <p>a. Policy and guidelines prescribed by other agencies.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy when superseded or obsolete.</p> <p>b. Policy and guidelines of transitory value.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy when 3 years old.</p> <p>c. All other policy and guidelines.</p> <p style="padding-left: 40px;">1. <u>Record Copy</u> Destroy when 20 years old.</p> <p style="padding-left: 40px;">2. <u>Other Copies</u> Destroy when superseded or obsolete but not later than when 10 years old.</p> <p>2. <u>Reports</u> covering all administrative functions in the Agency not covered on the GRS.</p> <p>a. Substantive reports such as annual summaries and comprehensive nonrecurring reports including special or one-time reports.</p> <p style="padding-left: 40px;">1. <u>Record Copy</u> Destroy when 20 years old.</p> <p style="padding-left: 40px;">2. <u>Other Copies</u> Destroy when no longer needed for reference but no later than when 3 years old.</p> | | |

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| 3. | <p>b. Activity reports consisting of periodic summaries of specific action or work performed.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy when 3 years old. 2. <u>Other Copies</u> Destroy when 2 years old. <p>c. Motor vehicle printouts of operations and maintenance.</p> <p style="padding-left: 40px;"><u>Record Copy</u> Destroy when 4 years old.</p> <p>d. All other reports.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy when 2 years old.</p> <p><u>Meetings/Committees</u> covering all administrative functions in the Agency except those records covered by the GRS.</p> <ol style="list-style-type: none"> a. Records concerning the establishment, organization, membership, and policy of inter-agency, advisory or international committees. <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy 5 years after termination of committee. 2. <u>Other Copies</u> Destroy when no longer needed or when committee terminated, whichever occurs first. b. Agendas, minutes and related material of substantive or significant meetings or committees. <p style="padding-left: 40px;"><u>Record Copy</u> Destroy when 20 years old.</p> c. Agendas, minutes and related material of all other committees or meetings not listed in a or b above. <p style="padding-left: 40px;"><u>Record Copy</u> Destroy when 2 years old.</p> | | |

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| 4 | <p><u>Projects</u> covering all administrative functions in the Agency except records covered by the GRS.</p> <p>a. Case files of approved projects, studies, or task forces including basic documentation and final report or other substantive material.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy 5 years after completion of project. 2. <u>Other Copies</u> Destroy when 2 years old. <p>b. Proposed projects, studies and task forces.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> If no further action taken, destroy when 5 years old. 2. <u>Other Copies</u> Destroy when 2 years old. | | |
| 5. | <p><u>Organization and Functions of Agency.</u></p> <p>a. Material dealing with the history of the organization. Includes organizational charts and functional statements, reorganizations and openings or discontinuance of offices. Arranged by organization structure.</p> <p style="padding-left: 40px;"><u>Record Copy</u> (1/4 cubic feet on hand) Permanent. Transfer to FARC when 10 years old. Offer to NARS when 20 years old <i>in 10 year blocks. sc</i></p> <p>b. Material relating to organizational planning. Includes records dealing with organizational goals and objectives.</p> <p style="padding-left: 40px;"><u>Record Copy</u> Destroy 5 years after goals accomplished or 3 years if cancelled, superseded or rescinded.</p> | | <p style="text-align: right;"><i>2 1/2 cu. ft.</i> 1/2 cu. ft</p> |

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| 6. | <p><u>Delegations of Authority throughout Agency.</u></p> <p>a. Order of succession and functional or signing delegations.</p> <p>1. <u>Record Copy</u> Destroy 10 years after delegation cancelled.</p> <p>2. <u>Other Copies</u> Destroy 1 year after delegation cancelled.</p> <p>b. Temporary delegations for one to act for another on a temporary basis, such as during leave and illness.</p> <p><u>All Copies</u> Destroy when 1 year old.</p> | | |
| 7. | <p><u>Emergency Preparedness Program</u> records throughout the Agency. Includes material related to planning and testing plans dealing with nuclear attack, biological warfare, radiation, natural disasters, and the like, excluding records covered by the GRS.</p> <p>a. <u>Record Copy</u> Destroy 3 years after end of period of applicability.</p> <p>b. <u>Other Copies</u> Destroy when superseded or obsolete.</p> | | |
| 8. | <p><u>Budget Submission</u> records consisting of budget estimates and justifications excluding records covered by the GRS.</p> <p>a. Budgets prepared by each organizational entity including the master copy of budgets of agency organizational components.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 1 year old.</p> | | |

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| | <p>b. Cost estimates and justifications.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy when 4 years old. 2. <u>Other Copies</u> Destroy when 2 years old. <p>c. Multi-year funding program and financial plan.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy when 4 years old. 2. <u>Other Copies</u> Destroy when 2 years old. | | |
| 9. | <p><u>Budget Requests</u> to office of Management and Budget (OMB).</p> <p>a. Material relating to the consolidated Agency submission for inclusion by OMB in the Government-wide annual budget. Includes supplementary schedules, exhibits, and special data for OMB review.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy when 4 years old. 2. <u>Other Copies</u> Destroy when 2 years old. <p>b. OMB Hearings including material regarding scheduling of witnesses, preparation of statements, and arrangements for appearing.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy when 1 year old.</p> | | |
| 10. | <p><u>Congressional Presentation</u> of Agency budget requests.</p> <p>a. Appropriation committee hearings. Records regarding the coordination and preparation of Agency programs, including position papers and related material, of the Administrator and statements of witnesses before standing or special congressional committees; minutes,</p> | | |

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| | <p>agenda, and reports of presentation steering groups; copies of reports in hearings of congressional committees; special studies group files, consisting of copies of reports on surveys of Agency programs prepared by direction of the President or by Congress; and Agency position on points of adverse criticisms reported. Includes statement of Administrator or his designee.</p> <p>1. <u>Record Copy</u> Destroy when 20 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. Copies and analyses of proposed appropriation bills and amendment thereto, position papers on proposed legislation and appropriation acts.</p> <p>1. <u>Record Copy</u> Destroy when 20 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>c. Requests for supplemental appropriations within a fiscal year, for that fiscal year necessitated by developments not foreseen in the initial Agency budget submissions.</p> <p>1. <u>Record Copy</u> Destroy when 20 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> | | |
| 11. | <p><u>Operational Year Budget</u> excluding records covered by the GRS. Includes the Operating Year Funding Plan; review and revision.</p> <p>a. <u>Record Copy</u> Destroy when 4 years old.</p> <p>b. <u>Other Copies</u> Destroy when 2 years old.</p> | | |

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| 12. | <p><u>Personnel Ceiling</u> material excluding records covered by the GRS. Records relating to requests for establishment and control of numerical authorization of staffing levels. Includes employment limitations.</p> <p>a. <u>Record Copy</u> Destroy when 4 years old.</p> <p>b. <u>Other Copies</u> Destroy when 2 years old.</p> | | |
| 13. | <p><u>Claims</u> correspondence and supporting material relating to settlement of claims by Agency and against Agency excepting records covered by the GRS.</p> <p><u>All Copies</u> Destroy 3 years after settlement.</p> | | |
| 14. | <p><u>Financial Codes and Symbols</u> materials relating to the issuing of or information concerning allotment and appropriation symbols, and object classification codes.</p> <p>a. <u>Record Copy</u> Destroy when 3 years old.</p> <p>b. <u>Other Copies</u> Destroy when 2 years old.</p> | | |
| 15. | <p><u>Public Relations</u> material of the Agency.</p> <p>a. Material related to maintaining relations or improving public image of Agency.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. Precedent files of replies to requests for information, publications and printed material from the public used as reference in preparing replies to similar inquiries.</p> | | |

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| | <p><u>Record Copy</u> Destroy when 5 years old.</p> <p>c. Material relating to foreign and domestic visitors. Includes material relating to technical assistance foreign training programs, and other visitors from and to foreign countries.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>d. Use of mass media of the press, radio, and television in supporting Agency programs. Includes press releases, radio and television scripts, prepared or issued, and clearances for same. Excludes material covered by the GRS.</p> <p><i>The official copy is filed and scheduled at the Departmental level. sc</i></p> <p>1. Approved Agency issuances. 2-5-80</p> <p>(a) <u>Record Copy</u> Destroy when 20 years old.</p> <p>(b) <u>Other Copies</u> Destroy when 2 years old or when superseded or obsolete, whichever is sooner.</p> <p>2. Unapproved and unissued Agency issuances.</p> <p>(a) <u>Record Copy</u> Destroy when 5 years old.</p> <p>(b) <u>Other Copies</u> Destroy when 2 years old.</p> <p>3. Copies of Departmental issuances.</p> <p><u>All Copies</u> Destroy when superseded or obsolete.</p> | | |

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| 16. | <p><u>Publication</u> development records including clearances and copy of final publication. Excludes records covered by the GRS.</p> <p><i>Arranged alphabetically by title of publication</i></p> <p>a. Substantive publications describing the history, overall administration, and general policies of major Agency programs. <i>Excludes those published by the Department or the Government Printing Office.</i></p> <p>1. <u>Record Copy</u> Permanent. <i>Offer to NARS</i> Destroy when 20 years old <i>in 10 year blocks.</i></p> <p>2. <u>Other Copies</u> Destroy when 3 years old or when superseded or obsolete, whichever occurs first.</p> <p><i>b. Clearances. Destroy when 20 years old. SC 2-5-80</i></p> <p>c. Agency newsletters dealing with administrative or program functions.</p> <p>1. <u>Record Copy</u> Destroy when 20 years old.</p> <p>2. <u>Other Copies</u> Destroy when 3 months old.</p> <p>d. All other ^{<i>copies of</i>} publications, including those relating to routine operational procedures, brochures, public information handouts, and similar publications.</p> <p><u>All Copies</u> Destroy when 3 years old or when superseded or obsolete, whichever occurs first.</p> | | <p><i>14 cu. ft. total</i> <i>1" / yr.</i></p> |
| 17. | <p><u>Speeches</u> developed and prepared by own organizational staff. Includes clearances and final copy. Excludes records covered by the GRS.</p> <p>a. Speeches containing policy statements made by the Administrator, Associate Administrator, and Deputy Administrator, division directors, and chief staff officers. <i>Arranged alphabetically by name of speaker.</i></p> <p>1. <u>Record Copy</u> Permanent. <i>Offer to NARS</i> Destroy when 20 years old <i>in 10 year blocks.</i> SC 2-5-80</p> | | <p><i>14 cu. ft. total</i> <i>1" / yr.</i></p> |

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| | <p>2. <u>Other Copies</u> Destroy when 3 months old. <i>b. Speeches of division directors and chief staff officers: Destroy when 20 years old. See 2-5-80</i> c.p. Other Speeches.</p> <p>1. <u>Record Copy</u> Destroy when 2 years old.</p> <p>2. <u>Other Copies</u> Destroy when 3 months old.</p> | | |
| 18. | <p><u>Cooperation records</u> including cooperative agreements and memorandums of understanding reflecting cooperation with other Federal agencies, state governments, foreign governments, and private companies.</p> <p>a. <u>Record Copy</u> Destroy 5 years after superseded or terminated.</p> <p>b. <u>Other Copies</u> Destroy when superseded or terminated.</p> | | |
| 19. | <p><u>Laws and Regulations</u> relating to the Agency.</p> <p>a. Case files of hearings and material related to quasi-judicial proceedings involving testimony and arguments concerned with proposed or existing legislation, executive orders, Agency regulations, rules, and the like.</p> <p>1. <u>Record Copy</u> Destroy when 20 years old.</p> <p>2. <u>Other Copies</u> Destroy when 3 years old.</p> <p>b. Case files of dockets for publication in the Federal Register and related material. Includes clearances and supporting material.</p> <p>1. <u>Record Copy</u> Destroy when 20 years old.</p> <p>2. <u>Other Copies</u> Destroy when 3 years old.</p> | | |

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| | <p>c. Legal opinions and decisions on laws, regulations, and executive orders.</p> <p>1. <u>Record Copy</u> Destroy 2 years after superseded or obsolete.</p> <p>2. <u>Other Copies</u> Destroy when superseded or obsolete.</p> <p>d. Material on external and internal legal constraints.</p> <p>1. <u>Record Copy</u> Destroy when 15 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>e. Copies of laws and regulations.</p> <p>1. <u>Record Copy</u> Destroy 2 years after superseded or obsolete.</p> <p>2. <u>Other Copies</u> Destroy when superseded or obsolete.</p> | | |
| 20. | <p><u>Management and Operations Reviews</u>, either by or for the Agency, dealing with the review and analysis of progress made by or deficiencies of Agency administration or programs. Includes statistical, consultive, and analytical services. Also includes final report and all supporting material such as documents reflecting actual performance, progress, accomplishments, deficiencies, and problems in relation to administrative or program goals. Except files involving Agency employees, see GRS.</p> <p>a. Reviews of program operations.</p> <p><u>Record Copy</u> Destroy when 20 years old.</p> <p>b. Other reviews.</p> <p><u>Record Copy</u> Destroy when 10 years old.</p> | | |

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| 21. | <p>c. Other copies of reviews.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy upon receipt of next review or when 5 years old, whichever occurs first.</p> <p><u>Audits and Investigations</u> of Agency administration or programs by GAO, OGC, OIG, OPM, and others. Except files involving Agency personnel, see GRS.</p> <p style="padding-left: 20px;">a. <u>Record Copy</u> Destroy 5 years after case closed or final action taken.</p> <p style="padding-left: 20px;">b. <u>Other Copies</u> Destroy 2 years after case closed or final action taken.</p> | | |
| 22. | <p><u>Management Improvement</u> reviews or studies. These reviews or studies may result in the initiation of changes in the manner or method of planning, directing, controlling, or performing work which results in increased effectiveness, efficiency, and economy.</p> <p style="padding-left: 20px;">a. Reviews or studies from which action is taken.</p> <p style="padding-left: 40px;">1. <u>Record Copy</u> Destroy 5 years after all action has been taken or upon receipt of second subsequent report, whichever is sooner.</p> <p style="padding-left: 40px;">2. <u>Other Copies</u> Destroy upon receipt of next report or when 2 years old, whichever is sooner.</p> <p style="padding-left: 20px;">b. Reviews or studies on which no action is taken.</p> <p style="padding-left: 40px;">1. <u>Record Copy</u> Destroy when 5 years old.</p> <p style="padding-left: 40px;">2. <u>Other Copies</u> Destroy when 2 years old.</p> | | |

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| 23. | <p><u>Work Simplification</u> material.</p> <p>a. Material dealing with work programming, manpower utilization and work measurement. Includes time and motion studies, established workload, and assignment computations and summary report.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. Work plans and accomplishments except work plans supporting budget submission.</p> <p>1. <u>Record Copy</u> Destroy 4 years after work plan is completed or implemented or when 4 years old if no further action taken.</p> <p>2. <u>Other Copies</u> Destroy when work plan is completed or implemented or when 2 years old if no further action taken.</p> <p>c. Work standards and related material.</p> <p>1. Approved work standards.</p> <p>(a) <u>Record Copy</u> Destroy 5 years after standard superseded or obsolete.</p> <p>(b) <u>Other Copies</u> Destroy when standard superseded or obsolete.</p> <p>2. Proposed work standards.</p> <p>(a) <u>Record Copy</u> Destroy when 4 years old, if no further action is taken.</p> <p>(b) <u>Other Copies</u> Destroy when 4 years old.</p> | | |

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| 24. | <p><u>Directive Management</u> material relating to the development and control of Agency issuances such as administrative and program directives, notices, bulletins, and the like.</p> <p>a. Issuances having precedential significance concerned with formal Agency policy formulation, organization functions, procedures, and operations. Includes revisions to instructional or historical material relating to clearances, interpretations and clarification of instructions. Arranged numerically.</p> <p style="padding-left: 40px;"><u>Record Copy</u> ($2\frac{1}{2}$ cubic feet on hand) Permanent. Transfer to FARC when 10 years old. Offer to NARS when 20 years old in 10 year blocks.</p> <p><i>b. Interpretations and Clearances file: Destroy when 20 years old. sc 2-5-80</i></p> <p>b. Instructional issuances having short-term effect and value.</p> <p style="padding-left: 40px;"><u>Record Copy</u> Destroy 5 years after superseded or obsolete.</p> <p>c. Notices, bulletins, indexes, announcements, and similar material not part of a or b above.</p> <p style="padding-left: 40px;"><u>Record Copy</u> Destroy 2 years after terminated, superseded, or obsolete.</p> <p>d. Other copies of issuances.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy when terminated, superseded or obsolete.</p> | | 1/4 cu. ft / y. |
| 25. | <p><u>Records Maintenance</u> material covering standards and systems for creating, organizing, and maintaining records. Includes related correspondence and Agency file systems and disposal schedules when they are incorporated and approved as part of a file system. Excludes material covered by the GRS except disposal schedules made part of a file system. Those schedules must be maintained with the file system since the case file records and the file</p> | | |

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| 26. | <p>system and schedule itself are inseparable.</p> <p>a. <u>Record Copy</u> Destroy 5 years after superseded or obsolete.</p> <p>b. <u>Other Copies</u> Destroy when superseded or obsolete.</p> <p><u>Micrographics Systems</u> including studies, applications for systems, requisitions, certifications, and approvals.</p> <p>a. <u>Record Copy</u> Destroy 5 years after system terminated.</p> <p>b. <u>Other Copies</u> Destroy when system terminated.</p> | | |
| 27. | <p><u>Records Security</u> material dealing with systems and procedures for protecting and controlling documents and information except records covered by the GRS.</p> <p>a. <u>Record Copy</u> Destroy 1 year after superseded or obsolete.</p> <p>b. <u>Other Copies</u> Destroy when superseded or obsolete.</p> | | |
| 28. | <p><u>Correspondence Management</u> standards, handbooks, and related material dealing with the preparation of correspondence, format, clearances, and signature requirements. Includes instructions for preparing formal and informal correspondence, telegrams, envelopes, forms of address, and similar matters. Except material covered by the GRS.</p> <p>a. <u>Record Copy</u> Destroy 2 years after superseded or obsolete.</p> <p>b. <u>Other Copies</u> Destroy when superseded or obsolete.</p> | | |

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| 29. | <p><u>Forms Files</u> and related records. Includes one copy of each form created by Agency with related instructions and documentation showing inception, scope, and purpose. Except material covered by the GRS.</p> <p>a. <u>Record Copy</u> Destroy 5 years after form declared obsolete.</p> <p>b. <u>Other Copies</u> Destroy when 2 years old.</p> | | |
| 30. | <p><u>Time and Attendance</u> administration material, not included in the MODE time and attendance procedures handbook. Excludes material covered by the GRS.</p> <p><u>All Copies</u> Destroy when superseded or obsolete.</p> | | |
| 31. | <p><u>Time and Attendance Report</u> transmittal forms.</p> <p><u>Record Copy</u> Destroy after 6 pay periods.</p> | | |
| 32. | <p><u>Letters of Reprimand.</u></p> <p><u>All Copies</u> Destroy when 3 years old unless shorter retention is agreed between parties. Minimum retention is destroy when 1 year old.</p> | | |
| 33. | <p><u>Personnel Vacancy Announcements</u> and related material.</p> <p>a. <u>Record Copy</u> Destroy 1 year after closing date.</p> <p>b. <u>Other Copies</u> Destroy 1 month after closing date.</p> | | |
| 34. | <p><u>Local Purchase</u> voucher book covers.</p> <p><u>Record Copy</u> Destroy 3 years after year of last <i>the period of the account.</i> purchase date listed.</p> | GRS 6-1b | |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 35. | <p><u>Property Accountability</u> records and related material not covered by the GRS.</p> <p>a. Surplus real and related personal property disposal case files.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy 2 years after disposal of property.</p> <p>b. Accountability records used to maintain control of such items as certificates, accountable forms, and unused bills of lading.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy 3 years after cleared and/or completed.</p> <p>c. Accountable forms, such as travel requests, purchase orders, and the like.</p> <p style="padding-left: 40px;"><u>Record Copy upon termination or completion.</u> Destroy 3 years after year of last usage date listed on record.</p> <p>d. Warranties and instructions covering equipment. Includes maintenance manuals.</p> <p>1. Warranties.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy upon expiration.</p> <p>2. Instructions.</p> <p style="padding-left: 40px;"><u>All Copies</u> Forward when equipment is transferred or destroy when equipment is disposed.</p> | GRS3-4c | |
| 36. | <p><u>Real Property Management</u> records except those covered in the GRS and item 35a above.</p> <p>a. Case files of Agency-owned buildings and facilities acquired before 1921.</p> | | |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| 37. | <p>1. <u>Record Copy</u> Destroy 10 years after disposition of property.</p> <p>2. <u>Other Copies</u> Destroy upon disposition of property.</p> <p>b. Inventories of federally-owned and leased real property.</p> <p><u>All Copies</u> Destroy upon receipt of superseding inventory.</p> <p><u>Motor Vehicle</u> related records not covered in the GRS.</p> <p>a. Parking facility related material including parking assignments and restrictions.</p> <p><u>All Copies</u> Destroy when 1 year old.</p> <p>b. Agency operated or leased shuttles.</p> <p>1. Passenger logs.</p> <p><u>Record Copy</u> Destroy when 1 year old.</p> <p>2. Operating schedules and work assignments.</p> <p><u>Record Copy</u> Destroy 1 year after superseded or obsolete. <i>when 3 months old.</i></p> | GRS10-2a | |
| 38. | <p><u>Training</u> material including plans, programs, facilities, and trainee administration not covered in the GRS.</p> <p>a. Plans and estimates and related material dealing with Agency or program long- and short-range group training plans and estimates.</p> | | |

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| | <p>1. <u>Record Copy</u> Destroy 3 years after plans are superseded or obsolete.</p> <p>2. <u>Other Copies</u> Destroy when plans are superseded or obsolete.</p> <p>b. In-house training courses or program master file developed by Agency offices. Includes material and description of courses and teaching aids used.</p> <p>1. <u>Record Copy</u> Destroy when 20 years old.</p> <p>2. <u>Other Copies</u> Destroy when course or program superseded or obsolete.</p> <p>c. Material relating to training facilities including equipment used for training purposes.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>d. Employee training history listing.</p> <p>1. <u>Record Copy</u> Destroy 2 years after employee leaves program or division.</p> <p>2. <u>Other Copies</u> Destroy when 3 years old.</p> | | |
| 39. | <p><u>General Administrative Correspondence</u> relating to all administrative functions of the Agency and not described in the GRS or in items 1-38 above.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> | | |