

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**
(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED MAR 31 1975	JOB NO. 428
NC - [] - 75 - 1	
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 "with-drawn" in column 10	
4-9-75 Date	<i>James B. Rhoads</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
Department of Justice

2 MAJOR SUBDIVISION
Law Enforcement Assistance Administration

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER *JD*
Tom Dercola, Records Management Staff

5 TEL EXT
386/3501

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3/10/75
(Date)

[Signature]
(Signature of Agency Representative)

**Assistant Administrator
Office of Operations Support**
(Title)

ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>Attached are changes to LEAA HB 1330.2, Files Maintenance and Records Disposition. Major revisions are:</p> <ol style="list-style-type: none"> 1. Addition of standard number 203-13, Files Maintenance and Disposition Plans. This standard provides for the maintenance of all LEAA Files Plans in one location. The disposition is identical to the approved standard 101-01. 2. The extension of the retention period for time and attendance reports from six months to two years. <i>(Standard no. 704-01)</i> Presently the Department of Justice performs payroll functions for LEAA. The payroll system is not operating properly and it is often necessary to refer to time and attendance reports over one year old. It is anticipated that this extension will be temporary and that in the future it will not be necessary to maintain time and attendance reports for two years. 3. Standard number 801-06, Official Contract Files, has been altered to allow for the destruction of contracts under \$10,000 three years after final payment. 4. Item No. 307-08 has been revised to include manually prepared property inventory lists. The retention period is identical with GRS 3, Item 10a. 	<p><i>(GRS 2, Item 30)</i></p> <p><i>(GRS 3, Items 1a+4b; Disposal Job NC-64-75-4)</i></p>	
	<i>Copy to Agency 4/14/75 [Signature]</i>	<i>14 items</i>	

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
203-12	<p><u>Reporting Requirements Register.</u> Documents used for perpetual inventory of all reports issued under the reports management system. Included are cards, register sheets, catalogs, or similar documents.</p>	<p>Withdraw and place in an inactive file on discontinuance of the reporting requirement or on revision of the reports control symbol. Cutoff the inactive file at the end of the fiscal year and destroy when no longer needed for controlling the assignment of new reports control symbols.</p>
*203-13	<p><u>Files Maintenance and Disposition Plans.</u> Documents such as LEAA Form 1337/1, Files Maintenance and Disposition Plan, which reflect file categories, disposal instructions, and other information about the files accumulated in individual file stations. This series is maintained by the LEAA Records Officer. Individual office file copies of LEAA Form 1337/1 are maintained under disposition standard number 101-01.</p> <p style="text-align: center;">SECTION 4. AUTOMATIC DATA PROCESSING MANAGEMENT FILES</p>	<p>Destroy upon receipt of a revised plan.</p>
204-01	<p><u>ADP Systems Planning Project Files.</u> Project files document the installation of an ADP system from initial inception to final system operation. Files include documents containing definitions of the system, authorizing directives, source data, detailed studies reflecting advantages and disadvantages of alternate solutions, equipment requirements, tangible benefits, output requirements, schedule for completion, and related papers. Arranged alphabetically by title of ADP system.</p>	<p><u>Permanent.</u> Cutoff at close of fiscal year in which system is stabilized. Hold 1 year and retire to FARC.</p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
307-03	<u>Employee Property Issue Files.</u> Card file documenting property and equipment charged out to personnel including employee receipts.	Destroy when new card is made provided item has been returned.
307-04	<u>Requisition Files.</u> Documents showing evidence of requisition, issue, delivery, and receipt of supplies, equipment, and services.	Cutoff at close of fiscal year. Destroy after 2 years.
307-05	<u>Property Record Receipt Files.</u> Copies of purchase orders maintained as property receipt records.	Cutoff at close of fiscal year. Destroy after 2 years.
307-06	<u>Supply Activity Reports.</u> Reports on supply requirements and procurement matters submitted for supply management purposes.	Cutoff at close of fiscal year. Destroy after 2 years.
307-07	<u>Property Transmittal and Coding Sheets.</u> Papers used to document and control the acquisition, transfer, loan, and disposition of non-expendable property.	Cutoff at close of fiscal year. Destroy after 1 year.
307-08	<u>Inventory Lists.</u> Inventories of capitalized and controlled property assets and property on loan. a. Computer prepared inventories. * b. Manually prepared inventories.	a. Cutoff at close of fiscal year. Destroy after 2 years. b. Cutoff when superseded by a new or revised inventory. Destroy after 2 years. *
307-09	<u>Inventory Control Cards.</u> Inventory control cards used for stock control and property maintenance.	Place in inactive file upon disposition or transfer or property. Cutoff at close of fiscal year. Destroy after 2 years.

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
704-01	<p style="text-align: center;">SECTION 4. PAYROLL FILES</p> <p>(NOTE: Department of Justice performs payrolling functions for LEAA and thus maintains most of these files.)</p> <p><u>Time and Attendance Reports.</u> Copies maintained by <u>Time and Attendance Clerks</u> for administrative purposes. Originals are forwarded to Department of Justice for payroll preparation. Arranged by pay period. Time and attendance reports may also be maintained in the Office General Personnel Files, disposition standard 101-08.</p>	<p>Cutoff at end of pay period. Destroy after 2 years.</p> <p style="text-align: right;"></p>

STANDARD NUMBER	DESCRIPTION OF RECORDS	DISPOSAL INSTRUCTIONS
	<p>E - Correspondence; F - Close-out documents such as project monitor evaluation and acceptance statement, final audit report, cost analysis, memorandum of final settlement, contractor's release, and evaluation of overall performance; G - Brief description of various type reports. Documents contained in the official contract file include such items as findings and determinations, patent information checklists, additional solicitation instructions and conditions, establishment of Evaluation Review Boards, minutes and reports thereto, contract proposal reviews, contract primary proposals, Rank Order evaluations, proposal numerical rating sheet, report and recommendations of proposals, classification of proposals by acceptability, approval of LEAA officials, record of contract negotiations, contract summary and approvals, equipment and materials specifications, and related documents and correspondence. Filed by contract number and maintained by Procurement Branch.</p>	
*	a. Contracts for less than \$10,000.	Place in inactive file when closed or upon final payment. Cutoff inactive file at close of fiscal year. Destroy after 3 years. *
*	b. Contracts for more than \$10,000.	Place in inactive file when closed or upon final payment. Cutoff inactive file at close of fiscal year. Hold 2 years and retire to FARC. Destroy 6 years after cutoff. *