

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-306-90-004

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/6/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 4 is superseded by N1-306-94-001, item 1.

Item 6 is superseded by N1-306-94-001, item 2.

Item 16b1 is superseded by N1-306-94-001, item 4.

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK

JOB NO

N1-306-90-4

DATE RECEIVED

10/1/91

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

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

The United States Information Agency

2 MAJOR SUBDIVISION

The Bureau of Broadcasting

3 MINOR SUBDIVISION

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Jeannette Giovetti

619-4408

10/24/91

*[Signature]*

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 34 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☐ is unnecessary

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

8/28/91

*Thomas H. Connor*

Records Management Officer

7  
ITEM  
NO

8 DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9 GRS OR  
SUPERSEDED  
JOB  
CITATION

10 ACTION  
TAKEN  
(NARS USE  
ONLY)

The Voice of America (VOA) was established in 1942 and chartered by Congress on July 12, 1976. The VOA produces more than 1,100 hours per week of radio broadcasting in English and 43 foreign languages for overseas audiences. As set forth in the Charter, the aim of the program requires the Bureau to: serve as a consistently reliable source of accurate, objective and comprehensive news; present a balanced and comprehensive projection of significant American thought and institutions; and present the policies of the United States clearly and effectively along with responsible discussion of those policies.

In July 1991, the Voice of America was reorganized into the Bureau of Broadcasting (B). The B Bureau maintains the former VOA offices with the addition of the Office of Cuba Broadcasting, B/C (Radio and TV Marti), and the Office of Worldnet Television and Film Service, B/TV.

NOTE: Records that are common to most offices are located at the back of this schedule.

UNITED STATES INFORMATION AGENCY  
BUREAU OF BROADCASTING  
OFFICE OF THE ASSOCIATE DIRECTOR  
(B)

Responsible for planning, organizing and directing all activities relative to the international radio of the U.S. Government. The Bureau of Broadcasting, reporting directly to the Director, USIA, participates as a member of the Agency's "core management" group responsible for establishing broad Agency policies and assuring their effective execution.

1. Associate Director's and Deputy Associate Director's Files (Executive Secretariat). Correspondence, telegrams, memoranda, and related materials pertaining to directing, controlling, and carrying out the functions and responsibilities of the Bureau of Broadcasting. Arranged alphabetically by subject.

DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC 3 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: 110 cubic feet.  
Annual Accumulation: 21 cubic feet.

2. International Negotiations Site Files. Correspondence, memoranda, telegrams, negotiations with host countries, agreements, and other materials relating to site agreements associated with the current Bureau of Broadcasting modernization program.

DISPOSITION. PERMANENT. Cut off annually (active site material files may be brought forward to current years files). Transfer to WNRC 3 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: 16 cubic feet.  
Annual Accumulation: 2 cubic feet.

OFFICE OF POLICY  
(B/G)

Responsible for ensuring that appropriate analyses, coordination and guidance are developed which maintain the proper relationships between Bureau of Broadcasting programming and U.S. policies. Writes editorials for use throughout the Bureau with the intent of interpreting and supporting U.S. policy on major international and domestic issues.

3.     Director's Subject Files.

- a.     Program Files. Correspondence, telegrams, memoranda, and related materials pertaining to directing, controlling, and carrying out the functions and responsibilities of the Office of Policy. Arranged alphabetically by subject.

DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: ca. 8 cubic feet.  
Annual Accumulation: 2 cubic feet.

- b.     Administrative Files. Records relating to the internal administration or housekeeping activities of the Office.

DISPOSITION: See Item 66, Records Common to Most Offices, and the General Records Schedules for instructions.

4.     Editorial Files. Copies of regular editorials (one or two issued each day) and editorial "briefs" (issued occasionally). Arranged chronologically.

DISPOSITION: PERMANENT. One copy of each editorial and editorial "brief". Cut off annually. Transfer to WNRC when 3 years old. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: ca. 6 cubic feet.  
Annual Accumulation: ca. 1 cubic foot.

OFFICE OF EXTERNAL AFFAIRS  
(B/BE)

Assists the Associate Director, B, in planning and conducting the public affairs program for the Bureau through the development of informational materials for audiences, and the establishment and maintenance of effective working relationships with media representatives, special interest groups, Congressional staffs, and the general public to inform them about the missions, purposes, and accomplishments of the Bureau.

5.      Director's Subject Files.

- a.      Program Files. Correspondence, telegrams, memoranda, and related materials pertaining to directing, controlling, and carrying out the functions and responsibilities of the Office of External Affairs. Arranged alphabetically by subject.

DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: ca. 22.5 cubic feet.

Annual Accumulation: 3 cubic feet.

- b.      Administrative Files. Records relating to the internal administration or housekeeping activities of the Office.

DISPOSITION: See Item 66, Records Common to Most Offices, and the General Records Schedules for instructions.

6.      Bureau of Broadcasting Publications Files.

- a.      One copy of each Bureau publication, including "Voice", "VOA Today", and "A Guide to Radio Listening".

DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC one year after cutoff. Transfer to the National Archives 10 years after cutoff in 5 year blocks.

Volume on Hand: 3 inches

Annual Accumulation: ca. 1/2 inch

- b.      Other copies.

DISPOSITION: Destroy when no longer needed (Non-record material).

7. "Voice" Magazine Distribution and Working Files.  
Distribution lists, telegrams, letters from readers, and manuscripts.  
  
DISPOSITION: Cut off annually. Destroy when 2 years old or when no longer needed, whichever is sooner.
8. Audience Mail Files. Correspondence from audience, monthly mail reports, and related materials.  
  
DISPOSITION: Cut off monthly. Destroy 3 months after cutoff.
9. Audience Research Country Files. Correspondence, memoranda, and copies of USIA, USIS, and other reports concerning the audience reached by B/VOA broadcasts.  
  
DISPOSITION: Review annually. Destroy when no longer needed for research purposes.

OFFICE OF VOICE OF AMERICA PROGRAMS  
(B/VOA)

Responsible for directing the establishment of policies and program standards to assure consistency of B/VOA programming with the B/VOA Charter and Agency objectives, and providing oversight and guidance to subordinate programming elements to assure effective integration of the various resources involved in news, English broadcasts, and regional language programming.

10.      Director's Subject Files.

- a.      Program Files. Correspondence, telegrams, memoranda, and related materials pertaining to directing, controlling, and carrying out the functions and responsibilities of the Office of Programs. Arranged alphabetically by subject.

DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: ca. 36 cubic feet.

Annual Accumulation: 9 cubic feet.

- b.      Administrative Files. Records relating to the internal administration or housekeeping activities of the Office.

DISPOSITION: See Item 66, Records Common to Most Offices, and the General Records Schedules for instructions.

11.      Deputy Director, B/VOA Europe, Program Subject Files.

Correspondence, telegrams, memoranda, and related materials pertaining to the planning, development, implementation and integration into regular B/VOA broadcasting of a major network of broadcasts in national languages and English to Western Europe to help correct the information deficiency about the United States and to complement efforts in this regard by individual USIS posts.

DISPOSITION. PERMANENT. Cut off annually. Transfer to WNRC 3 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: 20 cubic feet.

Annual Accumulation: 2 cubic feet.

12. Operation Logs. Log reports on programming and studio operations.

DISPOSITION: Cut off monthly. Destroy 1 year after cutoff (II-NNA-2747/3).

13. Stringers/Correspondents Files. Correspondence, reports, and copies of purchase orders and other payroll information relating to individual stringers/correspondents.

DISPOSITION: Cut off annually. Destroy 3 years after cutoff. [GRS, 3 Item 3 (a)(2)]

14. News Wire Services Files.

- a. A-Wires. Principal news wire service of B/VOA, including all important spot news stories, editorial comments, news features, roundups, and backgrounders; the main source for development of news broadcasts by language services to overseas audiences.

(1) News Division Copy

DISPOSITION: Cut off annually. Transfer to WNRC 1 year after cutoff. Destroy 5 years after cutoff (NN-170-5, Item 2).

(2) Other Copies.

DISPOSITION: Destroy when obsolete or no longer needed for reference (NN-170-5, Item 2).



15.

Scripts Files. Includes scripts prepared by B/VOA staff and vendors, related newswire copy, and other background information.

- a. Producers' Copies. Includes notes of deletions, additions, revisions, etc., together with English translations (if any), Daily Broadcast Content Report, Cover Sheet for Broadcast Script and attachments such as house scripts, teletype news, and other background material.

(1) Master Set in Program Office.

DISPOSITION: Cut off annually. Transfer to WNRC 3 years after cutoff. Destroy 10 years after cutoff.

~~(2) Other Copies.~~

~~DISPOSITION: Cut off monthly. Destroy three months after cutoff (NN-170-5 Item 1a(2)).~~

b. Reproduction Masters.

~~(1) Master Set in Program Office.~~

~~DISPOSITION: Destroy when reproduction requirements have been met (no longer than three months after close of month in which broadcast) (NN-170-5, Item 1b).~~

~~(2) Other Copies.~~

~~DISPOSITION: Destroy when no longer needed for daily reference use (no longer than three months after close of month in which broadcast) (NN-170-5, Item 1c).~~

16. Tapes, Disks, and Other Audio Recordings.

- a. Reference Recordings. Verbatim recordings of programs broadcast by the Office of Voice of America Programs domestic or foreign facilities, together with daily broadcast schedules and any other finding aids.

DISPOSITION: Wipe and reuse tapes 2 years after recorded. Destroy finding aids when tapes are wiped (NN 172-17 Item 1).

b. Package Program Recordings.

- (1) Historical Significance Recordings. Audio recordings of significant feature programs produced by Worldwide English and Language Divisions that document B/VOA's mission, functions, policies, and activities. Included for retention would be a selection of the interactives or "radio bridges;" programs that reflect and document important milestones in the broadcast history of each language service; programs covering major news events that are exclusive to a particular language service; and programs submitted or selected for awards and honors.

DISPOSITION: PERMANENT. Cut off annually. Transfer original or edited master to the B/VOA Tape Library. Transfer to the National Archives 15 years after cutoff in accordance with N1-306-86-5 in the format specified by 36 CFR 1232.4.

[NN 170-5 Item 4b(1)(a)]

Volume on Hand: 70,000 reels of tape  
Annual Accumulation: 5,000 reels of tape

- (2) All Other Recordings. Includes off-line recordings of programs, recordings made for and used in B/VOA broadcasts, music recordings, and recordings NOT considered to be historically significant for transfer to the National Archives.

DISPOSITION: Review annually. Destroy recordings that are obsolete. Wipe tapes for reuse when practical (NN-170-5, Item 4c).

17. Daily Menu Files. Script menus, request log, library log and pronunciation guide and related materials.

DISPOSITION: Cut off annually. Destroy one year after cutoff.

18. Program Review Notes Files. Program Review Notes by Divisions and Branches.
- DISPOSITION: Cut off annually. Destroy one year after cutoff.
19. Audience Mail Files. Audience reports and incoming letters from B/VOA listeners, in response to B/VOA programs.
- DISPOSITION: Cut off monthly. Destroy 3 months after cutoff.
20. Radio Log Files. Log of daily broadcasts.
- DISPOSITION: Cut off annually. Destroy 1 year after cutoff.
21. ~~Maintenance and Operations Controls Files. Logs, schedules, inventories, and similar records relating to the day to day operations of the radio and relay stations. Including work schedules and assignments, parts inventories, tape duplication forms, maintenance logs (equipment trouble reports), operating logs, short wave reception logs, tube service reports, master logs, discrepancy logs, and production logs.~~
- ~~DISPOSITION: Cut off annually. Destroy 6 months after cutoff (II-NNAA-2747, Items 3-19).~~
22. ~~Library Sound Recordings. Music and other sound recordings used for special effects and background in B/VOA programs.~~
- ~~DISPOSITION: Destroy (erase) when no longer needed (GRS 21, Item 25).~~
23. Annual Program Review Files. Reports, studies, and related records concerning programming philosophy, audience profile, broadcast clocks, research reports, statistical analysis, and content and music analyses.
- DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC 3 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.
- Volume on Hand: 3 cubic feet  
Annual Accumulation: 1/2 cubic foot

24. Broadcast Activity Schedules Files. Reports, schedules and related records citing the number of broadcast hours by language to illustrate the net increase or decrease of programming. Arranged alphabetically by geographic area.

DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC one year after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: ca. 1 cubic foot  
Annual Accumulation: 1/2 inch

25. Special Events Files: Reports and Memos on Special Operations of Traffic Management Section

DISPOSITION: Destroy when no longer required.

26. System for News and Programming (SNAP). SNAP is a multilingual word processing and database management network for writers, editors, foreign language adaptors, producers, technicians and broadcast managers to use in preparing scripts, program logs, and other materials used in radio broadcasting. The system includes a Central Scripts Subsystem; a Broadcasting Contents Subsystem; an Authentication, Electronic Mail, and other Central Service Subsystem; and a Communications Service Subsystem.

DISPOSITION: Delete when no longer needed for current business.

27. Technical Computer Network (WICAT). WICAT provides miscellaneous database services to the logistical support divisions of B/VOA Broadcast Operations. Its major functions include automation of the Tape and Music Library catalogs, property management, scheduling of audio traffic, planning for "special events" news coverage, and system administration of SNAP.

DISPOSITION: Delete when no longer needed for current business.

28.

Files/Records Created in Central B/VOA ADP Facilities to Create, Use, and Maintain Master Files.

- a. Electronic files or records created solely to test system performance, such as test records, as well as related documentation for the electronic files/records.

DISPOSITION: Delete/destroy when no longer needed (GRS 20, Item 1a).

- 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.

DISPOSITION: Delete after information has been transferred to the master file and verified (GRS 20, Item 1b).

- c. Electronic files 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.

DISPOSITION: Delete when no longer needed in accordance with sound business practice and Agency standard operating procedures (GRS 20, Item 1c).

29.

Input/Source Records.

- 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.

DISPOSITION: 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 (GRS 20, Item 2a).

- b. Electronic records, except as noted in 28c, entered into the system during an update process, and not required for audit and legal purposes.

DISPOSITION: Delete when data have been entered into the master file or data base and verified, or when no longer required to support reconstruction of, or serve as back-up to, a master file or data base, whichever is later (GRS 20, Item 2b).

- 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.

DISPOSITION: Delete when data have been entered into the master file or data base and verified, or when no longer needed to support reconstruction of, or serve as back-up to, the master file or data base, whichever is later (GRS 20, Item 2c).

- 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 data base.

DISPOSITION: Delete after the necessary data have been incorporated into a master file (GRS 20, Item 2d).

30. Print File. Electronic file extracted from a master file or data base without changing it and used solely to produce hard-copy publications and/or printouts of tabulations, ledgers, registers, and reports.

DISPOSITION: Delete when no longer needed (GRS 20, Item 6).

31. Technical Reformat File. Electronic file consisting of data copied from a master file or data base for the specific purpose of information interchange and written with varying technical specifications, EXCLUDING files created for transfer to the National Archives.

DISPOSITION: Delete when no longer needed (GRS 20, Item 7).

32. Security Backup File. Electronic file consisting of data identical in physical format to a master file or data base and retained in case the master file or data base is damaged or inadvertently erased.

- a. File identical to records scheduled for transfer to the National Archives.

DISPOSITION: Delete when the identical records have been transferred to the National Archives and successfully copied, or when replaced by a subsequent security backup file (GRS 20, Item 8a).

- b. File identical to records authorized for disposal in a NARA-approved records schedule.

DISPOSITION: Delete when the identical records have been deleted, or when replaced by a subsequent security backup file (GRS 20, Item 8b).

33. Finding Aids (or indexes). Electronic indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the General Records Schedules or a NARA-approved records schedule, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.

DISPOSITION: Delete with related records or when no longer needed, whichever is later (GRS 20, Item 9).

34. Special Purpose Programs. Application software necessary solely to use or maintain a master file or data base authorized for disposal in a General Records Schedule item or a NARA-approved records schedule, EXCLUDING special purpose software necessary to use or maintain any unscheduled master file or data base or any master file or data base scheduled for transfer to the National Archives.

DISPOSITION: Delete when related master file or data base has been deleted (GRS 20, Item 10).

35.

~~Documentation. Data systems specifications, codebooks, record layouts, user guides, output specifications, and final reports (regardless of medium) relating to a master file or data base that has been authorized for disposal in a NARA-approved records schedule, EXCLUDING documentation relating to any unscheduled master file or data base scheduled for transfer to the National Archives.~~

DISPOSITION: Destroy or delete when superseded or obsolete, or upon authorized destruction of related master file or data base (GRS 20, Item 11).



OFFICE OF ENGINEERING AND TECHNICAL OPERATIONS  
(B/E)

Responsible for directing all engineering and technical activities necessary to enable the Bureau to meet its mission objectives.

36. Director's Subject Files.

- a. Program Files. Correspondence, telegrams, memoranda, and related materials pertaining to directing, controlling, and carrying out the functions and responsibilities of the Office of Engineering and Technical Operations. Arranged alphabetically by subject.

DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: ca. 40 cubic feet.  
Annual Accumulation: 4 cubic feet.

- b. Administrative Files. Records relating to the internal administration or housekeeping activities of the Office.

DISPOSITION: See Item 66, Records Common to Most Offices, and the General Records Schedules for instructions.

37. Deputy Director's Subject Files. Correspondence, telegrams, reports, memoranda, and related records concerning their programs.

DISPOSITION: Cutoff annually. Transfer to WNRC 3 years after cutoff. Destroy 5 years after cutoff.

38. Tasking and Tracking Subject Files. Correspondence, memoranda, reports, background material, and related records concerning the design, development, and operation of an integrated management control system which tracks and reports on the accomplishments of all assigned tasks, milestones, and products relative to the Office.

DISPOSITION: Cut off annually. Transfer to WNRC 3 years after cutoff. Destroy 5 years after cutoff.

39. Relay Stations Project Subject Files. Correspondence, memoranda, telegrams, reports, and related records concerning relay station projects.
- DISPOSITION: Cut off annually. Transfer to WNRC 3 years after cutoff. Destroy 5 years after cutoff.
40. Quality Assurance Testing Report Files. Specific testing procedures for project-related equipment and facilities. Includes, guidelines, checklists, plans, and related records.
- DISPOSITION: Cut off annually. Transfer to WNRC 5 years after cutoff. Destroy 8 years after cutoff.
41. Special Survey Reports Files. Survey reports consisting of site data, site survey data, and other information relating to relay stations.
- DISPOSITION: Cut off annually. Transfer to WNRC 5 years after cutoff. Destroy 8 years after cutoff.
42. Maintenance and Repair Projects Subject Files. Correspondence, telegrams, photographs, drawings, and related records concerning active and completed repair projects.
- DISPOSITION: Cut off annually. Transfer to WNRC 3 years after cutoff. Destroy 5 years after cutoff.
43. "Document Tree" Files. Correspondence, memoranda, reports, studies, plans, drawings, specifications, and related records. The function of the "Document Tree" is to define the B/VOA modernization mission and effort. The records are in both hard copy and electronic form. An index details the physical location of each record.
- DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.
- Volume on Hand: ca. 24 cubic feet.  
Annual Accumulation: 6 cubic foot.

OFFICE OF ADMINISTRATION  
(B/A)

Responsible for the planning, development, and implementation of administrative programs, policies, and procedures for the Bureau; acts as focal point for the Bureau in appropriate dealings with the Agency's Bureau of Management and performs budget and fiscal coordination, contract and procurement oversight and liaison, physical space and non-technical supply/equipment control and administration, safety and security administration, mail and communications operations, office automation coordination and administration, travel and transportation administration, and other general and administrative activities.

44.      Director's Subject Files.

- a.      Program Files. Correspondence, telegrams, memoranda, and related materials pertaining to directing, controlling, and carrying out the functions and responsibilities of the Office of Administration. Arranged alphabetically by subject.

DISPOSITION: PERMANENT. Cut off annually. Transfer to WNRC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: ca. 16 cubic feet.  
Annual Accumulation: 2 cubic feet.

- b.      Administrative Files. Records relating to the internal administration or housekeeping activities of the Office.

DISPOSITION: See Item 66, Records Common to Most Offices, and the General Records Schedules for instructions.

45.

Master Purchase Order Files. Contract, requisition, purchase order, lease and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.

a. Procurement or purchase organization copy, and related papers.

(1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

DISPOSITION: Cut off after final payment. Destroy 6 years and 3 months after cutoff (GRS 3, Item 3a(1)).

(2) Transactions of \$25,000 or less and construction contracts under \$2,000.

DISPOSITION: Cut off annually. Destroy 3 years after cutoff (GRS 3, Item 3a(2)).

b. Obligation copy.

DISPOSITION: Destroy when funds are obligated (GRS 3, Item 3b).

c. Other copies of records described above used by component elements of a procurement office for administrative purposes.

DISPOSITION: Destroy upon termination or completion (GRS 3, Item 3c).

d. Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.

DISPOSITION: Cut off at end of fiscal year. Destroy 5 years after cutoff (GRS 3, Item 3d)).

46.

Freight and Passenger Transportation Files.

- a. Original vouchers and support documents covering freight and passenger transportation charges of settled fiscal accounts. Including registers and other control documents.

- (1) Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation request is less than \$100, EXCLUDING those covered by Item 46a(4) of this schedule.

DISPOSITION: Cut off at end of fiscal year.  
Destroy 3 years after cutoff (GRS 9, Item 1a(1)).

- (2) Records covering payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in the tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs, EXCLUDING those covered by Item 46a(4) of this schedule.

DISPOSITION: Cut off at end of fiscal year.  
Destroy 3 years after cutoff (GRS 9, Item 1a(2)).

- (3) Records covering payment for all other freight and passenger transportation charges not covered by Items 35a(1) and (2) above, EXCLUDING those covered by Item 46a(4) of this schedule.

DISPOSITION: Cut off at end of fiscal year.  
Destroy 6 years after cutoff (GRS 9, Item 1a(3)).

- (4) Records covering payment for freight and passenger transportation charges for services for which (1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, (2) deduction of collection action has been taken, (3) voucher contains inbound transit shipment(s), (4) parent voucher has print of paid supplemental bill associated, (5) voucher has become involved in litigation, or (6) any other condition that requires the voucher to be retained beyond the 3 or 6-year disposal period, such as detection of an undercharge.

DISPOSITION: Cut off at end of fiscal year. Destroy 10 years after cutoff (GRS 9, Item 1a(4)).

- b. Issuing office memorandum copies of Government or commercial bills of lading, passenger transportation vouchers and transportation requests, travel authorizations, and supporting documents.

DISPOSITION: Cut off at end of fiscal year. Destroy 3 years after cutoff (GRS 9, Item 1b).

- c. Obligation copy of passenger transportation vouchers.

DISPOSITION: Destroy when funds are obligated (GRS 9, Item 1c).

- d. Unused ticket redemption forms, such as SF 1170.

DISPOSITION: Destroy when no longer needed for administrative use (GRS 9, Item 1d).

47. Lost or Damaged Shipment Files. Schedules of valuables shipped, correspondence, reports, and other records relating to the administration of the Government Losses in Shipment Act.

DISPOSITION: Cut off at end of fiscal year. Destroy 3 years after cutoff (GRS 9, Item 2).

48. Passenger Reimbursement Files. Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.
- a. Travel administrative office files.
- DISPOSITION: Cut off at end of fiscal year. Destroy 3 years after cutoff (GRS 9, Item 3a).
- b. Obligation copies.
- DISPOSITION: Destroy when funds are obligated (GRS 9, Item 3b).
49. Nonpersonal Requisition File. Requisitions for nonpersonal services, such as duplicating, laundry, binding, and other services (EXCLUDING records associated with accountable officers' accounts).
- DISPOSITION: Cut off annually after completion of service. Destroy 1 year after cutoff (GRS 3, Item 7).
50. Safety and OSHA Files. Correspondence, memorandum, reports, plans, and other records pertaining to air pollution, accidents, safety, monitoring, and related subjects.
- DISPOSITION: Cut off annually. Transfer to WNRC 3 years after cutoff. Destroy 8 years after cutoff.
51. Budget Report Files. Periodic reports on the status of appropriation accounts and apportionment.
- DISPOSITION: Cut off at close of fiscal year. Destroy 3 years after cutoff (GRS 5, Item 3b).
52. Budget Apportionment Files. Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.
- DISPOSITION: Cut off at close of fiscal year. Destroy 2 years after cutoff (GRS 5, Item 4).

53.

~~Budget Correspondence Files. Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered in this schedule. (Files relating to policy and procedure are maintained in the Office of the Comptroller).~~

DISPOSITION: Cut off at close of fiscal year. Destroy 2 years after cutoff (GRSS, Item 1.)



OFFICE OF PERSONNEL  
(B/P)

Responsible for planning and directing a comprehensive personnel program including placement and staffing, examination, selection, employee development and training, assignment, promotion, position management, position classification, salary and wage administration, labor-management and employee relations, personnel services, personnel management evaluation and other necessary personnel management programs for Civil Service, Foreign Service, and Foreign Service National employees of the Bureau; also provides administrative guidance and support for the entire Office of Personnel.

54. Director's Subject Files.

- a. Program Files. Correspondence, telegrams, memoranda, and related materials pertaining to directing, controlling, and carrying out the functions and responsibilities of the Office of Personnel. Arranged alphabetically by subject.

DISPOSITION: Cut off annually. Transfer to WNRC 5 years after cutoff. Destroy 8 years after cutoff.

- b. Administrative Files. Records relating to the internal administration or housekeeping activities of the Office.

DISPOSITION: See Item 66, Records Common to Most Offices, and the General Records Schedules for instructions.

55. Official Personnel Folders.

- a. Civilian Service Personnel Folders. Records filed on the right side of the Official Personnel Folder (OPF). (See Item 56 of this schedule for the disposition of 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.

(1) Transferred Employees.

DISPOSITION: See Federal Personnel Manual (FPM) for instructions relating to folders of employees transferred to another agency (GRS 1, Item 1a).

(2) Separated Employees.

DISPOSITION: Transfer to National Personnel Records Center (NPRC), St. Louis, MO., 30 days after separation. NPRC will destroy 65 years after separation from Federal service (GRS 1, Item 1b).

- b. Foreign Service Personnel Folders. Records are two-part folders. The "Administrative" folder contains the information required to be maintained in the Civilian OPF by the FPM and; the "Performance Evaluation" folder containing information relating to the character and conduct of the employee and other information restricted by the Foreign Service Act of 1946, together with correspondence with employee regarding submissions of performance ratings or supplemental data for inclusion with the ratings, inquiries or comments regarding the ratings and other performance rating related material.

(1) Transferred Employees.

- (a) Transferred to another foreign affairs agency (Dept. of State, AID, etc)

DISPOSITION: Transfer both "Administrative" and "Performance Evaluation" folders to new agency. (NC1-306-78-2).

- (b) Transferred to any other agency.

(i) Administrative Folders.

DISPOSITION: Follow disposition instructions for Civilian Personnel Records (Item 44a(1)) above (NC1-306-78-2).

(ii) Performance Evaluation Folders.

DISPOSITION: Transfer to WNRC 1 year after employee transfer. Destroy 15 years after transfer of employee (NC1-306-78-2).

(2). Separated Employees.

- (a) Administrative Folders.

DISPOSITION: Transfer to National Personnel Records Center (CPR) as proposed in Item 55a(2) above (NC1-306-78-2).

~~(b) Performance Evaluation Folders.~~

~~DISPOSITION: Transfer to WNRC 1 year after separation. Destroy 15 years after separation of employee from the Foreign Service (NC1-306-78-2).~~

56. ~~Temporary Individual Employee Records. All copies of correspondence and forms maintained on the left side of the OPF in accordance with FPM, Chapter 293, and Supplement 292-31, EXCLUDING performance-related records.~~

~~DISPOSITION: Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner (GRS 1, Item 10).~~

57. ~~Position Descriptions Files. Record copy of position descriptions which includes information on title, series, grade, duties and responsibilities, and related documents.~~

~~DISPOSITION: Destroy 2 years after position is abolished or description superseded (GRS 1, Item 7b).~~

58. ~~Employment Applications. Applications (SF 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF.~~

~~DISPOSITION: Cut off annually. Destroy upon receipt of OPM inspection or 2 years after cutoff, whichever is earlier, provided the requirements of FPM Chapter 333, Section A-4, are observed (GRS 1, Item 15).~~

59. ~~Employee Awards Files.~~

- ~~a. General Awards Records, EXCLUDING those relating to departmental level awards.~~

- ~~(1) Case files including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to Agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit increases, suggestions, and outstanding performance.~~

~~DISPOSITION: Cut off when approved for disapproved. Destroy 2 years after cutoff (GRS 1, Item 12a(1)).~~

- (2) Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.

DISPOSITION: Cut off annually. Destroy 2 years after cutoff (GRS 1, Item 12a(2)).

- b. Length of Service and Sick Leave Awards Files.  
Records including correspondence, reports, computations of service and sick leave, and list of awardees.

DISPOSITION: Cut off annually. Destroy 1 year after cutoff (GRS 1, Item 12b).

- c. Letters of Commendation and Appreciation Files.  
Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.

DISPOSITION: Cut off annually. Destroy 2 years after cutoff (GRS 1, Item 12c).

- d. Lists or Indexes to Agency Award Nominations.

DISPOSITION: Destroy when obsolete or superseded (GRS 1, Item 12d).

60. Labor Management Relations Records.

- a. Labor Management Relations General and Case Files.  
Correspondence, memoranda reports and other records relating to the relationship between management and employee unions or other groups:

- (1) Office negotiating agreement.

DISPOSITION: Cut off on expiration of agreement. Destroy 5 years after cutoff (GRS 1, Item 28a(1)).

- (2) Other offices.

DISPOSITION: Destroy when superseded or obsolete (GRS 1, Item 28a(2)).

- b. Labor Arbitration General and Case Files.  
Correspondence, forms, and background papers relating to labor arbitration cases.

DISPOSITION: Cut off after final resolution of case. Destroy 5 years after cutoff.

61. Grievance, Disciplinary and Adverse Action Files.

- a. Grievance, Appeal Files (5 CFR 771). Records originating in the review of grievances and appeals raised by Agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.

DISPOSITION: Cut off on close of case. Destroy 3 years after cutoff (GRS 1, Item 30a).

- b. Adverse Action Files 5 CFR 752. Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.

DISPOSITION: Cut off on close of case. Destroy 4 years after case is closed.

62. Training Records.

- a. Agency-sponsored Training Files. Training-related files EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the Agency.

- (1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.

DISPOSITION: Destroy when 5 years old or 5 years after completion of a specific training program (GRS 1, Item 29a(1)).

- (2) Background and working files.

DISPOSITION: Destroy when 3 years old (GRS 1, Item 29a(2)).

~~b. Employee Training. Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.~~

DISPOSITION: Destroy when 5 years old or when superseded or obsolete, whichever is sooner (GRS 1, Item 29b).

RECORDS COMMON TO MOST OFFICES

63. Heads of Divisions/Branches/Services Files. Copies of memoranda, correspondence, reports, newsclippings and other informational materials maintained by Heads of Divisions, Branches, or Services that relate to their programs.

DISPOSITION: Cut off annually. Destroy 2 years after cutoff (files having further reference use should be brought forward to the current year file).

64. Divisions Program Subject Files. Correspondence, memoranda, reports, and other materials maintained by Divisions that relate to their programs.

DISPOSITION: Cut off annually. Transfer to WNRC 3 years after cutoff. Destroy 5 years after cutoff (files having further use should be brought forward to the current year file).

65. Branches and Services Program Subject Files. Correspondence, memoranda, reports, and other materials maintained by Branches and Services that relate to their programs.

DISPOSITION: Cut off annually. Destroy 3 years after cutoff (files having further use should be brought forward to the current year file).

66. Administrative Subject Files. 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.

DISPOSITION: Cut off annually. Destroy 2 years after cutoff, or when no longer needed, whichever is sooner (GRS 23, Item 1).

67. Working Papers. Project background records, such as studies, analyses, notes, drafts, scripts, and interim reports used by the staff in their work.

DISPOSITION: Destroy 6 months after final action on project or 3 years after completion of report if no final action is taken.

68. Chronological Files. Extra copies of communications, correspondence, and other materials arranged in order of occurrence either alphabetically, geographically, organizationally, or other method, and used as a general reference file.

DISPOSITION: Cut off annually. Destroy when purpose has been served (usually one year).

69. Supervisors' Personnel Files and Duplicate OPF Documentation.

a. Supervisors' Personnel Files.

Correspondence, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual employee within 1 year after separation or transfer (GRS 1, Item 18a).

b. Duplicate Documentation.

Other copies of documents duplicated in the OPF not provided for elsewhere in this schedule.

DISPOSITION: Cut off annually. Destroy 6 years after cutoff (GRS 1, Item 18b).

70. Reference and Background Files. Copies of reports, scripts, publications, and other materials used by the staff as reference and background files in their work.

DISPOSITION: Destroy when obsolete, superseded, or of no further reference value (*Non-record*).



71. Time and Attendance Reports Files.

- a. Optional Form 1130 or equivalent. Copies of forms used in recording the time and attendance of employees.

DISPOSITION: Cut off at end of pay period. Destroy 6 months after cutoff (GRS 2, Item 3a(2)).

- b. Flexitime Attendance Records. Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.

DISPOSITION: Cut off annually. Destroy after GAO audit or 3 years after cutoff, whichever is sooner (GRS 2, Item 3b).

72. Procurement Files. Copies of contracts, requisitions, purchase orders, and related papers that are duplicated in the official procurement files but necessary for administrative purposes in other offices.

DISPOSITION: Destroy upon termination or completion (GRS 3, Item 3c).

73. Word Processing Files. Documents such as letters, messages, memoranda, reports, handbooks, directives, scripts, and manuals recorded on electronic media such as hard disks or floppy diskettes and used to produce hard copy which is maintained in organized files.

- a. When used to produce hard copy which is maintained in organized files.

DISPOSITION: Delete when no longer needed to create a hard copy (GRS 20, Item 2a).

- 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 the hard copy has been authorized for destruction by the GRS or a NARA-approved SF 115.

DISPOSITION: Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115 (GRS 20, Item 2b).

74. Administrative Data Bases. Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115, if the hard copy records are maintained in organized files.

DISPOSITION: Delete information in the data base when no longer needed (GRS 23, Item 3).

75. Transitory Files. 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.

- 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.
- 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.

DISPOSITION: Destroy when 3 months old, or when no longer needed, whichever is sooner (GRS 23, Item 7).

76. Budget Background Records. Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.

DISPOSITION: Destroy 1 year after the close of the fiscal year covered by the budget (GRS 5, Item 2).

77. Travel Files. Issuing office memorandum copies of passenger transportation vouchers (SF 113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.

DISPOSITION: Destroy when 3 years old (GRS 9, Item 1b).

78. Action/Suspense Files. 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.

a. Note or other reminder to take action.

DISPOSITION: Destroy after action is taken (GRS 23, Item 6a).

b. File copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.

DISPOSITION: Withdraw documents when reply is received.

(1) If suspense copy is an extra copy, destroy immediately (GRS 23, Item 6b(1)).

(2) If action/suspense copy is the file copy, incorporate it into the official files (GRS 23, Item 6b(2)).

79. Tracking and Control Records. 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 General Records Schedules or a NARA-approved Agency schedule (SF 115).

DISPOSITION: Destroy when no longer needed (GRS 23, Item 8).

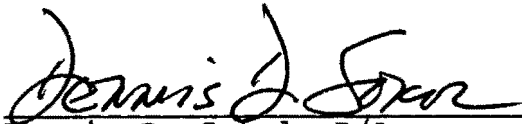
80. Finding Aids or Indexes. Indexes, lists, registers, and other finding aids in hard copy or electronic form used only to provide access to records authorized for destruction by the General Records Schedules or a NARA-approved Agency schedule (SF 115), EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.

DISPOSITION: Destroy or delete with the related records, or sooner if no longer needed (GRS 23, Item 9).

81. Equipment Inventory Files. Lists of nonexpendable equipment showing title, location, cost, and value of equipment.

DISPOSITION: Destroy 2 years after equipment is removed from Agency control (GRS 3, Item 9b).

Concurrences:



Dennis D. Sokol, B/A  
Director, Office of Administration

Date: 8/15/91



Robert T. Coonrod, B  
Acting Associate Director

Date: 8/16/91



Lorie J. Nierenberg, GC  
Office of the General Counsel

Date: 9/22/91