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

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

1 FROM (AGENCY OR ESTABLISHMENT)
Treasury Department

2 MAJOR SUBDIVISION
Bureau of Engraving and Printing

3 MINOR SUBDIVISION
Management Services Division

4 NAME OF PERSON WITH WHOM TO CONFER
Joseph J. Prunka

5 TEL EXT
447-0195

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.

Date

(Signature of Agency Representative)

Superintendent
Management Services Division

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
</tr>
</thead>
</table>
| 1       | Office of Audit  
Items 11-1 through 11-10 | |
| 2       | Office of Administrative Services  
Items 21-1 through 21-3  
Items 21.1-1 through 21.1-80  
Items 21.2-1 through 21.2-87 | |
| 3       | Office of Industrial Relations  
Items 23-1 through 23-28  
Items 23.1-1 through 23.1-152  
Items 23.2-1 through 23.2-105 | |
| 4       | Office of Industrial Services  
Items 24.1-1 through 24.1-60  
Items 24.3-1 through 24.3-22  
Items 24.2-1 through 24.2-23 | |
| 5       | Office of Currency and Stamp Printing  
Items 31.1-1 through 31.1-75  
Items 31.2-1 through 31.2-83 | |
| 6       | Office of Securities Processing  
Items 34.1-1 through 34.1-36  
Items 34.2-1 through 34.2-23 | |
Retention periods should definitely be changed for the following 11 files in Attachment I to the Bureau's letter.

**CHANGES TO RECORD RETENTION PERIODS**

(pp. 1 to 34 of Attachment 1)

A. Change to 10 years, 3 months and 6 years, 3 months, depending on the date of the records:
   - Item (8) IRS ITEMS DISCONTINUED (p. 2)
   - Item (24) SUPPORTING STATEMENT FOR SF-1080 (p. 14)
   - Item (27) PUBLIC VOUCHER FOR UNPAID COMPENSATION DUE A CIVILIAN EMPLOYEE (p. 30)

B. Change to 3 years old or whenever audited by GAO, whichever is earlier:
   - Item (9) EQUIPMENT PURCHASE AND SAVINGS (p. 2)
   - Item (28) ENGRAVED STOCK RECORD - GENERAL ACCTS. BRANCH (p. 15)
   - Item (76) MISCELLANEOUS OBLIGATION RECORD (p. 23)
   - Item (78) TERM CONTRACT RECORD (p. 23)
   - Item (81) INVENTORY RECORD (p. 24)
   - Item (19) HOURS IN PAY STATUS CONTROL REGISTER (p. 29)
   - Item (24) SCHEDULE OF CANCELLED CHECKS (p. 30)
   - Item (30) SCHEDULE OF UNDELIVERABLE CHECKS FOR CREDIT TO GOVERNMENT ACCOUNTS (p. 31)
Records Control Schedules

Pursuant to Chapter 2, Title 8, GAO Manual, selected Records Control Schedules of the Bureau of Engraving and Printing are hereby submitted for review and approval. These are extracts, covering all the categories as listed in Section 10.1 of above cited manual, and certain organizationally related components.

The numbered pages relate to the Bureau schedules as an entity, however the following index will provide congruity with Section 10.1 for GAO purposes:

Attachment I

Records Control Schedule for the Office of Financial Management

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COMPONENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll and Pay Administration</td>
<td>Payroll Section</td>
</tr>
<tr>
<td>Budget Preparation, Presentation,</td>
<td></td>
</tr>
<tr>
<td>and Apportionment</td>
<td>Budget Branch</td>
</tr>
<tr>
<td>Accountable Officers Accounts</td>
<td>General Accounts Branch</td>
</tr>
<tr>
<td>Expenditure Accounting</td>
<td>General Accounts Branch</td>
</tr>
<tr>
<td>Stores, Plant and Cost Accounting</td>
<td>Cost Accounts Branch</td>
</tr>
</tbody>
</table>

Attachment II

Records Control Schedule for the Materials Management Division

(Extract from Office of Administrative Services)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COMPONENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procurement and Supply</td>
<td>Procurement Branch</td>
</tr>
<tr>
<td></td>
<td>Transactions</td>
</tr>
<tr>
<td></td>
<td>Marketing</td>
</tr>
<tr>
<td></td>
<td>Stock Control</td>
</tr>
<tr>
<td></td>
<td>Supply Branch</td>
</tr>
<tr>
<td>Property Disposal</td>
<td>Stock Catalog and Property</td>
</tr>
<tr>
<td></td>
<td>Utilization</td>
</tr>
</tbody>
</table>
Attachment III

Records Control Schedule for Garage Section, Industrial Services Branch
(Extract from Office of Industrial Services)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COMPONENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motor Vehicle Maintenance and Operation</td>
<td>Garage Section</td>
</tr>
</tbody>
</table>

Attachment IV

Records Control Schedule for Travel Section, Office Services Branch
(Extract from Office of Administrative Services)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COMPONENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Travel and Transportation</td>
<td>Travel Section</td>
</tr>
</tbody>
</table>

NOTE: Paragraph (b) Section 10.1 is not applicable

In certain instances the functional categories will necessarily overlap into other organizational components (i.e. Travel Section and General Accounts; Stock Control and Cost Accounts, etc.). The material submitted herewith does, however, include all record copies of pertinent documents; only non-record and informational copies are excluded.

Should further clarification be required, contact Mr. Joseph J. Prunka, Records Management Unit, Room 602-17 A, Telephone 447-0195.

Attachments (4)
OFFICE OF AUDIT
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>11-1</td>
<td>AUDIT REPORTS&lt;br&gt;Filed numerically&lt;br&gt;(Includes management audit reports&lt;br&gt;physical inventory reports, etc.)</td>
<td>Record Copy - 10 Years&lt;br&gt;All Others - 4 Years</td>
</tr>
<tr>
<td>11-2</td>
<td>AUDIT WORKPAPERS&lt;br&gt;Filed numerically&lt;br&gt;(Contains worksheets, personnel&lt;br&gt;breakdown, estimates, forms&lt;br&gt;review, etc.)</td>
<td>5 Years</td>
</tr>
<tr>
<td>11-3</td>
<td>AUDIT CORRESPONDENCE&lt;br&gt;Filed numerically&lt;br&gt;(Contains audit report, issuance&lt;br&gt;clearance record, memos, adopted&lt;br&gt;recommendations, date cleared, etc.)</td>
<td>5 Years</td>
</tr>
<tr>
<td>11-4</td>
<td>AUDIT CROSS-INDEX&lt;br&gt;Filed numerically&lt;br&gt;(Shows section audited, subject matter,&lt;br&gt;file location, etc.)</td>
<td>5 Years</td>
</tr>
<tr>
<td>11-5</td>
<td>ASSIGNMENTS AND PROGRESS - AUDIT PERSONNEL&lt;br&gt;Filed alphabetically&lt;br&gt;(Includes progress reports, analysis&lt;br&gt;of hours available, assignments data,&lt;br&gt;etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>11-6</td>
<td>INTERNAL AUDIT PLANS AND SCHEDULES&lt;br&gt;Filed chronologically&lt;br&gt;(Includes last audit issued,&lt;br&gt;status of recommendations, projected&lt;br&gt;man-hours, auditor, stage of audit,&lt;br&gt;target dates, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>11-7</td>
<td>SPECIAL PROJECTS&lt;br&gt;Filed numerically&lt;br&gt;(Includes indicies and workpapers)</td>
<td>2 Years</td>
</tr>
<tr>
<td>11-8</td>
<td>FINANCIAL DATA&lt;br&gt;Filed chronologically&lt;br&gt;Record copies maintained by OFM&lt;br&gt;(Includes statements of financial&lt;br&gt;condition, depreciation schedules,&lt;br&gt;appropriation, expenditure, inventory&lt;br&gt;data, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Retention Period</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>11-9</td>
<td>BIWEEKLY SUMMARY REPORT</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td>11-10</td>
<td>ANALYSIS OF AUDIT REPORTS AND OUTSTANDING RECOMMENDATIONS</td>
<td>5 Years</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows year, report number, reports released, recommendations, etc.)</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Retention Period</td>
</tr>
<tr>
<td>-------</td>
<td>--------------------------------------------------</td>
<td>------------------</td>
</tr>
<tr>
<td>21-1</td>
<td>AUDIT REPORTS FILE</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Contains reports, correspondence,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>workpapers, etc.)</td>
<td></td>
</tr>
<tr>
<td>21-2</td>
<td>OFFICE ADMIN FILES</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>Filed alphabetically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes files on alcoholism, donors, civil</td>
<td></td>
</tr>
<tr>
<td></td>
<td>defense, grievances, lockers, parking,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>performance, etc.)</td>
<td></td>
</tr>
<tr>
<td>21-3</td>
<td>EXHIBITION FILES</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>(Contains correspondence, memos, print orders,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>etc.)</td>
<td></td>
</tr>
</tbody>
</table>
### MANAGEMENT SERVICES DIVISION
#### 21.1000

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1-1</td>
<td>PRIVACY ACT AND FREEDOM OF INFORMATION ACT RECORDS (Includes records necessary to administer above legislation; for retention of official file copies of requested records refer to appropriate bureau schedule, or the retention period which applies to the request itself, whichever is longer.)</td>
<td>Destroy in Accordance with GRS 14, Items 16 thru 30</td>
</tr>
<tr>
<td>21.1-2</td>
<td>BEP BIOGRAPHIES (shows name, title, grade, agency, experience, education, etc.)</td>
<td>5 Years After Separation</td>
</tr>
<tr>
<td>21.1-3</td>
<td>PROJECT CONTROL FILES (Includes milestone report, schedules, progress records, workpapers, etc.)</td>
<td>1 Year After Close of Project GRS 16, Item 7</td>
</tr>
</tbody>
</table>

### MANAGEMENT ANALYSIS BRANCH

#### 21.1-4 MANAGEMENT ANALYSIS PROJECTS
- Filed numerically
  - (a) (Project record, final project report with supporting papers documenting inception, scope, procedure and accomplishments)
  - (b) (Project indexes, showing description, component requesting action, project number and progress)
  - (c) (Work papers, drafts and similar material, etc.)

- (a) Destroy when 50 years old or obsolete, whichever is earlier. Transfer to an FRC is not authorized.
- (b) Same as (a) above.
- (c) Destroy 6 Months After Close of Project
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Retention Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1-5</td>
<td>ORGANIZATION FILES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Record Copy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes organization charts and manuals, and delegation of authority)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Permanent Transfer To WNRC 5 Years After Superseded; Offer to NARS when 25 Years Old</td>
</tr>
<tr>
<td>21.1-6</td>
<td>PROCEDURE ISSUANCES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Record Copy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Management instructions issued to insure uniform compliance with established policy)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Permanent Transfer to WNRC 5 Years After Superseded or Obsolete; Offer to NARS when 25 Years Old</td>
</tr>
<tr>
<td>21.1-7</td>
<td>MANAGEMENT EFFECTIVENESS PROGRAM</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) (Record copy of each report)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(a) Destroy When Administrative Need Ceases</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) (Related memoranda, progress reports, leave and absences data, disciplinary action reports</td>
<td></td>
</tr>
<tr>
<td></td>
<td>other back-up data used in program, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>(b) Destroy After 2 Years</td>
</tr>
<tr>
<td>21.1-8</td>
<td>MANAGEMENT BY OBJECTIVES FILES</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed alphabetically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes objectives, milestones, problems, offices and analysts involved, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Destroy 5 Years After Close of Project</td>
</tr>
<tr>
<td>21.1-9</td>
<td>OFFICE COPIER RECORD CARDS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows installation date, make, model, serial number, component, readings, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Destroy 1 Year After Removal of Machine</td>
</tr>
<tr>
<td>21.1-10</td>
<td>OFFICE MACHINES REPORT</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed organizationally</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows cost center, machine type, brand, serial number, age, cost, location, etc.)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>2 Years</td>
</tr>
</tbody>
</table>
21.1-11 ACQUISITION OR REPLACEMENT
JUSTIFICATIONS - BF 1879
Filed organizationally
(Shows machine, description,
serial number, cost, justification,
etc.)

21.1-12 PERSONNEL PROGRESS AND ACHIEVEMENT
RECORD
(Shows history of employees
work assignments, training
schools attended, etc.)

OFFICE SERVICES BRANCH

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1-13</td>
<td>EXHIBIT PROGRAM FILES</td>
<td>Break AM-10 File</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td>Every 2 Years.</td>
</tr>
<tr>
<td></td>
<td>(Administrative Management Exhibit AM-10) files includes scrub sheets,</td>
<td>Transmit to Official Central Files.</td>
</tr>
<tr>
<td></td>
<td>correspondence, press release, receipts, orders, memos, information, etc.)</td>
<td>See 21.1-73.</td>
</tr>
</tbody>
</table>

| 21.1-14  | SOUVENIR PROGRAM FILES                                                     | 10 Years                                       |
|          | (Includes correspondence and miscellaneous information, etc.)              |                                                 |

| 21.1-15  | PAPERWORK MANAGEMENT REFERENCE MATERIALS DRAFT                              | Destroy When Obsolete                          |

| 21.1-16  | REPORTS DUE TICKLER FILE                                                    | Destroy When Obsolete                          |
|          | Filed chronologically                                                      |                                                 |
|          | (Includes index cards showing title, due date, preparation, distribution, etc.) |                                                 |

| 21.1-17  | PRIVACY ACT REQUESTS                                                        | 1 Year                                          |
|          | Filed chronologically                                                      |                                                 |
|          | (Contains copies of privacy act requests, and bureau responses for           |                                                 |
|          | administrative and reporting purposes.                                      |                                                 |
### ADMINISTRATIVE UNIT

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1-18</td>
<td><strong>HISTORICAL INFORMATION FILES</strong>&lt;br&gt;Filed alphabetically&lt;br&gt;(Includes stamps by class, securities by class and denomination, federal reserve notes, stamps by series, cope production, data on portraits, vignettes, seals, documents, etc.)</td>
<td>Permanent&lt;br&gt;Retain in Bureau Until Obsolete, Transfer to WNRC&lt;br&gt;1 Year Thereafter; Offer to NARS 25 Years After Obsolete&lt;br&gt;GRS 14-2</td>
</tr>
<tr>
<td>21.1-19</td>
<td><strong>SCHEDULES OF NEW STAMPS</strong>&lt;br&gt;Filed chronologically&lt;br&gt;(Shows denomination, subject, first day sale, press, stamps ordered, etc.)</td>
<td>1 Year</td>
</tr>
<tr>
<td>21.1-20</td>
<td><strong>PRESS RELEASES - NEWSLETTERS</strong>&lt;br&gt;Filed alphabetically&lt;br&gt;Record copy maintained by Mail &amp; Files&lt;br&gt;(Includes postal service, treasury, bureau, etc.)</td>
<td>1 Year</td>
</tr>
<tr>
<td>21.1-21</td>
<td><strong>READING FILES</strong>&lt;br&gt;Filed chronologically</td>
<td>1 Year</td>
</tr>
<tr>
<td>21.1-22</td>
<td><strong>CORRESPONDENCE CONTROL LOG - BF 1670</strong>&lt;br&gt;Filed chronologically&lt;br&gt;(Shows date received, identification number, description, date, referred, reply, etc.)</td>
<td>1 Year</td>
</tr>
<tr>
<td>21.1-23</td>
<td><strong>FUNDS REFERRED</strong>&lt;br&gt;(Contains correspondence acknowledgement and reference form 9270, report of collections form 8643, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>21.1-24</td>
<td><strong>POSTAGE STAMP PLATE ACTIVITY REPORT - BF 2265</strong>&lt;br&gt;Filed chronologically&lt;br&gt;(Shows plate number, denomination, title, subjects, series, certified, to press, canceled, impressions, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Retention Period</td>
</tr>
<tr>
<td>------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>21.1-25</td>
<td>FORMS FILES&lt;br&gt;Filed numerically&lt;br&gt;Record Copy&lt;br&gt;<strong>(a)</strong> (Last revision, control record and forms service request)&lt;br&gt;<strong>(b)</strong> (Form control record, correspondence drafts, duplicating requests, etc.)</td>
<td>(a) Destroy 10 Years After Obsolete&lt;br&gt;(b) Destroy 1 Year After Obsolete</td>
</tr>
<tr>
<td>21.1-26</td>
<td>FORMS RECEIPT AND ISSUE RECORD&lt;br&gt;- BF 8892&lt;br&gt;Filed numerically&lt;br&gt;(Shows date, quantity received, issued to, quantity issued, balance on hand, etc.)</td>
<td>60 Days After Obsolete</td>
</tr>
<tr>
<td>21.1-27</td>
<td>REQUISITION AND REPLENISHMENT RECORDS&lt;br&gt;Filed numerically&lt;br&gt;(Includes Bureau forms 8526, 8997, 8914; SF 1-C, GPO 1026A, SF1, reorder tickler files, etc.)</td>
<td>Destroy When Obsolete</td>
</tr>
<tr>
<td>21.1-28</td>
<td>DISTRIBUTION AND DUPLICATION RECORDS&lt;br&gt;Filed chronologically&lt;br&gt;(Includes forms requisition, back order records, duplication service requisitions, etc.)</td>
<td>60 Days</td>
</tr>
<tr>
<td>21.1-29</td>
<td>FORM NUMBER CONTROL LOG - BF 9767&lt;br&gt;Filed numerically&lt;br&gt;(Shows form number, title, obsoleted, replaced by, etc.)</td>
<td>25 Years</td>
</tr>
<tr>
<td>21.1-30</td>
<td>FORMS CATALOG CARDS&lt;br&gt;(Shows form number, title, unit, bin, revisions, functional code, etc.)</td>
<td>1 Year After Obsolete</td>
</tr>
<tr>
<td>21.1-31</td>
<td>REQUEST FOR INFORMATION REGARDING FORMS - BF 1928&lt;br&gt;(Memo from forms to component.)</td>
<td>Destroy When Form is Obsolete</td>
</tr>
<tr>
<td>21.1-32</td>
<td>KEYPUNCH WORKSHEET - BF 9964&lt;br&gt;(Show form number, functional code, form title, location, etc.)</td>
<td>Destroy When Purpose is Served</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Retention Period</td>
</tr>
<tr>
<td>--------</td>
<td>-----------------------------------------------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>21.1-33</td>
<td><strong>MANUALS, PROCEDURES, SPECIFICATIONS, GUIDES, SPECIMENS, SAMPLES, REGULATIONS, AUTHORIZATIONS, ETC.</strong></td>
<td>Destroy When Obsolete or Superseded.</td>
</tr>
</tbody>
</table>
## RECORDS MANAGEMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1-34</td>
<td>RECORDS TRANSFER AND RECEIPT</td>
<td>10 Years After Destruction of Records</td>
</tr>
<tr>
<td></td>
<td>BF - 1787</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed organizationally</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Record Copy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows organizational component, description, dates, location, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-35</td>
<td>RECORDS CONTROL SCHEDULES</td>
<td>Destroy When Superseded</td>
</tr>
<tr>
<td></td>
<td>Filed organizationally</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Record Copy in Disposition Division, NARS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows component, item, description, retention, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-36</td>
<td>RECORDS DISPOSAL REPORTS</td>
<td>10 Years After Destruction of Records</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows report number, description, dates, authority, signatures, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-37</td>
<td>RECORDS ACCESSION LOG</td>
<td>10 Years After Destruction of Records</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows accession number, component, cubic feet, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-38</td>
<td>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS - SF 115</td>
<td>Destroy When Obsolete</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copies maintained by Disposition Division, NARS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows certification, date, item number, description, job number, action taken, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-39</td>
<td>ANNUAL SUMMARY OF RECORDS HOLDINGS - SF 136</td>
<td>3 Years</td>
</tr>
<tr>
<td></td>
<td>Copy maintained by NARS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows reporting period, volume of records, totals, remarks, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

### MICROFILM UNIT

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1-40</td>
<td>RECORD OF MICROFILMED DOCUMENTS</td>
<td>Destroy With Related Film</td>
</tr>
<tr>
<td></td>
<td>BF 2095</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows reel number, flash number, index meter, document, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
21.1-41 MICROFILM CERTIFICATION - BF 2218
Filed chronologically
(Shows reel number, date, component, record series, reviewed by, supervisor's signature.)

21.1-42 MICROFILM LOG BOOK
(Shows reel number, dates sent and returned, certified, duplicated, distribution, etc.)

21.1-43 VENDOR FILES
Filed chronologically
(Includes invoices, service reports, etc.)

21.1-44 MICROFILM - 16mm
Filed numerically

Destroy Upon Destruction of Related Microfilm

2 Years After Final Entry

2 Years, and After Audit

Consult Appropriate Schedule Covering Microfilmed Documents
# REPORTS MANAGEMENT

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1-45</td>
<td>REPORTS CASE FILES</td>
<td>Destroy 2 Years after Report is discontinued GRS 16,</td>
</tr>
<tr>
<td></td>
<td>Filed alphabetically</td>
<td>#8</td>
</tr>
<tr>
<td></td>
<td>(Includes new, deleted,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>external and internal, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-46</td>
<td>PROJECT FOLDERS</td>
<td>1 Year After Close of Project</td>
</tr>
<tr>
<td></td>
<td>(Includes drafts, workpapers,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>recommendations, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-47</td>
<td>PLANS AND PROPOSALS</td>
<td>Destroy when Manual and Directives are Published</td>
</tr>
<tr>
<td></td>
<td>(Files on reports functions,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>responsibilities, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-48</td>
<td>SCHEDULES FOR ESTIMATING REPORTING COSTS</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>(Position title, or grade, wage</td>
<td></td>
</tr>
<tr>
<td></td>
<td>rate, cost formulae, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-49</td>
<td>REPORTS INVENTORY</td>
<td>Destroy when Superseded</td>
</tr>
<tr>
<td></td>
<td>(Includes workpapers,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>inventories, listing, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-50</td>
<td>LISTING OF BEP RECURRING REPORTS</td>
<td>Record Copy 5 Years</td>
</tr>
<tr>
<td></td>
<td>Filed organizationally</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows report control no.,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>office of primary interest,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>report title, directive,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>recipient, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-51</td>
<td>REPORTS COST SAVINGS AND CONTROL LOG</td>
<td>2 Years after Reports are discontinued</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes cost reduction report,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>control, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-52</td>
<td>REPORTING BACKGROUND DATA</td>
<td>Destroy when Obsolete or Discontinued</td>
</tr>
<tr>
<td></td>
<td>(Includes input, supporting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>documentation, statistical data for external reporting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>requirements, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
PRINT SALES UNIT

21.1-53 CUSTOMER ORDERS FOR PRINTS, CARDS, ETC.  2 Years and After Audit
Filed numerically
(Includes orders on correspondence, order for prints - BF 9326, souvenir card order - BF 2089, etc.)

21.1-54 DELIVERY AND TRANSFER SCHEDULES  2 Years
Filed numerically
Copies maintained by Printings Accounts
(Includes interdivision transfer schedule - BF 8324, schedule of delivery - BF 8334, schedule of delivery of mutilated - BF 8333, etc.)

21.1-55 RECONCILIATIONS: STOCK ACTIVITIES/REPORT OF SALES  2 Years and After Audit
Filed chronologically
(Includes souvenir cards and portraits; forms entitled stock activities record-souvenir cards - BF 2116, reconciliation of souvenir card sales - BF 2067, reports of sales - Engraved and Lithographed printings - BF 9890, etc.)

21.1-56 STOCK BALANCE RECORD - PRINTS AVAILABLE TO PUBLIC - BF 2098  2 Years and After Audit
Filed alphabetically
(Shows product code number, description, balance, deposits, remittances, refunds, etc.)

21.1-57 REPORT OF COLLECTIONS - BF 8643  2 Years and After Audit
Filed chronologically
(Shows report number, filled by, funds delivered by, document, number print orders, remittance, designated souvenir card, etc.)
# PRINT SALES UNIT

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1-58</td>
<td>RECORD OF REFUNDS MADE - BF 9892</td>
<td>2 Years and After Audit</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows report number, date, p.o. number, amount refunded, prepared by, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-59</td>
<td>REIMBURSEMENT VOUCHER - SF 1129A</td>
<td>2 Years and After Audit</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows voucher number, payee's name, status of fund, differences, accounting class, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-60</td>
<td>RECAPITULATION OF ENGRAVINGS SOLD - BF 9885</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows report of collections, purchase orders, processed by, date processed, item number, sales item, quantity, value, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-61</td>
<td>VOUCHERS FOR BILLED</td>
<td>2 Years and After Audit</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copies maintained by General Accounts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes voucher for transfer between appropriations and/or funds - SF 1080; order for supplies or services - SF 147; order for prints - BF 9326; engraving and printing delivered record - BF 8613-2, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
## TRAVEL SECTION

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1-62</td>
<td>REIMBURSEMENT FILES</td>
<td>3 Years</td>
</tr>
<tr>
<td></td>
<td>Copy of record maintained by OFM (Includes requests and vouchers such as voucher for per diem - SF 1012, reimbursement voucher - SF 1129A, claim for reimbursement - SF 1164, receipt for cash - subvoucher - SF 1165, employee relocation files, application for reimbursement of expenses - GSA - 2485, bill of lading - SF 1103, cost estimates, moving rates, expense records, etc.)</td>
<td>GRS 9, #4a</td>
</tr>
<tr>
<td>21.1-63</td>
<td>TRAVEL AND TRANSPORTATION REQUESTS</td>
<td>3 Years</td>
</tr>
<tr>
<td></td>
<td>Copy of record maintained by OFM (Includes U.S. of A. transportation requests - SF 1169, request for authorization and approval of official travel - BF 8315, etc.)</td>
<td>GRS 9, #4a</td>
</tr>
<tr>
<td>21.1-64</td>
<td>INDEX LOG</td>
<td>3 Years</td>
</tr>
<tr>
<td></td>
<td>Filed numerically (Shows index number, authorization number, date voucher received, etc.)</td>
<td>GRS 9, #4a</td>
</tr>
<tr>
<td>21.1-65</td>
<td>IMPREST FUND LOG</td>
<td>3 Years</td>
</tr>
<tr>
<td></td>
<td>(Shows voucher number, date, amount of advance/reimbursement, cost center, authorization number, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-66</td>
<td>TRANSPORTATION REQUEST RECORDS</td>
<td>2 Years and After Audit</td>
</tr>
<tr>
<td></td>
<td>(Includes transportation request receipt - BF 1411, and similar records which account for tr's until destroyed, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.1-67</td>
<td>RESERVATION RECORD - BF 2187</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>Filed alphabetically (Shows name, office, extension, number, date, departure and arrival flight, lodging, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
21.1-68 REQUEST FOR DESIGNATION OF CASHIER - SF 211
(Shows name, effective date, class and type, certification, designation of check issuance authorization, etc.)

21.1-69 TRAVEL INFORMATION TRANSMITTAL TD - 3089
(Shows name, title, countries to be visited, date of departure, status of present passport, etc.)

21.1-70 RENTAL CAR INFORMATION
(Contains information concerning contractual rentals, commercial rentals, credit cards, confirmed reservations, etc.)

After Canceled or Obsolete, Provided Audit is Clear
2 Years
Destroy When Obsolete
21.1-71 OFFICE MACHINE REPAIR REQUEST - BF 9073
Copies C & E
(Shows: request number, cost center, component, machine type, purchaser, work, repair data, etc.)

21.1-72 OFFICE MACHINE DESCRIPTION AND SERVICE RECORD - BF 9389
(Shows: type of machine, manufacturer, property number model, serial, warranty, acquisition cost, service record, etc.)

21.1-73 BUREAU OFFICIAL FILES
Filed chronologically by year and thereunder alphabetically by specific subject. Correspondence, internal memoranda, reports, and publications document all phases of the work of the Bureau. Both substantive procedural and routine administrative records are found in the Bureau's Official Files. Prior to the offer of (a) below the files will be screened by Bureau personnel to remove records described under (b).

(a) Procedural Documents. Major procedural file headings include Administrative Management; Congressional Correspondence; Design, Engraving and Development; and Reports.

(b) Routine administrative and housekeeping records, duplicate copies, issuances from other agencies, and similar temporary materials. Routine administrative headings include Administrative Services; Building-Grounds; Library; Personnel Management; and Procurement.

OFFICE MACHINES

1 Year

Destroy Upon Removal of Machine

Permanent. Offer to NARS when 50 years old.

Destroy in accordance with the General Records Schedules.
21.1-74 CONTROL RECORDS for BUREAU OFFICIAL FILES

(a) Logs and indicies related to 21.1-73

(b) Receipt, distribution, and other routine control records.

(a) Permanent. Offer to NARS when 50 years old.

(b) Destroy when 5 years old.

21.1-75 INTERNAL MAIL AND FILES RECORDS

(Include assignment records, route schedules, administrative files, statistical reports of postage, requisition, reports, etc.)

Destroy after 2 years.
# DUPLICATING UNIT

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.1-76</td>
<td>PRODUCTION RECORD - BF 2151 Filed chronologically (Shows: job number, job description, cost center, quantity, number of pages, copies, impressions, other work required, date, remarks, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>21.1-77</td>
<td>DUPLICATING UNIT LOGS (Includes duplicating requisition log - form 1335, quick copy duplicating log form 2072, maintenance call log, etc.)</td>
<td>1 Year After Final Entry</td>
</tr>
<tr>
<td>21.1-78</td>
<td>MAINTENANCE CALL RECORD - BF 2163-1 (Shows: call received, time and location, equipment number, maintenance requested, shop, building, journeymen assigned, etc.)</td>
<td>1 Year</td>
</tr>
<tr>
<td>21.1-79</td>
<td>DUPLICATING SERVICES REQUEST - BF 8951 Filed numerically (Shows: job number, date completed, number of pages, copies per page, etc.)</td>
<td>1 Year</td>
</tr>
<tr>
<td>21.1-80</td>
<td>NEGATIVES AND PLATES Filed numerically (Used to duplicate forms)</td>
<td>Destroy 1 Year After Superseded or Obsolete</td>
</tr>
</tbody>
</table>
### MATERIALS MANAGEMENT DIVISION
#### 21.2000

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.2-1</td>
<td>STOCK STATUS REPORTS</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>Copy maintained by Stock Control</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows: to, period covered, description, color, size, weight, quantity, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.2-2</td>
<td>LEAVE RESTRICTION FILES</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>(Contains notification reason, period of restriction, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

### STOCK CATALOG AND PROPERTY UTILIZATION SECTION

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.2-3</td>
<td>CASE FOLDERS</td>
<td>6 Years</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td>After Final Action</td>
</tr>
<tr>
<td></td>
<td>(Includes excess property progress record - BF 1234, report of excess property - BF 8540, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.2-4</td>
<td>CONTRACT FILES &quot;FOR SALE&quot;</td>
<td>6 Years</td>
</tr>
<tr>
<td></td>
<td>Filed alphabetically</td>
<td>After Final Payment</td>
</tr>
<tr>
<td></td>
<td>(Includes invitations, bids, acceptance, list of materials, sale of government property, etc.)</td>
<td>GRS 4,#6</td>
</tr>
<tr>
<td>21.2-5</td>
<td>EXCESS PROPERTY REPORTS</td>
<td>3 Years</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td>GRS 4,#5</td>
</tr>
<tr>
<td></td>
<td>(Includes excess property disposition report - BF 9625, Report of excess personnel property - SF 120, quarterly report - utilization and disposal of surplus property - SF 121, transfer order - excess personnel property - SF 122, personnel property at GSA sales site - GS 1436-A, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
21.2-6  CASE CARDS
Filed alphabetically
(Shows: case number, from, area, disposition, etc.)

21.2-7  INVENTORY REPORT - BF 1933
Filed numerically
(Shows: cost center, fsn, bin location, unit of issue, description, physical count etc.)

21.2-8  SUPPLY SCHEDULES AND CATALOGS
(Includes bureau and federal product and stock indexes, printouts, lists, schedules, etc.)

21.2-9  MASTER CROSS-REFERENCE
Filed numerically
(Includes master cross reference record, deletions, corrections, etc.)

21.2-10  FEDERAL ITEM LOGISTICS DATA
Filed numerically
(Includes federal item logistics data record - DD 146, deletions, corrections, etc.)

21.2-11  STOCK CONTROL RECORD
RETURNABLE CONTAINERS - BF 9134
(Shows: purchase order number, type of container, vendor's name, quantity ordered, etc.)

21.2-12  WASTE MATERIALS RECEIPT - BF 9102
Filed chronologically (with memo)
(Shows: time, truck number, date, material, quantity, net weight, total, delivered by, etc.)

21.2-13  REPORTS
Filed chronologically
(a) Monthly reports of activities
(b) Annual Report - Acquisition Cost
(Shows: case folder number, account number, acquisition cost, determined excess, etc.)

2 Years After Close of Case
6 months and After Inventory is Reconciled
Destroy When Superseded or Obsolete
4 Years
2 Years
1 Year After Inactive
1 Year
(a) 1 Year
(b) 2 Years
21.2-14  NOTICE OF CHANGE IN STORES STOCK  3 Years
CATALOG BF 9106
Filed numerically
Record Copy
(Copy of 8516B attached. Shows:
to, date of request, source procured,
fsn, Bureau stock number, catalog data,
etc.)

21.2-15  STOCK CATALOG RECORDS  2 Years
(Includes transfer stores
requisition 8542-1-B, schedules
of delivery, credit stores
requisition 8617A, Notice of
anticipated delivery 9839-F, etc.)
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>21.2-16</td>
<td>PURCHASE ORDERS AND CONTRACTS</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Record Copy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes all types of contracts: term, negotiated, etc., purchase orders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>and requisitions, amendments, reports, attachments, quotations, correspondence</td>
<td></td>
</tr>
<tr>
<td></td>
<td>filed therewith.)</td>
<td></td>
</tr>
<tr>
<td>TYPE</td>
<td>Destroy After</td>
<td></td>
</tr>
<tr>
<td>a)</td>
<td>Construction Presses, and Equipment:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$10,000 and over</td>
<td>15 Years</td>
</tr>
<tr>
<td></td>
<td>Less than $10,000</td>
<td>10 Years</td>
</tr>
<tr>
<td>b)</td>
<td>Routine:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$25,000 and Over</td>
<td>10 Years</td>
</tr>
<tr>
<td></td>
<td>Less than $25,000</td>
<td>6 Years 3 Months</td>
</tr>
<tr>
<td>c)</td>
<td>Unique and/or Real Property Transactions</td>
<td>Refer to GRS 3</td>
</tr>
<tr>
<td>21.2-17</td>
<td>BID MASTERS</td>
<td>5 Years</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Record Copy</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Includes solicitation, offer and award SF 133, supplemental provisions</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BF 1877, statement and certification of award SF 1036, abstract of bids</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BF 7998, equal opportunity statement BF 2000, supply contract SF 36, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.2-18</td>
<td>Deleted</td>
<td></td>
</tr>
<tr>
<td>21.2-19</td>
<td>TRANSACTIONS LISTINGS</td>
<td>Destroy When Obsolete</td>
</tr>
<tr>
<td></td>
<td>(Includes machine print-outs of purchase orders and fedstrip activity,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>commodity lists, mailing lists for prospective bidders, etc.)</td>
<td></td>
</tr>
<tr>
<td>21.2-20</td>
<td>ACCOUNTS PAYABLE/RECEIPTS REGISTER</td>
<td>1 Year</td>
</tr>
<tr>
<td>BF 8601</td>
<td>Copy of record maintained by General Accounts</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows: vendor number, julian date, purchase order number, amend code, voucher number, credits, debits, etc.)</td>
<td></td>
</tr>
</tbody>
</table>

| 21.2-21 | TELEPHONE EQUIPMENT INVENTORY RECORD - BF 1927-1 & 2 | 2 Years |
|         | (Shows: number, extensions, room number, organization, order number, cost change, rental, etc.) |

| 21.2-22 | GENERAL PROCUREMENT DOCUMENTS | Destroy In Accordance With Item 21.2-16 |
|         | (Includes Contractors employee identification report - BF 1767, material shipment instructions and property removal permit BF 7995, notice of anticipated delivery/receipt BF 9839, rejection and/or adjustment request BF 9840, single line item requisition system document GSA 1348-M, request for report on bid or proposals, BF 7996, etc.) |

| 21.2-23 | FEDSTRIP PURCHASES | Destroy In Accordance With Item 21.2-16 |
|         | Filed numerically (Consists of government bill of lading SF 1103A, manifest or packing slip GSA 3000A, freight way bill, amendment notices, requisitions, etc.) |
### MARKETING SECTION

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| 21.2-24 | SUPPLIER AND VENDOR CONTACT FILES   
Filed alphabetically  
(Shows: name of company or material sources of supply or contact, address, phone, etc.) | Destroy When Obsolete                  |
| 21.2-25 | DATA PROCESSING PRINT-OUTS   
(Includes vendor listing, purchase order listing, cost center listing, account number listing, stock number listing, purchase orders by state, etc.) | Destroy When Superseded                 |
| 21.2-26 | Deleted                                                                    |                                        |
| 21.2-27 | Deleted                                                                    |                                        |
| 21.2-28 | FEASIBILITY STUDIES   
(Documentation of proposed projects involving non-bureau consultants; contains purchase orders, SF 33, SF 36, BF 2000, correspondence, reports, etc.) | Destroy in Accordance With Item 21.2-16 |
| 21.2-29 | CONTRACT REGISTER - BF 2156   
Filed numerically  
(Shows: BEP number, fy, date, material, price, discount, TEP number, contract solicitation, authority, agent, amount, type, etc.) | 6 Years After Termination of Contract   |
21.2-30  TERM CONTRACT RECORD - BF 9031
   Filed chronologically
   (Shows: commodity, contractor, contract number, price, date, future contract, quantity ordered, consumption, potential, schedule, BEP stock number, etc.)

   6 Years After Termination of Contract

21.2-31  UNIFORM ISSUE AUTHORIZATION
   BF 2228
   Filed chronologically
   (Shows: security control number, rank/name, company, initial or other issue, items, quantity, etc.)

   1 Year Provided Audit is Clear

21.2-32  REQUISITIONS AND RECEIPTS
   Copies maintained by Cost Accounts and Stock Control
   (Includes stores requisition BF 8610, requisition control log, general receipt BF 9434, single line item requisition system document GS 1348-1, transfer stores requisition BF 8542-1, credit stores requisition BF 8617-C, material shipment instructions BF 7995, guard uniform dry cleaning receipt and invoice BF 9092, dry cleaning log, receipt for cash-subvoucher SF 1165, fed strip requisition and receipt books, etc.)

   1 Year After Completion or Cancelation, Provided Audit is Clear

21.2-33  UNIFORM CONTROL ACCOUNT - BF 2229
   Filed alphabetically
   (Shows: company, badge number, locker number, name, anniversary date, activity, issue number, date, etc.)

   Destroy Upon Separation

21.2-34  ANNIVERSARY DATE CARD
   Filed chronologically
   (Shows: name and date, etc.)

   Destroy Upon Separation
| 21.2-35 | STOCK CONTROL RECORD - GUARDS EQUIPMENT - BF 9316  
Filed alphabetically | 1 Year |
| 21.2-36 | BIN LOCATOR RECORD - BF 9873  
Filed numerically  
(Shows: storeroom, unit of issue, location, stock item number, description, etc.) | Destroy When Obsolete |
| 21.2-37 | GUARD CLOTHING SIZE RECORD  
Filed alphabetically  
(Shows: item, size, signature, date, etc.) | Destroy Upon Separation |
| 21.2-38 | STOREROOM MONTHLY ACTIVITY REPORT - BF 1845  
(Shows: from, total received, purchase orders, line items, weight, issued, etc.) | 1 Year |
| 21.2-39 | NOTICE OF CHANGE IN STORES STOCK CATALOG BF 9106  
Filed chronologically  
(Shows: to, request date, source procured, federal stock number, BEP stock number, etc.) | 1 Year |
| 21.2-40 | RECEIVING AND INSPECTION REPORTS  
(Contains supply contracts SF 36, general receipt BF 9434, etc.) | 1 Year |
| 21.2-41 | INVENTORY REPORT - BF 1933  
(Shows: cost center, federal stock number, BEP number, unit of issue, location, physical count, etc.) | Destroy When Superseded |
| 21.2-42 | PURCHASE ORDER - BF 7989  
Record Copy maintained by Transactions  
Filed numerically and by shop  
(Shows: number, date, days delivered, due, type, requisition number, gbl number, vendor, etc.) | 1 Year |
| 21.2-43 | DELIVERY SERVICE REQUEST - BF 8525  
Filed chronologically  
(Shows: date requested, supplies/equipment, pick-up from, deliver to, etc.) | 1 Year |
21.2-44 NOTICE OF ANTICIPATED DELIVERY - 1 Year
BF 9839-B
Filed chronologically
(Shows: purchase order number, originator, date prepared, requisition, deliver to, etc.)

21.2-45 REJECTION AND/OR ADJUSTMENT REQUEST 1 Year
BF 9840
(Shows: purchase order number, date received, component, room number, description, reason for request, etc.)

21.2-46 WAREHOUSE SHIPMENT RECORDS 2 Years
(Includes warehouse in-bound shipment register BF 2233, etc.)

STOCK CONTROL

21.2-47 RECEIPTS AND RECEIVING REPORTS 2 Years
Filed chronologically
(Contains purchase orders, amendment notices, requisition documents, etc.)

21.2-48 REQUISITIONS 2 Years After Completion or Cancelation
Filed numerically
(Includes stores requisitions, order requests, blank printing paper, purchase of materials or services, credit stores, adjustment notices, fixed assets and/or services, stock returned to stores, transfer stores, etc.)

21.2-49 DATA PROCESSING PRINT-OUTS Destroy When Superseded or 1 Year
(Includes term contract analysis, stores catalogs, fedstrip orders, etc.)

21.2-50 VOUCHERS 2 Years
Filed numerically
Record Copy in General Accounts
(Consists of reimbursement vouchers, subvouchers, machine tapes, journal vouchers, etc.)
21.2-51 PHYSICAL INVENTORY FILES
Filed chronologically
(Includes inventory, discrepancy reports, adjustments, correspondence, etc.)

21.2-52 MATERIAL SHIPMENT INSTRUCTIONS - PROPERTY REMOVAL PERMIT - BF 7995
Copies maintained by General Accounts, Protective Services, Receiving and Shipping
(Shows: instruction number, date, reference document, ship to, adjustment, pick-up data, etc.)

21.2-53 PROPERTY TRANSFER SCHEDULE BF 8622
Copies maintained by General Accounts, Supply Branch
(Shows: cost centers, Bureau identification number, description, manufacturer, fixed asset, depreciation, etc.)

21.2-54 PRINT ORDERS
Record Copy maintained by Production Scheduling
(Includes print order BF 9133, showing product code and title, smp number, date, order number, etc.)

21.2-55 NOTICE OF CHANGE IN STORES STOCK CATALOG - BF 9106
Record Copy maintained by Stock Catalog
(Shows: source, fsn, bepsn, catalog data, description, etc.)

21.2-56 TRANSMITTALS - MEMORANDA
Filed chronologically
(Includes memo of receipt, memo of requisition, accounts payable, report of fixed assets, excess property transmittals, etc.)
21.2-57 REPORTS
Filed chronologically
(Includes quarterly stock balances, number and value of stock items, report on steel plates, monthly activity statement BF 1603, monthly report of fixed assets BF 1792, stock status reports BF 7918 and 9363, monthly inventory report BF 9772, inventory report BF 1933, etc.)

21.2-58 INVENTORY RECORDS AND FILES
(Includes stock record replenishment record GSA 0532, stores stock control record BF 8098 and 8616, inventory record BF 8912, stock replenish requisition and record BF 8997, stock activity record BF 1776, forms records BF 8892, etc.)

21.2-59 WORK SHEETS, SUMMARY ANALYSIS, MACHINE TAPES, ETC.

21.2-60 SUPPLY CATALOGS
(GSA, BEP, GPO. Manuals, Lists, etc.)

21.2-61 STOREROOM STOCK REVIEW REQUEST - BF 1657
(Shows: sequence number, stock number, f.i.i.n. number, description, balance, levels, etc.)

SUPPLY BRANCH

21.2-62 VARSOL AND OIL REPORT
Filed chronologically
(Contains supply memo regarding varsol and old requisitions, issue record-lower storeroom BF 1190, etc.)

21.2-63 ACTIVITY AND STATUS REPORTS
Filed chronologically
(Includes storeroom monthly activity reports BF 1845, supply status reports, stock status report BF 7918, inventory record BF 8912, etc.)
21.2-64  WORK MEASUREMENT REPORTS
Filed chronologically
(Shows: storerooms, receipt and inspection reports, number items received, pounds received, stores requisitions, items issued, etc.)

21.2-65  SOLICITATION, OFFER AND AWARD INVENTORY SHEETS
Filed alphabetically
Record Copy maintained by Procurement
(Contains solicitation, offer and award SF 33, equal opportunity statement, supplemental provisions, specifications, amendments, etc.)

21.2-66  DEMURRAGE -FREIGHT SHIPMENTS
Filed chronologically
Record Copy filed in General Accounts
(Contains monthly demurrage audit statement BF 2097, statements of demurrage or detention charges, monthly demurrage audit statement, etc.)

21.2-67  DISCREPANCY IN SHIPMENT REPORT
Filed numerically
(Contains discrepancy in shipment report SF 361, photographs, memoranda, material shipment instructions, freight inspection report, etc.)

21.2-68  GUARD FORCE STOREROOM
Filed chronologically
(Contains monthly cost memos, physical inventory reports, dry cleaning receipts and invoices, etc.)

21.2-69  DAMAGED SHIPMENT FILES
(Contains photos and correspondence pertaining to material damaged in shipment, etc.)

2 Years

Destroy Upon Termination of Contract

2 Years

Provided Audit is Clear

1 Year After Reconciliation of Discrepancy

1 Year

Destroy 1 Year After Settlement
21.2-70  BILLS OF LADING
Filed chronologically
(a) (Shows: company, traffic control number, car length, furnished, date issued, description, number of articles, etc.)
(b) Bills of Lading Registers (b) 3 Years After Final Entry GRS 9,#1

21.2-71  RECEIPT / DELIVERY CONTROL
RECORDS
Record Copy in Transactions
(Includes notice of anticipated delivery BF 9839, material shipment instruction BF 7995, request for inspection or practical trial BF 8584, test report BF 9716, amendment notice, single line item requisition system document GS 1348, notice of stock received BF 9116, etc.)

21.2-72  CREDIT REQUISITIONS - ROLL PAPER
IN SHEETS - BF 9469
Filed chronologically
(Shows: requisition number, date, cost center, account number, weight, etc.)

21.2-73  POSTAGE STAMP PAPER - REJECTED, TRANSFERRED, ETC.
Filed chronologically
(Contains memoranda to suppliers reporting unsatisfactory paper, etc.)

21.2-74  TRANSFER STORES REQUISITION - 2 Years
BF 8542
Filed chronologically
(Shows: requisition number, date, transfer from cost center, location, account number, transfer to cost center, etc.)

21.2-75  REPORTS OF EXCESS PROPERTY
Filed chronologically
(Shows: case folder number, cost center, office report number, description, acquisition cost, book value, etc.)
21.2-76 PROPERTY TRANSFER SCHEDULE - BF 8622
Filed chronologically
Record Copy maintained by General Accounts
(Shows: from, cost center, location, schedule number, destination, date prepared, etc.)

21.2-77 ORDERS FOR INTERNAL REVENUE PAPER
Filed chronologically
(Shows: date, cards, sheets, etc.)

21.2-78 STORES REQUISITIONS SENT TO STOCK CONTROL LOG BOOK
(Shows: date, section, number or articles requested, requisition number, etc.)

21.2-79 EMPLOYEE CARDS
Filed alphabetically
(Shows: supply branch employee name, address, phone, ssan, cost center, position, grade, etc.)

21.2-80 STOCK REPLENISHMENT REQUESTS AND RECORD - BF 8997
Filed numerically
(Shows: stores class, stock unit, ordering, unit price, request date, balance, vendor, etc.)

RECEIVING AND SHIPPING

21.2-81 PURCHASE ORDERS
Filed numerically
Record Copy maintained by Transactions
(Including amendment notices, shows number, days delivered, due, type, requisition number, vendor, etc.)

21.2-82 SHIPPING ORDERS

21.2-83 MONTHLY RECEIVING AND SHIPPING REPORT - BF 1847
Filed chronologically
(Shows: month, receipt and issue, out shipments, in shipments, etc.)
21.2-84  MONTHLY DEMURRAGE AUDIT STATEMENT - BF 2097
Filed chronologically
Record Copy in General Accounts
(Shows: year, car notice, ordered,
released, item, purchase order number,
etc.)

1 Year Provided
Audit is Clear

21.2-85  SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT - GSA 1348
Filed numerically
(Shows: document identification,
route identification, fsc, stock
number, unit of issue, shipped,
etc.)

1 Year

21.2-86  STOCK REPLENISHMENT ORDER
Filed chronologically
(Shows: items needed, quantity,
date, etc.)

1 Year

21.2-87  BILLS OF LADING
Filed alphabetically
(Shows: shipper's number,
agents number, received from,
consigned to, collect on delivery,
etc.)

3 Years
OFFICE OF INDUSTRIAL RELATIONS
OFFICE OF INDUSTRIAL RELATIONS

23.1000
HUMAN RESOURCE DEVELOPMENT DIVISION

23.1100
CAREERS BRANCH

23.1200
EMPLOYEE RELATIONS BRANCH

23.2000
PERSONNEL MANAGEMENT DIVISION

23.2100
PERSONNEL STAFFING BRANCH

23.2200
WAGE & CLASSIFICATION BRANCH

23.2010
MANPOWER INFORMATION & RECORDS SECTION

23/C
CAFETERIA

23/CU
FEDERAL CREDIT UNION

23/HU
HEALTH UNIT
## INDEX

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office of Industrial Relations</td>
<td>1</td>
</tr>
<tr>
<td>Equal Employment Opportunity Staff</td>
<td>3</td>
</tr>
<tr>
<td>Human Resource Development Division</td>
<td>6</td>
</tr>
<tr>
<td>Employee Relations Branch</td>
<td>8</td>
</tr>
<tr>
<td>Careers Branch</td>
<td>26</td>
</tr>
<tr>
<td>Personnel Management Division</td>
<td>32</td>
</tr>
<tr>
<td>Wage and Classification Branch</td>
<td>33</td>
</tr>
<tr>
<td>Personnel Staffing Branch</td>
<td>40</td>
</tr>
<tr>
<td>Manpower Information and Records Section</td>
<td>51</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
</tr>
<tr>
<td>-----------</td>
<td>-------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>23-(1)</td>
<td>UNION FILES&lt;br&gt;Filed by union title&lt;br&gt;(Contains: letters and information concerning unions, contract format information, etc.)</td>
</tr>
<tr>
<td>23-(2)</td>
<td>DUES WITHOLDING&lt;br&gt;(Shows: employee name, deduction description, deduction amount, balance, full payment price, address and officials of union, etc.)</td>
</tr>
<tr>
<td>23-(3)</td>
<td>UNIONS - AGREEMENTS&lt;br&gt;(Contains: agreements between unions and the Bureau, memo of agreement, labor-management agreement, training program projections, etc.)</td>
</tr>
<tr>
<td>23-(4)</td>
<td>UNIONS-ARBITRATIONS&lt;br&gt;(Contains: Advisory arbitration, arbitration hearing files and exhibits, etc.)</td>
</tr>
<tr>
<td>23-(5)</td>
<td>ACCESSIONS AND SEPARATIONS&lt;br&gt;Filed chronologically&lt;br&gt;(Shows appointments by job title, grade, retirements, employees lost, etc.)</td>
</tr>
<tr>
<td>23-(6)</td>
<td>AWARDS-STATUS OF AWARDS OUTSTANDING 90 DAYS&lt;br&gt;Filed chronologically&lt;br&gt;(Shows: date of action, date received, subject matter of suggestion, status, reason for delay, etc.)</td>
</tr>
<tr>
<td>23-(7)</td>
<td>APPEALS FILES&lt;br&gt;Filed Chronologically&lt;br&gt;(Contains: letters of appeal, promotion policy, general and individual appeals, etc.)</td>
</tr>
</tbody>
</table>
23- (8) CONGRESSIONAL CORRESPONDENCE AND INQUIRIES
Filed chronologically
2 years

23- (9) PROMOTION CORRESPONDENCE AND INQUIRIES
Filed chronologically
1 year

23- (10) LOG OF SEPARATIONS
Filed alphabetically
1 year after separation
(Shows: name, job title, grade, salary, status, division, cost center, type and date of separation, etc.)
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>23-11</td>
<td><strong>FORMAL AND INFORMAL COMPLAINTS OF DISCRIMINATION</strong>&lt;br&gt;Filed alphabetically by employee's name&lt;br&gt;Each file contains:&lt;br&gt;a. A written complaint by employee to EEO staff.&lt;br&gt;b. Two copies of a letter from EEO to employee regarding the status of a complaint&lt;br&gt;c. Record of a meeting with the employee&lt;br&gt;d. Letter from Office Chief to EEO commenting on complaint&lt;br&gt;e. Memo from EEO specialist to EEO officer.&lt;br&gt;f. CERTIFICATE OF ELIGIBLES BF 1693&lt;br&gt;(Shows: name, grade, rank, date, position, date, etc.)&lt;br&gt;g. SUPERVISORY CANDIDATE PROFILE BF 1715-2A (copy)&lt;br&gt;(Shows: to, certificate no., position title, schedule, name of employee and org. component, etc.)&lt;br&gt;h. REGISTER OF ELIGIBLES - BF 2028&lt;br&gt;(Shows: date established, announcement no., position title, series-grade, name, etc.)&lt;br&gt;i. Job description</td>
<td>Dispose 4 years after final adjustment GRS1, #26</td>
</tr>
<tr>
<td>23-12</td>
<td><strong>DISTRIBUTION OF EMPLOYMENT BY PAY PLAN AND GRADE</strong>&lt;br&gt;Printout Quarterly&lt;br&gt;(Shows: pay plan, grade, total male and female, total Negro male and female, Orientals, Aleut., Eskimo, Other, etc.)</td>
<td>Dispose when superseded or 1 year</td>
</tr>
</tbody>
</table>
23-13 NON-PAYROLL MASTER FILE
Printout Quarterly
(Shows: social security no., birth month and year, name, sex, naa and naa date, pay plan, grade, salary, geographic location, etc.)

23-14 REPORTS OF INVESTIGATION OF EEO COMPLAINT
Filed by employee name
(Narrative investigative report of findings.)

23-15 QUARTERLY MINORITY GROUP STATISTICS
Printout Quarterly
(Shows: pay plan-series, grade, total males and females, Negroes-male and female, Orientals, Eskimos, etc.)

23-16 EEO SUPERVISOR SEMINAR DAYS
(Contains: list of supervisors attending training, questionnaires and information concerning program, etc.)

23-17 MINORITY STATISTICS - BEP
(Shows: GS position, Bureau total of Negroes, office, etc.)

23-18 SCHEDULE OF PROMOTIONS
(Shows: grade of minority and promotion granted.)

23-19 SCHEDULE OF VACANCY REQUIREMENTS GS-5, CRAFTS, ETC.
Unfilled for 60 days
(Shows: requisition no., date submitted, no. of vacancies, position title, proposed method of filling vacancy, remarks, etc.)

23-20 PERSONNEL Turnover - CRAFT POSITIONS
(Shows: Position, total authority, vacancies, total positions filled, etc.)
23-21 (A)

YOUTH OCCUPATIONAL COUNSELING (YOC) PROGRAM
(Contains: bulletins and information concerning program purpose, goals, etc.)

23-22 (B)

QUALIFICATION REVIEW BOARD (QRB) FILE
(Contains:
  a. Employee Work Performance Record - BF 1884-1 (Shows: employee name, grade, number, cost center, rating, etc.)
  b. Evaluation Worksheet (Shows: applicant name, BF 1884-1 rating, BF 1884-2 rating, awards, self improvement efforts, comments.)

23-23 (A)

CRAFT TRAINING PROGRAM FILES
(Contains: memos, correspondence, program outlines for each craft.)

23-24 (A)

EEO FILES
a. EEO Members
   (Lists members, includes correspondence.)

b. EEO Attendance
   Filed chronologically
   (Shows: time, employee name, section.)

23-25 (A)

REPORTS ON MINORITY GROUPS (1966)
1 - Report of Negro employment in BEP
(Shows: number of Negroes on rolls, number of Negroes in GS, number of Negroes in supervisory capacity, etc.)

23-26 (B)

EEO COUNSELING
Filed chronologically
(Narrative report of employees counseled.)

23-27 (A)

EEO SUMMARIES OF MEETINGS
Copies maintained by mail and files
Filed chronologically
(Narrative summaries of EEO meetings.)

23-28 (A)

EEO Training
Filed chronologically
(Shows: training program, number of females, total of trainees of each sex, race, etc.)
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| 23.1-1 | UPWARD MOBILITY CANDIDATE FILES  
Filed alphabetically  
(Contains some or all of:  
A) Position or Register Application - BF 1667  
B) Qualifications and Skills Inventory  
   Upward Mobility - BF 1871-1  
C) Counseling Record  
D) Final Assessment Report and Working Papers  
E) Employee Essays  
F) Supervisory Appraisal - UMP - BF 2224) | 2 Years or When Superseded or Upon Separation |
| 23.1-2 | PLAN A ASSESSMENT FILES  
Filed alphabetically  
(Shows: employee name, assessment center scores, etc.) | 3 Years |
| 23.1-3 | UPWARD MOBILITY PROGRAM  
Filed chronologically  
(Contains: memos, procedures and announcements dealing with the Bureau's Upward Mobility Program.) | 1 Year or When Superseded |
| 23.1-4 | GALLATIN AWARDS  
Filed chronologically  
(Memo requesting printing of Gallatin Award certificates showing: employee name, Treasury Service, effective date.) | 1 Year |
| 23.1-5 | NOMINATION FOR IN-HOUSE TRAINING COURSES - BF 2014 (Plus Memos)  
Filed chronologically  
(Shows: name of nominee, position, grade or level, course, supervisor's comments re: training needs, etc.) | 1 Year |
| 23.1-6 | MISCELLANEOUS INFORMATIONAL FILES:  
SUPERVISORY PERSONNEL SYSTEM  
ATTITUDE SURVEY EXECUTIVE DEVELOPMENT MANAGEMENT BY OBJECTIVES  
KEPNER-TREGOE, etc. | Dispose When Superseded or After Close of File |
INTERDIVISION TRANSFER DIVISION
BF 8324-C
Filed by schedule number
(Shows: schedule no., receiving
division, delivering division,
date, description, design or
series, etc.)
###EMPLOYEE RELATIONS BRANCH

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.1-8</td>
<td>DISCIPLINE CASE INDEX</td>
<td>Dispose With Related File (See Items 2-8-9) 23.1-9, + -10)</td>
</tr>
<tr>
<td></td>
<td>Filed by violation</td>
<td>Note: In addition to the records specified, each file contains a list showing: name of person involved, nature of information, action, where filed, remarks.</td>
</tr>
<tr>
<td>23.1-9</td>
<td>DISCIPLINE CASE FILES</td>
<td>1 Year After Close of File</td>
</tr>
<tr>
<td></td>
<td>Filed alphabetically</td>
<td>(Each discipline case file includes:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Formal Grievance Statement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Supervisors Statement</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Reprimand</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. NOTIFICATION OF PERSONNEL ACTION-SF 50</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Request for Personnel Action-SF 52</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. REPORT OF SECURITY INVESTIGATION-BF 1547 A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. UNSCHEDULED ABSENCE RECORD BF 8805</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. AWOL CHARGE NOTICE-BF 8017</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Worksheets of interviews with employee.</td>
</tr>
<tr>
<td>23.1-10</td>
<td>DISCIPLINE CASES</td>
<td>1 Year After Close of File</td>
</tr>
<tr>
<td></td>
<td>Filed by year</td>
<td>(Includes:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. WEEKLY DISCIPLINARY ACTION SUMMARY-</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. REPORT OF SECURITY INVESTIGATION -</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. INVESTIGATION/SECURITY SURVEY - BF 9419-B</td>
</tr>
</tbody>
</table>
4. VOLUNTARY STATEMENT-
BF 9727-1
5. MISCELLANEOUS MEMOS
AND REPORTS.)

23.1-11 (A)
APPEALS CASE FILES
Filed by employee name
(Contains: 1. Official
Report of Proceedings before
the U.S. Civil Service
2. Employee Case
File

1 Year After
Close of File

23.1-12 (S)
APPEALS INFORMATIONAL FILES
3 Years

23.1-13 (S)
ADVERSE ACTION APPEALS
Filed Chronologically
(Contains: Personnel
Bulletins, BEP memo responses
to bulletins.)
3 Years

23.1-14 (S)
APPEALS - GRIEVANCE INDEX
(Shows: name, division,
grievance, route of
appeal, decision.)
Dispose With
Related File
(See Item 4)
23.1-11

23.1-15 (S)
APPEALS - ADVERSE ACTION
(Shows: name, reason and
effective date, to CSC,
disposition.)
Dispose With
Related File
(See Item 4)
23.1-11

23.1-16 (S)
APPEALS AND GRIEVANCE
EXAMINERS
(Memos, training in-
formation, examiners list-
ings.)
3 Years

23.1-17 (S)
APPEALS - PROBATIONARY
EMPLOYEES
(Shows: name, decision,
reason and effective date,
disposition.)
Dispose With
Related File
(See Item 4)
23.1-11

23.1-18 (S)
MISCELLANEOUS APPEALS
PROCEDURES AND POLICIES
(Includes: CSC Appeals
Procedures, BEP Grievance
Procedures, Promotion
Policy, etc.)
Dispose When
Canceled or
Superseded
23.1  
ARREST CASES
 Filed alphabetically
 (Includes:
 1. REPORT OF SECURITY
    INVESTIGATION
    BF 15447 A
 2. INVESTIGATION
    SECURITY SURVEY
    REPORT BF 9419-2
 3. REPORT OF INCIDENT
    (Narrative)

27.1-20  
GRIEVANCE BULLETIN PRINTOUT
 (Used to document which
 employees receive copies
 of Grievance Bulletin -
 shows: cost center, employee
 no., name, signature, date.)

23.1-21  
WEEKLY DISCIPLINARY ACTION
 REPORT  BF 9550
 Filed Chronologically
 (Shows: employee name, branch,
 position, charge, action taken,
 week ending, component
 reporting, date of action,
 occasion, etc.)

23.1-22  
DISCIPLINE PROCEDURES FILES
 Cross-reference file
 indicating file number
 and subject.

23.1-23  
WORK ERRORS - DISCIPLINARY
 ACTIONS - Surface Printing
 Division
 (Shows: date, employee,
 position, charge, penalty,
 etc.)

23.1-24  
WORK ERRORS - Plate Printing -
 (Printing on wrong denomination
 stock.)
 (Includes: 1. REQUEST FOR
 PERSONNEL ACTION - SF 52
 2. Memos and
 bulletins
DATA MOVEMENT CONTROL
(Includes:
1. COMPLETION NOTICE
   (Shows: date, organization ID, completion statement, form and entry count, data collector's signature.)
2. GOV'T EMPLOYEE INCENTIVE AWARDS PROGRAM ANNUAL REPORT-SF 69
3. Various Memos

GRIEVANCE PROCEDURES, BULLETINS, HISTORICAL BACKGROUND, miscellaneous information concerning cases.

GAMBLING AND BLACKJACK FILES
(Includes:
1. REPORT OF SECURITY INVESTIGATION-BF 1547
2. INVESTIGATION/SECURITY SURVEY - BF 9419-B
3. VOLUNTARY STATEMENT - BF 9727-1
4. Letters and miscellaneous information.)

BLOODMOBILE DONORS INDEX FILE
Filed alphabetically by employee name (3 x 5 cards)
(Shows: name, section, date of donation.)

BLOODMOBILE VISITS
Filed by date
(Informational file containing list of donors, memos from offices listing donors, miscellaneous memos pertaining to blood program.)

BLOODMOBILE DRIVES
(Shows: date of visit, no. reported, no. of donations, no. rejected; also includes memos announcing Blood Day.)
23.1-31 (84)
MISCELLANEOUS BLOOD PROGRAM FILES
(Includes: publicity, 1
gallon donors list, admin-
istrative excused leave list,
etc.)

23.1-32(85)
TREASURY WELFARE ASSOCIATION - LOAN
(Includes:
1. STATEMENT OF INDEBTEDNESS
(Shows: employee name, address, date,
amount of indebtedness, payment on account,
unpaid balance, evidence of payment.)
2. POWER OF ATTORNEY
(Shows: name, address, date, notary, etc.)
3. CASH RECEIPT NON BUREAU FUNDS - BF 9330
(Shows: date, received from, organizational component, amount, for (amount) recipient, etc.)
4. TREASURY LOAN APPLICATION

23.1-33 (86)
EMPLOYEE INDEBTEDNESS RECORD - BF 9447
Filed alphabetically
(Shows: name of creditor,
date of complaint, letters,
remarks, result of review,
employee, division, etc.)

23.1-34 (87)
EMPLOYEE INDEBTEDNESS LOG
(Compiled from information on Employee Indebtedness Record - BF 9447)
EMPLOYEE DEBT FILES
Filed alphabetically:

1. DEBT COMPLAINT
   TRANSMITTAL -
   BF 1373
   (Shows: name of
    employee, date,
     results of inter-
      view, total no.
       complaints, etc.)

2. ACKNOWLEDGEMENT OF
   COMPLAINT AND NOTICE
   TO EMPLOYEE -
   BF 1318
   (Letter to agency
    concerning a debt
     owed by an employee.)

3. LAWYERS LETTERS
4. CREDIT ASSOCIATION
   LETTERS

LETTER RE: INDEBTEDNESS TO
INTERNAL REVENUE
(Shows: Letter to
employee stating levy placed
against his/her salary and
noting that next salary will
be reduced to pay levy.)

TRANSMITTAL OF PAYMENTS FOR
INDEBTEDNESS BF 2193
(Shows: check amount,
employee name, paid to
account of employed.)

AGREEMENT FORMS - AGREEMENT TO
TO PAY DEBTS
(Letter signed by employee
agreeing to pay debt owed-
shows employee name, debt,
etc.)

RECORD OF SECURITY VIOLATIONS
Log Book
(Shows: date, name,
division, charge, date
closed- distributed.)
23-1-40 (33)
SICK LEAVE CERTIFICATES INDEX
Filed alphabetically by name of employee
(Shows: name/division, awarded for - hours, date.)

Disposé Upon Separation

23-1-41 (34)
SEPARATIONS AND NAME CHANGES
(Shows: date, retired and resigned, employee by name.)

2 Years

23-1-42 (35)
TREASURY DEPARTMENT STATUS REPORTS
Filed Chronologically
(Shows: Bureau, no. employees, no. participating, percent participating, etc.)

3 Years

23-1-43 (36)
U.S. BOND CAMPAIGN FILES
Filed by year
(Contains: reports, meeting information, instructions, campaign plans, etc.)

3 Years

23-1-44 (37)
PAYROLL SAVING CAMPAIGN PROGRESS REPORT BF 1810
Filed Chronologically
(Copy also to Office Chief and Orig. Office).
(Shows: to, date, from, no. of employees, percent of participation, activity since campaign beginning, etc.)

3 Years

23-1-45 (38)
MISCELLANEOUS BOND PROGRAM INFORMATION
(Bulletins, circulars, brochures, listings, memos, progress reports.)

3 Years

23-1-46 (39)
SICK LEAVE CLUB
(Contains: 1. Listing of employees in each area of hours
   2. Computer Print-Out
      (Showing: cost center, employee no., name, sick hours, certificate received.)

1 Year
23.1-47
RETIREMENT PROGRAM
(Information brochures, workshop materials for retirement program.)
3 Years

23.1-48
OPEN SEASON - HEALTH BENEFITS PROGRAM
(Contains: background information, memos, bulletins, miscellaneous materials.)
3 Years

23.1-49
KEYMAN'S CAMPAIGN PROGRESS REPORT BF 1733
Filed Chronologically
(Shows: division, report number, name of contributor, amount of pledge, etc.)
2 Years

23.1-50
COFFEE DERBY - CFC CAMPAIGN
Filed by year
(Includes:
1. REQ for MISCELLANEOUS SERVICES BF 1826
2. INTERDIVISION TRANSFER SCHEDULE- BF 8324
3. STATISTICS, MEMOS, MISC. INFORMATION, COPIES FOR POSTING COFFEE DERBY PERCENTAGES, etc.)
2 Years

23.1-51
FINAL REPORTS - CFC
Filed by reporting unit
(Shows: quota, percent of quota, grand total, no. of employees, no. of pledges, percent of participation, amount of pledges.)
2 Years

23.1-52
SPECIAL GIFTS FILE - CFC
(Shows: name, salary, year, amount pledged.)
2 Years

23.1-53
CFC-INFORMATION-FILES
(Contains: clippings and ideas, organization, miscellaneous CFC materials.)
3 Years
23.1 - 54
JOURNAL OF CAMPAIGN
SUBSCRIPTIONS- BF 2244
(Shows: employees on roll, suggested quota, component, # pledges, amt. pledged, etc.)

23.1 - 55
CONSOLIDATED CAMPAIGN PROGRESS REPORT - BF 1734
(Shows: report no., unit, numbered of, percent participation, amount pledged, total, etc.)

23.1 - 56
HEALTH CASES
Filed ALPHABETICALLY
(Contains: workpapers, reports of sickness, history of examinations, doctor's statement, etc.)

23.1 - 57
HEALTH CONTRACTS
(Information pertaining to grade raise for nurses, Public Health Contract, Agreement Number 11, etc.)

23.1 - 58
ALCOHOLISM - ANNUAL REPORTS - CSC 1210 (copy)
Filed chronologically
(Shows: no. alcoholics, treatment, etc.)
Also includes memo and Health Unit Reports

23.1 - 59
MEDICAL OFFICE STATISTICS - HEALTH UNIT MONTHLY
STATISTICAL REPORT - HSM 606
Filed chronologically by month
(Shows: health unit, date, agency, no. of first visits this year, no. visits this month, all agencies total, Tables, 1, 2, 3, etc.)
23.1-66
DIABETIC SCREENING TEST 2 Years
Filed by year of screening
(Contains: memos announcing
program, memos from offices
listing prospective
candidates for testing, no.
employees scheduled for testing,
etc.)

23.1-61
CHEST X-RAY PROGRAM 3 Years
(Shows: office, no. of
employees tested, shift,
date.)

23.1-62
HEALTH - FITNESS FOR DUTY 3 Years
(Contains: policies,
procedures, bulletins, re-
garding fitness, furnishing
medical health, examinations.)

23.1-63
FITNESS FOR DUTY - INVOLUNTARY 3 Years
DISABILITY RETIREMENT
(Contains: authority,
USPHS Federal Employee Health
Program, psychiatrists, etc.)

23.1-64
ANNUAL REPORT ON FEDERAL EMPLOYEES 3 Years
OCCUPATIONAL HEALTH PROGRAMS
Filed chronologically

23.1-65
HEALTH PROGRAMS INFORMATION 3 Years
1. Medicaid
2. Flu Shots
3. Hypertension
4. Sickle Cell Anemia
5. Narcotics
6. Cancer
7. Glaucom
8. Kidney Machine Project
9. Mental Cases
(Each file contains brochures,
newspaper clippings, memos
announcing program, list of
employees taking advantage of
program, etc.)

23.1-66
HOURS OF DUTY INFORMATION 3 Years
(Contains: decisions giving
offices paid lunch hours, less
than 40 hour week, change in
work week, etc.)
ADMINISTRATIVE EXCUSED LEAVE OF EMPLOYEES 3 Years
   Filed chronologically
   (Cases and statements of employees concerning excused leave.)

LEAVE-ATTENDANCE LUOP 2 Years
   (Letters indicating employee in leave without pay status.)

LEAVE-ADVANCED SICK LEAVE 2 Years
   Filed chronologically
   (Memos or letters requesting advance of sick leave.)

LEAVE SUMMARY-PRINTOUT 1 Year or
   (Shows: cost center, employee number, name, hours.)
   When Superseded

MISCELLANEOUS LEAVE FILES 3 Years
1. Attendance Reviews
2. Sample Cases
3. Unscheduled Absences
4. Attendance Contacts
5. Absence Contacts
6. Correspondence
7. Regulations
8. Special Study re:
   Lunch Time
9. Military
10. Special Notices
11. Compensatory and Overtime
12. Leave Regulations -
    (April 1959 - 1968)
13. Statutory Changes in
    Use of Annual Leave 1973
14. Sick Leave Certificates
15. Sick Leave Club
16. Jury Duty

WORK CONNECTED INJURIES BY COST AND CAUSE 1 Year
   Filed chronologically
   (Shows: office, current total employees, estimated cost-lost-time, current year cost-lost time, etc.)
23.1-73

MISCELLANEOUS SAFETY FILES
(Contains: reports, information, bulletins, circulars, memos, eyeglass program, special efforts, etc.)
1 Year

23.1-74

DEATH FILES
Filed chronologically
(Contains: Letters of Condolence to family of deceased, newspaper clippings and official notices.)
3 Years

23.1-75

DIRECTOR FILES
(Contains letters, clippings, award citations, anniversary party plans (1967), special affairs, general information pertaining to present and previous Directors of BEP)
3 Years

23.1-76

EMERGENCY DISMISSAL FILES
(Contains: reports and information on procedures to follow in hazardous weather, essential employees list, tardiness, etc.)
3 Years

23.1-77

DISMISSAL -EMERGENCY INDEX LOG
(Shows: when and why an emergency dismissal takes place.)
3 Years

23.1-78

DISMISSAL- HAZARDOUS WEATHER SURFACE
(Contains individual employee memo stating circumstances of their absence or tardiness from work.)
1 Year

23.1-79

ENERGY CONSERVATION POLICIES
(Contains information pertaining to hot weather dress, fuel conservation, etc.)
1 Year
231-80
FEDERAL CONFERENCE ON
EMPLOYEE RELATIONS
(Contains:
1. Member List
   (Shows: department, name, address, phone.)
2. Program and directory.)

231-81
EMPLOYEE RELATIONS PROGRAM FILES
(Contains: narrative summary of programs prepared for the director, memos pertaining to condition of branch/division, etc.)

231-82
PERFORMANCE RATING PROCEDURES
(Contains: miscellaneous information, bulletins, procedures dealing with performance evaluations.)

231-83
NOTICE OF INTENT TO RATE UNSATISFACTORY
(Contains: procedures and miscellaneous information dealing with supervisor's decision to rate an employee unsatisfactory.)

231-84
AGENCY SPACE REPORT - SF 11
Filed chronologically
(Shows: dept. or agency, bureau, date of report, building, code no., previous report for qtr., etc.)

231-85
MANPOWER REQUIREMENTS REPORT - BF 9883
(Shows: from, division supt., position title, wage system, series, grade, production, manpower, total, etc.)

231-86
FEDERAL CREDIT UNION
(Contains information pertaining to check cashing, notices, bulletins, credit union procedures, etc.)
COMPENSATION PAYMENTS
(Shows: name, division, compensation payment amount, medical costs.)

FAMILY DAY
Filed chronologically
(Contains: information on clothing for Kids Drive, Family Day Gifts for Needy, etc.)

SALE OF TOKENS
(Rough notes, newspaper clippings, information pertaining to token sales.)

VOTING FILES
(Files containing information on policies governing leave for voting/registration, bulletins, etc.)

ELECTION I.A.M. vs I.B.B.
(Files containing workpapers, union information, employee representatives, etc.)

RESTAURANT ASSOCIATION
(Contains: contacts, petitions, memos concerning equipment removal, elections, letters, Constitution and bylaws of BEP Restaurant Association, menus, etc.)

EMPLOYEE SUGGESTIONS- REJECTIONS
Filed by EP number Submittal
(Contains:
  a. LETTER OF REJECTION
     BF 1163
     (employees name, division, statement of rejection.)
  b. EMPLOYEE SUGGESTION
     BF 1164
     (Shows: date, to, from, subject, suggestion number, submitter, referred to, etc.)
EMPLOYEE SUGGESTIONS - ADOPTIONS
Filed by EP number
(Contains:
  a. LETTER OF SUGGESTION APPROVAL
  b. STATEMENT OF REVIEWING COMMITTEE
  c. EMPLOYEE SUGGESTION-BF 2088
     (Shows: date received, suggestion no., name, grade, subject of suggestion, suggestion explained)
  d. EMPLOYEE SUGGESTION TRANSMITTAL - BF 7342
  e. SUGGESTION APPRAISAL GUIDE BF 9296
  f. ACKNOWLEDGEMENT OF SUGGESTION - TAC 6
     (Shows: suggestion no. assigned, date of your suggestion, acknowledgement, signature, etc.)

EMPLOYEE SERVICE AWARDS
(Printout)
(Shows: cost center, employee number, employee name, years of service.)

CERTIFICATES - HONOR AWARDS
(Contains:
  a. INTERDIVISION TRANSFER SCHEDULE BF 8324-C
     (Shows: schedule no., receiving div., discretion, design or series, qty. sheets, etc.)
  b. PRINT ORDER - GENERAL-BF 9133-3
     (Shows: code and title, form no., bill to, order no., sheets to print, etc.)
  c. Correspondence
REPORTS OF INCENTIVE AWARDS - SF 69
Filed chronologically
(Shows: reporting agency, location, awards-cash awards, tangible benefits, amount of awards, etc.)
Also includes letters and bulletins authorizing report.

TREASURY STATISTICS - EFFECTIVENESS CHART FOR SECRETARY ANNUAL SUGGESTION AWARD
Filed chronologically
(Shows: Bureau, average number full time employees, number of suggestions received and adopted per 100 employees, total estimated savings, estimated savings per 100 employees, total, etc.)

TREASURY CUMULATIVE REPORT
Filed chronologically
(Shows: bureau, number suggestions submitted, number rejected, number adopted, number pending, etc.)

HIGH QUALITY INCREASES
(Shows: number granted, grade, occupational group.)

SUGGESTIONS STILL IN EFFECT AFTER A NUMBER OF YEARS
Yellow Worksheets
(Shows: fiscal year, EP number, adopted.)

PERFORMANCE AWARDS
Filed by Fiscal year
(Shows: employee name, supervisory and non-supervisory, office, type award recommended, date approved, office, supervisor, etc.)
NOTICE OF RETIREES SERVICE RECORD - BF 1615
Filed chronologically
(Shows: date, employee name, type of retirement, effective date, government service computation, etc. Includes correspondence showing name, service, effective date.)

OVERALL REPORTS
(Shows: period/calendar year, average number of employees, suggestions received, rate of employee participation, suggestions adopted, etc.)

MINORITY REPORTS
Filed chronologically
(Shows: total number of awards, FY, percentage of blacks, women and orientals.)

MONTHLY REPORT FOR SUGGESTIONS (LOG)
(Shows: month, number received, number adopted, number rejected, number on hand.)

SUGGESTIONS PENDING
Filed chronologically
(Contains:
  a. LETTER OF SUGGESTION
  b. FOLLOW-UP TO EMPLOYEE'S SUGGESTION BF 1164
    (Shows: date, to, from, subject, suggestion no., submitter, referred to, etc.)
  c. ACKNOWLEDGEMENT OF SUGGESTION - TAC 6
    (Shows: suggestion no. assigned, date of suggestion, acknowledgement, signature etc.)

1 Year
3 Years
10 Years
3 Years
5 Years After Disposition
REJECTION LETTERS
File chronologically
(Letter rejecting suggestion.)

QUARTERLY REPORT TO DIRECTOR
SUGGESTIONS OUTSTANDING MORE
THAN 90 DAYS (Qtrly.)
(Shows: suggestion number, date received, subject matter, status-reason for delays.)

EMPLOYEE SUGGESTION INDEX FILE
Filed alphabetically
(Shows: employee name, division, EP number.)

MISCELLANEOUS AWARDS FILES
a. Bulletins, Booklets, Information
b. Apprentice Programs
  c. Awards Program Improvements - 1960
d. Transfer of Funds
e. Bureau and Treasury Award Ceremony Information
f. Award Scales

INCENTIVE AWARDS MISCELLANEOUS FILES
a. Recommendation for Superior Performance Award
b. Letters of Awards to Employees
c. Workpapers
d. List of Employees Winning Awards

ORDERED DONE FILE
Filed chronologically
(Contains:
  a. Letters Advising Suggestion be put into effect-from Supervisor
  b. EMPLOYEE SUGGESTION
  c. Letter to OFM authorizing payment of award
  d. Letter Follow-up to Suggestion BF 1164
    (shows: date, to from, subject, suggestion number, submitter, referred to, etc.)
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| 23.1-114   | EMPLOYEE TRAINING FILES

Filed alphabetically
(a) EMPLOYEE TRAINING RECORD - BF 1910
(b) MANAGERS TRAINING RECORD - BF 1910-1
(Shows: name, component, grade, date of birth, experience, date, type, training activity, sponsor and location, course hours, expense, completed, etc.) | Dispose 1 Year After Separation         |
| 23.1-115   | EDUCATION AUTHORIZATION LETTERS - BF 2247

Filed in employee folder after training completion (Letter requesting an agency/school to allow a BEP employee to participate in training.) | Dispose Upon Completion of Course or 1 Year |
| 23.1-116   | TRAINING AGREEMENTS

(Shows: training hours, dates, location of program, agreement, etc.) | 1 Year After Completion of Training |
| 23.1-117   | AFTER HOURS TRAINING PROGRAM

(Narrative description of after hours training opportunities.) | 1 Year After Close of File |
| 23.1-118   | GED ANNOUNCEMENTS AND APPLICATIONS

(Miscellaneous announcements, memos, information, etc. concerning GED program and goals.) | Dispose After 1 Year |
| 23.1-119   | GED CORRESPONDENCE

Filed chronologically
(Contains: letters, memos, etc. relating to GED.) | 1 Year |
| 23.1-120   | GED STUDENT EVALUATION

Filed chronologically
(Question and answer format used for evaluating GED programs.) | 1 Year |
| 23.1-121   | EVALUATION OF BUREAU TRAINING PROGRAMS - BF 2071

Filed chronologically
(Attached to GED Student Evaluation)
(Shows: title of course, course dates, instructor, ratings of various aspects of training, etc.) | 1 Year |
NOTIFICATION OF COMPLETION (GED) 2 Years
(Memo signifying employees who qualify for application for high school equivalency.)

GED STUDENT NOTIFICATION FORMS 1 Year
(Memo announcing date of course offering.)

GED DAILY ATTENDANCE REPORT BF 2111 1 Year
(Shows: instructor, day, dates, name, unit, total sessions, hours, etc.)

GED DAILY PROGRESS REPORT BF 2112 1 Year
(Shows: name, organizational components, type of program, no. of lessons completed, etc.)

VICORE TEST 1 Year
(Taken by employee after self-study program.)

GED ACHIEVEMENT TESTING PROGRAM 2 Years
 Filed alphabetically by student name
(Contains:
 (a) GED DAILY PROGRESS REPORT - BF 2122 (Copy)
 (b) TEST OF GENERAL EDUCATION DEVELOPMENT
     (Shows: name, social security no., test score, date diploma issued, verifier.)

GED CLASS FILES 2 Years
 Filed by class subject
(Contains:
 (a) GED DAILY PROGRESS REPORT - BF 2112 (several copies)

 (b) STUDENT EVALUATIONS
     (Question and answer evaluation of GED Class.)

INTEREST SURVEY - HIGH SCHOOL EQUIVALENCY 1 Year
(Shows: name, job title, grade, office, shift, last year of school completed, etc.)
STATISTICAL REPORTS ON COMPLETED TRAINING PROGRAM
Filed by training location
(Contains:
(a) TRAINING COURSE COMPLETION RECORD - BF 2201
(Shows: report no., course title, inclusive dates, presented by, trainee information, cost data, etc.)
(b) REQ'N FOR PURCHASE OF MATERIALS OR SERVICES - BF 8516D
(Shows: requisition number, date, from, for use by, last p.o. number, estimated cost, item no., description, etc.)
(c) NOMINATION REGISTER FOR TRAINING OF 0037 (Copy)
(Shows: course title, cost, agency offering course, course dates, name, position title, billing address, etc.)
(d) REQUEST FOR TRAINING BF 1903 (Copy)
(Shows: from, nominee name, pay acct. no., course title and contents, date, etc.)
(e) DESCRIPTION OF COURSE

CANCELLATION FILE - TRAINING
Filed chronologically
(Contains:
(a) NOMINATION REGISTER FOR TRAINING OF 0037 (3 copies)
(b) REQUEST FOR TRAINING BF 1903

EXECUTIVE DEVELOPMENT PROGRAM PROFILES
Filed alphabetically
(Shows: name, title, experience, division, remarks, training activity, location, etc.)

EXECUTIVE DEVELOPMENT - GENERAL MANAGEMENT INTERN PROGRAMS
Filed by training course - site
(Contains information pertaining to courses, seminars and various training opportunities for Executive Development.)

ASSESSMENT CENTER HIGH POTENTIALS
Filed alphabetically by employee name
(Each employee file includes:
(a) INDIVIDUAL DEVELOPMENT PLAN
(Shows: employee's background, goals, prior training courses and dates, etc.)
(b) MEMOS
(c) TRAINING MEMOS
(d) ASSESSMENT CENTER REPORT - (narrative)
(22) Apprentices - Training and Correspondence
Filed chronologically
(File includes:
(a) Reference Materials and Background on Program
(b) ICS Report of Progress
(Shows: employee name, title of course, serial no., grade for course, etc.)
(c) Information on Plate Printers Steam Filters, etc.
(d) VA Apprentice Benefits
(e) Apprentice Related Instruction Record

2.3.1-135

2.3.1-136

2.3.1-137

2.3.1-138

2.3.1-139

2.3.1-140

2.3.1-141

2 Years After Completion of Training Program

3 Years GRS 1, #3

1 Year

1 Year After Separation

1 Year

1 Year

1 Year

1 Year
(29) CPDF KEYPUNCH WORKSHEET (Shows: agency code, social security no., birth year, birth month, name, tenure, service computation date, effective date of action, etc.)

Dispose When Purpose is Served or 1 Year

23.1 - 142

(30) RECOMMENDATIONS FOLLOW-UP CONTROL BF 2084
(Shows: date, subject, offense/violation, component/area, follow-up correspondence, etc.)

1 Year

23.1 - 148

(32) TRAINEE EVALUATION - BF 2101
(Shows: name of trainee, position, bureau organization, course title, overall program comments, etc.)

1 Year

23.1 - 144

(325) EMPLOYEE INFORMATION RECORD BF 2202 (a) (shows: name, date of birth, social security, component, cost center, position, grade, etc.)

Dispose of After Purpose is Served

23.1 - 148

(b) WORKSHEET - BF 2202 W

(33) COUNSELING RECORD - BF 2217
Copy maintained by employee
(Shows: employee name, component, phone, position, issue discussed, facts obtained, etc.)

1 Year After Close of File

23.1 - 146

(34) BUSINESS EXPERIENCE - BF 2219
(Shows: month-year-from-to, firm name and location, title or position held, name, etc.)

1 Year After Separation

23.1 - 147

(35) COMMENT CARDS - BF 1882
Filed chronologically
(Postcards filled out by those attending the visitor's tour of the Bureau.)

2 Years

23.1 - 148

(36) INITIAL MANAGEMENT DEVELOPMENT PROGRAM BF 2249
(Shows: name of trainee, date assigned, component, job title, short term goals, long term goals, etc.)

1 Year After Completion of Program

23.1 - 149

(37) TRAINING AGREEMENT AFTER HOURS BF 1707-1
Copy maintained by employee
(Shows: name, series/grade, social security no., cost center, program title, inclusive dates, total hrs., training expenses, certification, date, etc.)

Dispose Upon Completion of Training or 1 Year

23.1 - 150
UPWARD MOBILITY EMPLOYEE DEVELOPMENT PLAN - BF 2232 and BF 2232-1
Copies maintained by UM Trainee and Supervisor
(Shows: employee name, present position title, component, individual development requirements, method of accomplishment, target date, etc.)

GED ABSENTEE FOLLOW-UP BF 2120
(Shows: name, GED Group No., organizational component, date of absences, reason, employer, etc.)
PERSONNEL MANAGEMENT DIVISION

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.2</td>
<td><strong>STAFFING ACTIVITIES AS OF</strong> (date)</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: number, position, pay plan, series, grade/salary, requisition number, date received,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>date selected, effective date, etc.)</td>
<td></td>
</tr>
<tr>
<td>23.2</td>
<td><strong>POSITION ACTIONS FOR PERIOD</strong> (date)</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>(shows: classifier, requisition number, requested title/series/grade, draft received, submitted</td>
<td></td>
</tr>
<tr>
<td></td>
<td>to management, returned, P.D. approved, remarks, etc.)</td>
<td></td>
</tr>
<tr>
<td>23.2</td>
<td><strong>BIWEEKLY REPORT OF ACTIVITIES</strong></td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Narrative report of OIR events.</td>
<td></td>
</tr>
<tr>
<td>23.2</td>
<td><strong>STATUS OF SF 52's AS OF</strong> (date)</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: requisition number, position, pay plan, series, grade/salary, date received, status.)</td>
<td></td>
</tr>
<tr>
<td>23.2</td>
<td><strong>LEAVE USAGE PRINTOUT</strong></td>
<td>1 Year or Until</td>
</tr>
<tr>
<td></td>
<td>(shows: cost center, employee name, grade, age, service, leave category, leave used, etc.)</td>
<td>Superseded</td>
</tr>
<tr>
<td>23.2</td>
<td><strong>RECOMMENDATION FOR SPECIAL ACHIEVEMENT AWARDS - TD 4009</strong></td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>(shows: type of recommendation, recommendation for, period covered, name and title of employees,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ssn, grade, justification, etc.)</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Retention Period</td>
</tr>
<tr>
<td>------</td>
<td>-----------------------------------------------------------------------------</td>
<td>--------------------------------------</td>
</tr>
<tr>
<td>7</td>
<td>POSITION DESCRIPTIONS&lt;br&gt;Filed by office&lt;br&gt;Contains:&lt;br&gt;1- PERFORMANCE REQUIREMENTS-&lt;br&gt; BF 8902 (pink)&lt;br&gt;2- JOB DESCRIPTION- BF 2234 (shows: job no., title, pay schedule, grade, organization, location, job content, approval, etc.)&lt;br&gt;3- POSITION DESCRIPTION- OF 8 (Plus narrative) (shows: agency position no., CSC certification no., date of cert., class title and position, class, date, etc.)&lt;br&gt;4- REQUEST FOR PERSONNEL ACTION-SF 52 (shows: name, birthday, social security no., kind of action requested, request no., veteran preference, position title and number, etc.)</td>
<td>Dispose of Record&lt;br&gt;Copy 5 Years&lt;br&gt;After position is Abolished&lt;br&gt;or Description is Superseded&lt;br&gt;GRS 1, #7</td>
</tr>
<tr>
<td>8</td>
<td>CRAFT JOB INFORMATION- APPRENTICES AND NON-APPRENTICES&lt;br&gt;Filed alphabetically by job title&lt;br&gt;Contains:&lt;br&gt;1- WAGE ADJUSTMENT AND JUSTIFICATION INFO.&lt;br&gt;2- MEMOS DESCRIBING JOB&lt;br&gt;3- LEAVE STATEMENTS&lt;br&gt;4- PAY AVERAGES AND LEAVE REPORTS</td>
<td>20 Years</td>
</tr>
<tr>
<td>9</td>
<td>NON-CRAFT JOB INFORMATION&lt;br&gt;Filed alphabetically by job title&lt;br&gt;Contains:&lt;br&gt;1- TREASURY DEPT. WAGE BOARD DECISIONS&lt;br&gt;2- NARRATIVE JOB COMPARISION&lt;br&gt;3- JOB DESCRIPTION&lt;br&gt;4- TREASURY JOB DESCRIPTION-P.D. 76</td>
<td>20 Years</td>
</tr>
</tbody>
</table>
CLASSIFIED JOBS (GS)
Filed by office
Contains:
1- MINIMUM STANDARDS OF CONDUCT
2- REQUESTS FOR "REGRADE" OF POSITION
3- QUALIFICATION STANDARDS
4- POSITION DESCRIPTION- OF 8 (shows: agency position no., CSC certification no., date of certificate, class title and position, class, etc.)
5- POST CARD APPLICATION FOR ABSENTEE BALLOT- SF 76 (shows: state, birthdate, address to which ballot should be mailed, etc.)

DECISIONS- CRAFT AND NON-CRAFT
Filed chronologically
Contains:
1- WAGE ADJUSTMENT ANNOUNCEMENTS AND RECOMMENDATIONS
2- ADMINISTRATIVE ORDERS
3- WAGE ADJUSTMENT INFORMATION (shows: job classification, present hourly rate, appropriated no. of employees, BEP basic hourly wage basis for adjusting rate, etc.)
4- JOB CLASSIFICATION AND MINIMUM WAGE RATES, (shows: effective date, per hour, per week, etc.)
5- WAGE RATE DECISION- BF 1765 (shows: job title, organization location, recommendation, bases for recommendation, recommended by approved by, date.)

LITHO WAGE BOARD SCHEDULES
Contains:
1- ILWB WAGE SURVEY DATA (CURRENT SCHEDULES) (shows: job descriptions, wage survey information, etc.)
2- LITHO WAGE BOARD SCHEDULES
PAY POLICIES, PRACTICES AND STUDIES- ACTING PAY
Filed chronologically
(shows: current pay policy governing Bureau.)

POLICY GOVERNING PAYMENT OF COMPENSATION FOR SPECIAL EMPLOYEES OR SUPERVISORS
Filed chronologically
(Narrative policy statement and related materials.)

PAY CHANGE INFORMATION
(Narrative account of pay changes for government employees.)

MISCELLANEOUS PAY POLICIES AND STUDIES
1- LOCAL WAGE SURVEY
2- RETROACTIVE MONROEY AMENDMENT ADJUSTMENT OF CFWS PAY RATE
3- GS SALARY ADJUSTMENTS,
4- BINDERY WOMEN WAGE STUDY-1953

WAGE AND SALARY SCHEDULES
Filed chronologically
(shows: designation, grade or wage level, per hour, per annum, date, revision date.)

UNION INDEX -
Disposse When Superseded or Canceled
(shows: employee organization type of recognition, date recognition granted, unit (s) represented, etc.)
Also included are announcements to the Bureau employees of union representation.

UNION MEETINGS
Filed chronologically
(Narrative reports of union meetings.)

2 Years

20 Years

2 Years
<table>
<thead>
<tr>
<th>Section</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNIONS- BY CRAFT</td>
<td>2 Years</td>
</tr>
<tr>
<td>Filed by craft union representative name</td>
<td></td>
</tr>
<tr>
<td>(Contains information pertaining to union representation associated with each craft.)</td>
<td></td>
</tr>
<tr>
<td>EMPLOYEE APPEALS</td>
<td>3 Years After Close of Files</td>
</tr>
<tr>
<td>Filed by employee name</td>
<td></td>
</tr>
<tr>
<td>Copy maintained by CSC</td>
<td></td>
</tr>
<tr>
<td>(Contains letters and data surrounding an appeal of an employee, as well as APPEAL FROM CLASSIFICATION ALLOCATION (shows: name, department, dept. appeal no., present allocation, grade, Bureau, allocation requested, etc.)</td>
<td></td>
</tr>
<tr>
<td>OCCUPATIONAL FILES OR PD'S</td>
<td>Dispose of Record</td>
</tr>
<tr>
<td>Filed by series</td>
<td></td>
</tr>
<tr>
<td>Contains:</td>
<td>Copy 5 Years After Position is Abolished or Description is Superseded-GRSI,#7</td>
</tr>
<tr>
<td>1- JOB DESCRIPTION- BF 2234</td>
<td></td>
</tr>
<tr>
<td>(shows: job no., title, pay schedule, grade, organization location, job content approval, supervisory controls, etc.)</td>
<td></td>
</tr>
<tr>
<td>2- POSITION DESCRIPTION- OF 8</td>
<td></td>
</tr>
<tr>
<td>(shows: agency position no., CSC certification no., date of cert., class title and position, class, date, etc.)</td>
<td></td>
</tr>
<tr>
<td>GPO ADMINISTRATIVE ORDERS</td>
<td>Dispose When Superseded or Canceled</td>
</tr>
<tr>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td>GPO WAGE CHANGES</td>
<td>1 Year</td>
</tr>
<tr>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td>CM CONVERSION SCHEDULES, HEARINGS AND JUSTIFICATIONS</td>
<td>2 Years</td>
</tr>
<tr>
<td>(shows: line, present classification action, site, grade, no. of employees, proposed job title, approximate no. of employees supervised, highest level of work supervised, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
"REDESCRIPTIONS AND REGRADES"
POSITION DESCRIPTION OF 8
Filed by grade/series
(shows: agency position no.,
CSC certification no., date
of certificate, class title
and position, date, etc.)

REQUEST FOR PERSONNEL ACTION
(SF 52) LOG
(shows: number, type of
action, title, grade, series,
date in, date out, final
action, special comments,
etc.)

JOB DESCRIPTION NUMBER LOG
(shows: requisition no.,
class title, series no.,
grade, date received, date
established, position no.,
etc.)

ABOLISHED JOBS
Filed chronologically
Contains:
1- JOB DESCRIPTION
2- PERFORMANCE REQUIREMENTS-
BF 8902 (pink copy)

MAINTENANCE REVIEWS
Filed by office
Contains:
1- MEMOS CONCERNING
JOBS/POSITIONS
2- POSITION DESCRIPTION TO
BE REVISED SHOWING GRADE
AND POSITION NUMBER
3- WAGE AND SALARY SCHEDULES
(shows: cost center, section,
position, grade, per hour,
per annum.)

WORK CONNECTED INJURIES BY
COST AND CAUSE- BF 1740
Filed chronologically
Copy maintained by Safety
(shows: month and year,
organizational component,
current total employees,
day lost and charged, current
year, etc.)
REPORTS OF ACTIONS TAKEN UNDER DELEGATED AUTHORITY
Filed chronologically
(Contains:
1- WAGE ADJUSTMENTS-
   DATE AND POSITION
   AFFECTED.
2- MEMOS RECOMMENDING WAGE
   ADJUSTMENTS
3- EXAMPLE OF INCREASE
   (MONETARY)
4- WAGE BOARD DECISION.)

AMERICAN BANKNOTE COMPANY FILES
(Contains miscellaneous in-
formation and letters, wage
information, and contracts
with respect to the American
Banknote Company.)

CSC INSPECTION AND AUDIT
Filed by position number
(Contains: CSC letter of
acknowledgement, calendar of
actions, memos concerning appeal
and audit, REPORT FOR
PRELIMINARY EMPLOYMENT
DATA-SF 52.)

GROUP ACTION REQ/POSITION REVIEW LIST- BF 2124-1 and
Filed by office or "ANNUAL
MAINTENANCE REVIEW AND
CERTIFICATION."
(shows: new line organization-
al component, date, present
position and title, present
pay plan, proposed pay plan, wage
and class branch action, SF 50
required, etc.)

POSITION REVIEW DISCREPANCY- BF 2124-3
(shows: position title,
occupational code and grade,
office, statement of employee,
signature, supervisor's comments,
date, etc.)
POSITION ACTIONS- BF 2223
(shows: period ending, reg. no., requested title, series, grade, draft received, returned, approved title, series, grade, remarks, etc.)

MANPOWER REQUIREMENTS REPORT-
BF 9883
(shows: from, division superintendent, date, position title, wage system, production, manpower, etc.)

APPLICATION FOR CARPOOL PARKING SPACE- BF 9782

1 Year
3 Years
1 Year
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.2</td>
<td>AUTOMATIC REGISTER FILE &lt;br&gt;REGISTER LOCATOR AND &lt;br&gt;PROMOTION HISTORY- 9546-1 &lt;br&gt;Filed alphabetically by employee name &lt;br&gt;(shows: employee name, pay acct. no., ortho test, bureau sen. date, register group and grade, evaluation, posted-date, etc.)</td>
<td>Dispose Upon Separation</td>
</tr>
<tr>
<td>23.2</td>
<td>AUTOMATIC REGISTER FILE &lt;br&gt;EMPLOYEE PROMOTION REGISTER &lt;br&gt;Filed by Bureau service comp.date &lt;br&gt;(shows: register group, grade, bur. sen. date, restoration date, employee name, evaluation, pay acct. no., etc.)</td>
<td>Dispose Upon Separation</td>
</tr>
<tr>
<td>23.2</td>
<td>PROPOSED APPOINTMENT RECORD- BF 8355 &lt;br&gt;Filed alphabetically &lt;br&gt;Files divided into 4 sections: employees on board, applicants who failed to reply, applicants whose response is awaited, summer aids.) &lt;br&gt;(shows: designation, salary, division, authority, date of authority, name, address, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>23.2</td>
<td>PROMOTION INQUIRY- BF 8448-A &lt;br&gt;Filed alphabetically &lt;br&gt;(Copy B goes to losing division.) &lt;br&gt;(shows: employee name, payroll acct. no., position title, level, division, cost center, requisition no., etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>23.2</td>
<td>POSITION OR REGISTER APPLICATION - BF 1667 &lt;br&gt;Filed chronologically &lt;br&gt;(shows: announcement number, date of application, applicant's name, position applying for, etc.)</td>
<td>2 Years GRS1,#15</td>
</tr>
</tbody>
</table>
REGISTERS (CLOSED) 2 Years GRS1,#15
Filed by office
Each file contains:
1- REGISTER OF ELIGIBLES-
BF 2028
(shows: date established, announcement no., position title, series-grade, ranking and name, etc.)
2- CERTIFICATE OF ELIGIBLES-
BF 1693
(shows: certificate no., position, qualifications standards use, announcement no., employee, etc.)
3- APPLICANT QUALIFICATION
EVALUATION RECORD- BF 1448
(shows: experience, dates, name of employer, grade and salary, position, education, creditable experience, etc.)
4- POSITION OR REGISTER APPLICATION-
BF 1667
(shows: announcement number, date of application, applicant's name, position applying for, etc.)
5- ACTION ON PROMOTION APPLICATION-
BF 2117
(shows: application for, announcement no., date filed, action taken on case, etc.)
6- SUPPLEMENTAL EXPERIENCE AND
QUALIFICATION STATEMENT- SF 172
(copy)
(shows: name, address, birth date, date of statement, experience, etc.)
7- JOB DESCRIPTION
8- APPLICANTS FOR POSITION LIST
(shows: name, position title, and grade, eligible or ineligible.)

REGISTERS (CONTINUING) 2 Years After
Filed by job title/grade Closed GRS1,#15
Each file contains:
1- POSITION OR REGISTER
APPLICATION- BF 1667
2- SUPPLEMENTAL EXPERIENCE AND
QUALIFICATION STATEMENT-
SF 172 (copy)
3- REGISTER OF ELIGIBLES- BF 2028
4- APPLICANT QUALIFICATION
EVALUATION RECORD- BF 1448
REGISTER NDING)  
Filed by office  
Each file contains:  
1- EMPLOYEE EXAMINATION ANALYSIS REPORT- BF 1600-7  
2- CERTIFICATE OF ELIGIBLES- BF 1693  
3- EMPLOYEE EVALUATION SUMMARY - BF 1809  
4- QUALIFICATIONS REVIEW BOARD RATING- BF 1842  
5- APPLICANT APPRAISAL REPORT BF 1763  
6- REGISTER OF ELIGIBLES- BF 2028  
7- EMPLOYEE WORK PERFORMANCE RECORD - BF 1884-1, (copy)  

CERTIFICATE OF ELIGIBLES FOR PROMOTION - BF 1666  
Filed by certificate number  
(shows: certificate number, date, register, policy no., requisition no., date received, position to be filled, etc.)  

CSC CERTIFICATES  
Filed by position  
(shows: position, certificate number, grade, date of certificate received and returned.)  

STAFFING LOG BOOKS  
Several books, each for a particular office/division.  
(shows: requisition number, number of vacancies, designation, cost center, grade/salary, date of request, date received, disposition, justification, filled.)  

MANPOWER REQUIREMENTS REPORT- BF 9883  
Filed chronologically  
Copies maintained by OFM, Originating Office, Originating Division  
(shows: etc.  

- Years After Closed GRSI,#15
NEW EMPLOYEE LOG BOOKS
(shows: date, name of employee, position, hours of date, etc.)

REASSIGNMENT REQUESTS
Filed chronologically
(Separate sections for WB and GS.)
(Memos requesting reassignment.)

WEEKLY DISCIPLINARY ACTION
REPORT - BF 9550
(shows: name of employee, week ending, component reporting, position, charge, action taken, date of action, occasion, etc.)

COST OF LIVING OUTPLACEMENT PROGRAM REPORT
(shows: vacancies for which applicants are sought, title, series, grade, geographic location, etc.)

PAYROLL NUMBER ASSIGNMENT LOG
(shows: payroll number, name, number, date assigned, etc.)

APPLICATION RETURNED
(shows: letters sent to applicants informing them that they have not been chosen for positions for which they applied.)

EMPLOYEES SCHEDULED TO REPORT FOR DUTY (MEMO)
(shows: employees scheduled for duty, date scheduled to report, title, grade, cost center.)
VERIFICATIONS FILE
Filed chronologically
(Contains: Request for Verification of Employment from various sources and copy of letter from Staffing Branch verifying employment.)

Employee Record - SF 7-B (or "outs")
Filed alphabetically
(shows: employee name, dob, social security, tenure group, serv. comp. date, employment record, etc.)

Unscheduled Absence Record - BF 8805
Filed alphabetically
(shows: rating period, leave brought forward, leave category, name of employee, office or division, etc.)

Employee Work Performance Record - BF 1884-1
Filed alphabetically
(shows: employee name, payroll account number, cost center, grade, series, date, etc.)

Security Files
Filed alphabetically
(NOTE: These files contain reports of investigations made on prospective applicants to the Bureau; these applicants were not employed.)
Each file contains:
1- REQUEST FOR INVESTIGATION SECURITY SURVEY - BF 9419
2- ARREST RECORD - INQUIRY - BF 9478
3- MEMOS
4- INVESTIGATION REPORT - BF 1886
5- PROPOSED APPOINTMENT RECORD - BF 8355
6- REQUEST FOR SECURITY INVESTIGATION - BF 9753
7- STATEMENT OF CIVILIAN AND MILITARY ARRESTS AND RESIDENCES - BF 1201
NON-SELECT LETTERS
Filed alphabetically

23.2-6y

(NOTE: These files contain information pertaining to persons who were considered for employment but rejected.)
Each file contains:

1- APPLICANTS STATEMENT OF FINANCIAL OBLIGATIONS-
   BF 1747
   (shows: applicant name, position applied for, persons dependent for financial support, etc.)

2- MEMBERS OF FAMILY CERTIFICATION - BF 1982
   (shows: name, dob, home address, names and addresses of relatives who are employed by govt., etc.)

3- APPLICANT APPRAISAL QUESTIONNAIRE- BF 9395
   (shows: applicant's name, date, personal information concerning applicant and past employer, etc.)

4- Letter to Employee Notifying him/her of his being considered for employment.

5- Letter of rejection

23.2-26\*

CSC INVESTIGATIONS LOG
(shows: date of birth, staffing specialist, employee name, date sent.)

23.2-27\*

REQUESTS FOR INVESTIGATIONS OF PROSPECTIVE APPLICANTS FOR EMPLOYMENT
(Copies)
(Memos to Personnel Security showing name, and date of birth of prospective employee as well as transmitting various personnel forms.)

23.2-28\*

CSC INVESTIGATIONS MEMOS
Filed chronologically
(Memos to Personnel Security regarding a Civil Service Commission investigation of an employee.)
BEP RECRUITMENT AS OF 1 Year

(Breakdown of activities by each staffing specialist)
Filed chronologically
(Shows: number, position, pay plan, series, grade, requisition number, date received, selected, submitted to Security, Medical requirements, etc.)

CONGRESSIONAL FILE 2 Years
Filed chronologically
(Contains letters from Congressmen concerning recommendations for employment for certain persons; response from OIR is also attached.)

REQUEST FOR CERTIFICATION- SF 39 2 Years GRS1, 5a
(shows: request no., No. of vacancies, position and series code, grade and salary, work location, etc.)

APPLICANT SUPPLY FILE 2 Years GRS1, #15
Filed by position
Contains: PERSONAL QUALIFICATION STATEMENT- SF 171
(Shows: name, address, job experience, salary requirements, etc.)

LEAVE WITHOUT PAY (LWOP) MEMOS 1 Year
Filed chronologically
(shows: employee name, number of hours of LWOP, date.)

CERTIFICATE OF MEDICAL EXAMINATION- SF 78 3 Years
(shows: name, social security account no., sex, date of birth, purpose of exam, position title, etc.)

MEDICAL REASSIGNMENTS 3 Years
(Contains memos concerning employees' condition, fitness for duty, etc.)

INTERNAL REVENUE SERVICE (IRS) REPORTS 2 Years
Filed chronologically
(Contains memos from IRS reporting checks on past taxes paid/not paid by employees.)
SUMMER AIDS FILES

Filed chronologically
1- PROPOSED APPOINTMENT
RECORD- BF 8355
2- APPOINTMENT INFORMATION
RECORD- BF 1199
3- APPLICANT INTERVIEW RECORD-
SUMMER EMPLOYMENT- BF 2024
4- RESULTS OF INVESTIGATION OR
SECURITY SURVEY- BF 1547
5- INVESTIGATION REPORT- BF 1886
6- STATEMENT OF CIVILIAN AND
MILITARY ARRESTS AND PLACES
OF RESIDENCE- BF 1201
7- APPLICANT APPRAISAL QUESTIONNAIRE-
BF- 9395
8- REQUEST FOR SECURITY INVESTIGATION-
BF- 9753
9- JOB QUALIFICATION STATEMENT- 
SF- 173

APPLICANT INTERVIEW RECORD- SUMMER
EMPLOYMENT- BF 2024

Filed alphabetically
(shows: name, address, experience,
miscellaneous personal information
re: employment.)

APPLICANT'S INTRODUCTION TO EMPLOYER-
MA7-116A

(shows: company, address, section,
time of appointment, position,
date, etc.)

RE-EMPLOYMENT RECOMMENDATIONS FOR
SUMMER AIDES

(shows: total aides, shift,
name, requisition number,
cost center, E.O.D., description
of duties, reemployment re-
commendations, etc.)

MANPOWER UTILIZATION REPORTS

Filed chronologically
(Memos from each office
outlining manpower needs and
utilization.)

VACANCY AND PROMOTION ANNOUNCEMENTS

Filed chronologically
2 Years or
Until Canceled
ARITHMETIC COMPUTATION TEST- 605-01R
Filed alphabetically
(Arithmetic test used to evaluate and select final assemblers.)

CERTIFICATE OF ELIGIBLES FOR PROMOTION- BF 1666
(shows: certificate number, date, register, policy no., requisition no., date received, position to be filled, etc.)

CERTIFICATE OF ELIGIBLES- BF 1693
(shows: certificate no., position, qualification standards used, announcement no., employee, etc.)

SUPERVISORY CANDIDATE PROFILE- BF 1715
(shows: name of employee, position applied for, announcement no., test date, supervisory qualification, etc.)

RECORD OF EMPLOYEE COUNSELING DURING DETAIL- BF 1743
(shows: section, current date, employee name, detailed to, grade, or level, item no. and action taken, etc.)

REGISTER OF ELIGIBLES- BF- 2028
(shows: date established, announcement no., position title, series-grade, ranking and name, etc.)

TEST RESULTS AND PLACEMENT ON REGISTER- BF 9576
(shows: test results, no. of questions, name, division, grade, test results recorded either well-qualified or qualified, etc.)
REQUEST FOR OFFICIAL PERSONNEL 1 Year
FOLDER - SEPARATED EMPLOYEE - SF 127
(Shows: date of request, name, dob, social security no., previous federal employment, reason for request, etc.)

REQUEST PERTAINING TO MILITARY RECORDS 1 Year
SF - 180
(Shows: employee name, address)

URINANALYSIS - SF 550 6 Years

APPLICATION RECORD CARD - CS.5000 2 Years GRS 1, #15
(Shows: name, address, birthday, telephone no., date of application, title of exam, announcement no., etc.)

EXECUTIVE INVENTORY RECORD - SF 161A 2 Years
(Shows: name, social security no., grade, rank, position, employing organization, location of employment, etc.)

STATEMENT OF REASONS FOR PASSING OVER A PREF. ELIGIBLE - SF 62 2 Years
(Shows: name and address of eligible, rating, certificate no., date of certificate, position, title of exam, etc.)

STATEMENT OF PHYSICAL ABILITY - LIGHT DUTY WORK - SF 177 6 Years
(Shows: name, dob, social security no., address, title of position applied for, physical limitations, etc.)

ACCESSIONS AND SEPARATIONS 2 Years
Filed chronologically
(Shows: appointments by title and grade, no. of appointments, retirements, gain in full-time employment, loss, no. of full-time employees, no. of temporary employees, etc.)
REASSIGNMENTS
Filed chronologically
(Contains memos requesting reassignments to other areas.)

PROMOTION POLICY
Filed chronologically
(Contains memos, reference documents, transcripts, leading up to policy formation, etc.)

SUBJECT FILES
Filed alphabetically
(Shows: apprentice training program, audit reports, awards, CSC, delegation of authority, summer employment, EEO, Health Benefits Program, position description, CRMI reports, and miscellaneous information on Bureau programs and activities.)

OATH BOOK
(Shows: employee name after oath is signed.)
## Manpower Information and Records Section

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>23.2-101</td>
<td><strong>MONTHLY REPORT OF FEDERAL CIVILIAN EMPLOYMENT</strong> - SF 113 A &amp; F</td>
<td>2 Years After Date of Report</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copy maintained by Mail and Files</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows: dept., code, month and year, employment and payrolls, total all</td>
<td></td>
</tr>
<tr>
<td></td>
<td>areas, personnel actions, etc.)</td>
<td></td>
</tr>
<tr>
<td>23.2-102</td>
<td><strong>NOTICE OF RETIREES SERVICE RECORD</strong> - BF 1615</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>(Shows: date, employee name, type of retirement, effective date, job title,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>last day of pay status, Gov't. Service Comp., etc.)</td>
<td></td>
</tr>
<tr>
<td>23.2-103</td>
<td><strong>EMPLOYEE COMPLEMENT QUARTERLY REPORT</strong> - BF 1175</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows: originating office, last day of quarter, no. of employees, remarks,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>date prepared, etc.)</td>
<td></td>
</tr>
<tr>
<td>23.2-104</td>
<td><strong>NOTIFICATION OF PERSONNEL ACTION</strong> - SF 50 or &quot;CHRON FILE&quot;</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copies maintained by employee, Payroll, CSC, OPF</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(Shows: name, date of birth, social security, tenure group, service comp.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>date, nature of action</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.2-105</td>
<td><strong>SERVICE RECORD CARD</strong> - SF 7</td>
<td>Dispose 3 Years</td>
</tr>
<tr>
<td></td>
<td>Filed alphabetically</td>
<td>After Year of Separation or</td>
</tr>
<tr>
<td></td>
<td>(Shows: employee name, nature of action effective date, position, pay plan,</td>
<td>Transfer to Another Agency</td>
</tr>
<tr>
<td></td>
<td>Salary, follow-up dates, etc.)</td>
<td>GRS 1, #2b</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
<td></td>
</tr>
<tr>
<td>------------------------------------------------------------------------</td>
<td>------</td>
<td></td>
</tr>
<tr>
<td>Administrative Unit</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>Telephone and Locker Coordinators</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Building Services Branch</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Material Handling Section</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous Services Section</td>
<td>11</td>
<td></td>
</tr>
<tr>
<td>Garage Section</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>Safety Division</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>Product Control Division, Quality Control Branch, Quality Control Unit, Industrial Engineering Branch</td>
<td>19</td>
<td></td>
</tr>
</tbody>
</table>
## PLANT SERVICES DIVISION

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| 24.1 - (1) | TRANSPORTATION RECORDS  
Filed chronologically  
(files contain gas receipts, monthly reports, BF 7989 - purchase order - G copy, BF 1086 - monthly vehicle report  
BF 8610 - stores requisition - copy C BF 9153 - daily vehicle operation record, etc.) | 2 Years          |
| 24.1 - (2) | CHECKLIST - MOTOR VEHICLE OPERATION  
Unnumbered Form  
Filed chronologically  
(shows: car number, trip number, gas, oil, water, tires, name, etc.) | 1 Year           |
| 24.1 - (3) | FORK LIFT TRUCK FILE  
Filed numerically  
(filed on companies, types of trucks, parts, catalogs, price lists, trucks disposed, electric, equipment literature, monthly and mileage reports, etc.) | 2 Years          |
| 24.1 - (4) | LORTON LAUNDRY FILE  
Filed chronologically  
(contains: BF 7989 - purchase order - copy G, laundry receipts, items, delivery, prices, BF 1965 - monthly services report, etc.) | 2 Years          |
| 24.1 - (5) | SUPERINTENDENT'S FILE  
(contains: copies of correspondence, memoranda, Office of Industrial Relations files, audit, meetings, procedures, asst. superintendent's folder, etc.) | 2 Years          |
LEAVE RESTRICTIONS AND WARNINGS 2 Years
Filed chronologically
(contains: files on termination, continuation of restriction, restriction register, restriction during probation, correspondence, memoranda, etc.)

CONTROL SHEETS FOR REDLETTER BADGES 1 Year
Unnumbered Form
Filed chronologically
(shows: section, supervisor, badge number, time issued, date, destination, returned, signature, etc.)

DAILY LOG OF DISINTEGRATOR OPERATION 1 Year
Unnumbered Form
Filed chronologically
(shows: shift, date, hours, material, bags produced, supervisor's signature, etc.)

SECURITY FILES 2 Years
Filed alphabetically
(contains information on Security-related subjects, including: BF 9090 - report of violations, BF 1547 - copy A, BF 9419 - copy B - Investigation/Security Survey Report, BF 9727 - copy A- voluntary statement, correspondence, reports of audit, etc.)

DISCIPLINARY ACTIONS 2 Years
Filed chronologically
(copies of correspondence, includes name, subject, occasions, length of restriction, appeal procedure, etc.)

DIVISION PERSONNEL FILES 1 Year
Filed alphabetically
(contains information on blood donors, training requests, vacancy announcements, safety shoes, personnel ratings, credit union, summer aides, job change requests, etc.)
24.1- (13) SERVICE RECORD CARD - SF 7
Filed alphabetically
Copy of record maintained by Personnel Staffing, Office of Industrial Relations
(shows: name, disposition of folder, employment record, follow-up dates, action, effective date, position, title and number, salary, location, etc.)

24.1- (14) GROUP ACTION REQUEST LIST - BF 2124
Copy maintained by Wage and Classification Branch
(shows: organizational component, present position title and incumbent, procedure, action, etc.)

24.1- (15) DAILY WORK ASSIGNMENT REPORT - BF 2145
Filed alphabetically
(shows: supervisor's name, shift)

24.1- (16) MATERIAL SHIPMENT INSTRUCTIONS - PROPERTY REMOVAL PERMIT - BF 7995
Copy F
Filed numerically
Copies maintained by Delivery Control; General Accounts and Security
(shows: instruction number, location, name, stock number, description, quantity, ship to, via, pick-up data, comparison, etc.)

24.1- (17) SCHEDULE OF ESTIMATED EQUIPMENT PURCHASES AND OBOSELENCE - BF 8676
Copy maintained by Budget Branch, Office of Financial Management
(shows: date, organizational component, fiscal year, description code number, cost center, code, items, obsolete items, estimated cost, etc.)
DETAILED BADGE ACCOUNTABILITY RECORD – BF 2141
(shows: supervisor, alternate, area number, badge number, issued to, returned, etc.)

SAFETY SUBJECTS FILE
Filed alphabetically
(information, pamphlets, etc., on lawnmowers, trucks, mats, lockers, lifts, etc.)
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.1-20</td>
<td><strong>ORDER FOR TELEPHONE SERVICES</strong> SF 145</td>
<td>5 Years</td>
</tr>
<tr>
<td></td>
<td>Copy B</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: agency order number,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>alpha code, type of service,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>quantity, description, marks,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>from, signature, etc. - filed with office layout drawing,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>showing phone installation, etc.)</td>
<td></td>
</tr>
<tr>
<td>24.1-21</td>
<td><strong>C &amp; P TELEPHONE - LONG DISTANCE</strong></td>
<td>5 Years</td>
</tr>
<tr>
<td></td>
<td>TELEPHONE SERVICE CRB 691</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: number, area code, period, date, from, to, amount, etc.)</td>
<td></td>
</tr>
<tr>
<td>24.1-22</td>
<td><strong>RECORD OF SERVICE AND EQUIPMENT</strong></td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>A 133</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(IBM printout, shows telephone, service order or authorization, date, billing number, etc.)</td>
<td></td>
</tr>
<tr>
<td>24.1-23</td>
<td><strong>COMMERCIAL TOLL CALL RECORD AND CERTIFICATION</strong> - BF 8504</td>
<td>4 Years</td>
</tr>
<tr>
<td></td>
<td>(contains: telephone statements and toll slips, GSA 164, shows month and year, day, person placing call, person called, justification for use of commercial toll services, certification, etc.)</td>
<td></td>
</tr>
<tr>
<td>24.1-24</td>
<td><strong>TELEPHONE EQUIPMENT INVENTORY</strong></td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>RECORD - BF 1927</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: number, extensions, room number, organization, order number, work order cost, date of change, monthly rental, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
EMPLOYEE LOCATOR RECORD - TD 2723
Filed alphabetically
Copy maintained by Main Treasury
(shows: name, office location, home address, emergency notification, reason for preparation, date, etc.)

MEMORANDUM FOR TELEPHONE SERVICE
Filed chronologically
(shows: to, from, date, what service is needed, name, extension, and room number of person to contact, etc.)

LOCKER AND KEY ROSTER - Unnumbered
(shows: name, locker room number, locker number, etc.)

LOCKER ISSUANCE RECORD - BF 2087
(shows: cost center, pay account, key status, date, room and building, locker number, sex, name, cost center, etc.)

LOCKER ASSIGNMENT LISTING
Filed numerically
(shows: room number, locker number, name, cost center, employee payroll number, sex, second room number, date, etc.)

REQUEST FOR MAINTENANCE AND REPAIRS - BF 8301-1
Copy A
Copy maintained by Shop, Construction and Maintenance Division
Filed numerically
(shows: request number, location of work, description, who to consult, approved, charge to, referred to, work completed, etc.)

SEPARATIONS LISTS - Unnumbered
Filed chronologically
(shows: separation, retirements, name changes, date effective, etc.)

Destroy Upon Separation
4 Years
1 Year
1 Year
Destroy When Superseded
1 Year
24.1-32 (SH)  LOCKSMITH REQUESTS
    (memoranda requesting locks opened, keys made, etc.)  1 Year

24.1-33 (SH)  CHANGES IN PHONES
    Filed chronologically
    (contains listings of phone number changes, up-to-date directory, etc.)  1 Year

24.1-34 (SH)  BLUEPRINTS  Destroy When Obsolete
### BUILDING SERVICES BRANCH

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elevator Unit</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 24.1-35 | LABOR - MANAGEMENT FILES  
(consists of agreements, contracts, bulletins, etc.) | 2 Years |
| 24.1-36 | CONTROL SHEETS FOR BLACKLETTER BADGES  
Unnumbered Form  
(shows: section, supervisor, badge number, time issued, date, destination, time returned, employees' and supervisors' signature, etc.  
**NOTE:** Superseded by BF 2124) | 1 Year |
| 24.1-37 | PERSONNEL FILES  
(information on promotions, awards, restrictions, leave, etc.) | 1 Year |

#### Custodial Section

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| 24.1-38 | ACCIDENT REPORTS  
Filed chronologically  
(contains information pertaining to accidents, including names, addresses, establishment, cause, nature and extent of injury, etc.) | 2 Years |
| 24.1-39 | SAFETY FOLDERS  
Filed chronologically  
(contains safety reports, replies to audit exceptions, pamphlets, etc.) | 2 Years |
| 24.1-40 | EMPLOYEE FOLDERS OR PERSONNEL FILES  
Filed alphabetically  
(contains copies of BF 8017 - AWOL charge notice, notices of leave restrictions, etc.) | Destroy Upon Separation |
OVERTIME REPORT - BF 8433
Filed chronologically
(attached to rosters of employees, supervisors and location of work.)

SERVICE RECORD CARD - SF 7
Filed alphabetically
(shows: name, birth, social security, veteran information, performance rating, current employment record, follow-up dates, etc.)

SUPERVISORS REPORT OF ACCIDENT OTHER THAN MOTOR VEHICLE - SF 0092
Filed chronologically
(shows: reporting unit, when, where, how, and why, corrective action, consequences, witnesses, supervisor, review and comment, etc.)

PERFORATION TANKS INSPECTION REPORT BF 1978
Filed chronologically
(shows: shift, condition codes, date/time inspected, tank number, inspector's signature, etc.)

EQUIPMENT ISSUE RECORD BF 2204
Filed chronologically
(shows: equipment, quantity checked out, condition, location of use, time, condition or return, name, date, shift, issued by, etc.)
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.1-46(2)</td>
<td>SUPERVISOR'S REPORT OF ACCIDENT - SF 92</td>
<td>1 Year After Final Action</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically (shows: name, date, where, when, how accident occurred, consequences, corrective action, witnesses, review, comments, signatures, etc.)</td>
<td></td>
</tr>
<tr>
<td>24.1-47(2)</td>
<td>DELIVERY SERVICE REQUEST - BF 8525</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically (shows: date, material consignee, consignor, location, deliverer.)</td>
<td></td>
</tr>
<tr>
<td>24.1-48(2)</td>
<td>EMPLOYEE WORK PERFORMANCE RECORD BF 9180</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>Filed alphabetically (shows: employees name, division/section, assignment, errors, date, results, etc.)</td>
<td></td>
</tr>
<tr>
<td>24.1-49(2)</td>
<td>ACCIDENT REPORT - ELECTRIC INDUSTRIAL TRUCKS - BF 9220-0D</td>
<td>1 Year After Final Action</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically (shows: employees name, permit number, truck number, type of injury/damage, time, location, date, details of occurance, witnesses, signatures, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
## MISCELLANEOUS SERVICES SECTION

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.1-50</td>
<td><strong>EMPLOYEES' TIME, LEAVE, ATTENDANCE AND ASSIGNMENT RECORDS</strong></td>
<td>1 Year</td>
</tr>
<tr>
<td>24.1-51</td>
<td><strong>OPERATIONS RECORDS</strong> (Includes reports, logs, and forms related to miscellaneous services' function, etc.)</td>
<td>2 Years</td>
</tr>
</tbody>
</table>
## INDUSTRIAL SERVICES BRANCH - GARAGE SECTION

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.1-52</td>
<td>OFFICE FILES&lt;br&gt;Filed alphabetically&lt;br&gt;(contains general information on accidents, safety, driver education, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>24.1-53</td>
<td>CATALOGS&lt;br&gt;Filed alphabetically&lt;br&gt;(copies of periodicals, catalogs, price lists, mostly on automotive parts and accessories, etc.)</td>
<td>Destroy When Obsolete</td>
</tr>
<tr>
<td>24.1-54</td>
<td>VEHICLE RECORD&lt;br&gt;Filed numerically&lt;br&gt;(contains ownership title, procurement documents, registration, etc.)</td>
<td>4 Years After Vehicle Leaves Agency Custody GRS 10,#6</td>
</tr>
<tr>
<td>24.1-55</td>
<td>CONTROL SHEETS FOR BLACK LETTER BADGES&lt;br&gt;Unnumbered Form&lt;br&gt;Filed chronologically&lt;br&gt;(shows: section, supervisor, badge number, time issued, date, destination, time returned, employees' and supervisors' signatures, etc.&lt;br&gt;NOTE: This form superseded by BF 2124.)</td>
<td>1 Year</td>
</tr>
<tr>
<td>24.1-56</td>
<td>OPERATORS AND INVESTIGATION REPORTS OF MOTOR VEHICLE ACCIDENT - SF 91 &amp; 91A&lt;br&gt;(shows: department or agency, operator, time and place, vehicle and property information, injured, witnesses, accident, events, diagram, etc.)</td>
<td>6 Years After Case is Closed GRS 10,#5</td>
</tr>
</tbody>
</table>
24.1. 57 (K) CERTIFICATE OF RELEASE OF MOTOR VEHICLE SF 97 & 97A
Filed numerically
(shows: certificate number, name and address of transferee, vehicle description, transferor, etc.)

4 Years After Vehicle Leaves Agency Custody

24.1. 58 (K) MONTHLY VEHICLE SERVICE REPORT - BF 1086
Filed numerically
(shows: vehicle number, date, gasoline, oil, lubricant, service, odometer reading, number of miles traveled, number of trips made, etc.)

3 Years

24.1. 59 (K) TRIP RECORD - BF 8330
Filed numerically
(shows: driver, vehicle number, odometer reading, out and in, material, passengers, requested by, dispatcher, etc.)

1 Year

94.1. 60 (K) MOTOR VEHICLE DESCRIPTION AND OPERATING RECORD - BF 8619
Filed numerically
(shows: vehicle number, serial number, description, estimated life, status, date, total miles, gallons of gas, quarts of oil, number of trips, etc.)

1 Year
### SAFETY DIVISION - OFFICE OF INDUSTRIAL SERVICES

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>24.3- (1)</td>
<td>POLICY AND PRECEDENT FILE (shows: Treasury regulations and circulars, Department of Labor Regulations, Bureau Bulletins, Bureau Circulars, Bureau Safety Circulars, and Bureau policy memorandums.)</td>
<td>Maintained until superseded or rescinded</td>
</tr>
<tr>
<td>24.3- (2)</td>
<td>ADMINISTRATIVE FILES Filed chronologically (shows: DOL letters, Bureau letters, Bureau memorandums, Safety memorandums, DOL publications, Treasury publications, Treasury letters, Bureau publications, general administrative files, Safety Division organization, EEO minutes, orientations, Safety staffing, travel requests, commercial toll call records and certifications, fixed assets program, internal audit, and news release items.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>24.3- (3)</td>
<td>AWARDS AND RECOGNITION FILES Filed chronologically (shows: Safety idea program, safety suggestion awards, individual safety awards, safety committee awards, and safety award publications.)</td>
<td>2 Years After Final Action</td>
</tr>
<tr>
<td>24.3- (4)</td>
<td>SAFETY AUDIT FILES Filed chronologically by office, division, branch, etc.)</td>
<td>2 Years After Final Action</td>
</tr>
<tr>
<td>24.3- (5)</td>
<td>SAFETY COMMITTEE FILES Filed chronologically by division.)</td>
<td>2 Years</td>
</tr>
</tbody>
</table>
24.3- (6) SPECIAL SAFETY PROJECTS
(SAFETY SURVEYS/EVALUATIONS)
Filed chronologically by project

2 Years After Final Action

24.3- (7) SAFETY REPORTS
Filed chronologically by type

24.3 - (8) PERSONAL PROTECTIVE EQUIPMENT FILES
(Includes files on: The safety shoe program, safety eyeglasses, and bump caps.)

3 Years

24.3- (9) INVESTIGATION FILES
Filed chronologically by type of investigation
(shows: personal injury investigations, security investigations, elevator accidents, motor vehicle accidents, industrial truck accidents, special investigations, and practical trial inspections.)

2 Years After Final Action
24.3 - (10)  TRAINING FILES
Filed chronologically by action
(shows: training requests, request for travel authorization, training on the Scott air-pack, training information (filed by individual training provided by the Bureau's careers branch.)

24.3 - (11)  SPECIAL MOTOR VEHICLE AND INDUSTRIAL TRUCK FILES
Filed chronologically
(shows: motor vehicle physical examinations, motor vehicle permit records, motor vehicle testing results, motor vehicle licensing request, industrial truck licensing procedures, industrial truck physical examinations, industrial truck licensing requests, and industrial truck permit numbers.)

24.3 - (12)  TORT CLAIMS
Filed chronologically by case
(shows: pertinent papers associated with each individual tort claim.)

24.3 - (13)  NOTICE OF RECURRENCES OF DISABILITY
CA-2a
(shows: name, date and hour of injury, Bureau of Employment Compensation file number, home mailing address, telephone, pay rate in effect, etc.)

24.3 - (14)  COMPENSATION FILES
Filed alphabetically
(includes:
(a) Compensation Information Sheet
(b) Report of Termination of Total or Partial Injury - CA-3
(c) Application for Augmented Compensation for Disability - CA-4
(d) Notification of Public Health Service Recommendation - BF 1661
(e) Memoranda and various paperwork)
(f) CA-1/2
(g) CA-8
(h) SF Form 92
COMPENSATION CASES - UNUSUAL AND QUESTIONABLE
Filed alphabetically
(contains: memoranda and information pertaining to cases.)

ACTIVE COMPENSATION CASES,
AUTOMATIC ROLL EMPLOYEES,
CONTINUATION OF PAY CASES
(each file includes:
(a) Compensation Information Sheets
(b) Report of Termination of Total or Partial Injury - CA-3
(c) Application for Augmented Compensation for Disability - CA-4
(d) Notification of Public Health Service - Recommendation - BF 1661
(e) Memoranda and various paperwork.)

INACTIVE COMPENSATION CASES
(each file includes:
(a) Compensation Information Sheets
(b) Report of Termination of Total or Partial Injury - CA-3
(c) Application for Augmented Compensation for Disability - CA-4
(d) Notification of Public Health Service Recommendation - BF 1661
(e) Memoranda and various paperwork.)

MONTHLY REPORT OF WORK INJURY EXPERIENCED
Filed chronologically
(shows: new cases, numbers, division, days lost, carry over cases, pick up cases, work connected injuries by division, etc.)
243- (19) INDUSTRIAL TRUCK OPERATORS
(3 x 5 cards)
Filed alphabetically
(shows: name of employee, division, position, date of physical, rules and regulations, truck type, permit number, etc.)

243- (20) GOVERNMENT MOTOR VEHICLE PERMITS
(3 x 5 cards)
Filed alphabetically
(a) Biographical Card
(shows: employee name, division, sex, birthdate, birthplace, hair color, eyes, weight, social security number, etc.)
(b) GOVERNMENT MOTOR VEHICLE OPERATORS IDENTIFICATION CARD - SF 46
(shows: card no., operator, date issued, date expires, sex, date of birth, hair color, issuing unit, etc.)

243- (21) ISSUES SAFETY SHOES (3 x 5 cards)
Filed alphabetically
(shows: name, cost center, size, style, date.)

243- (22) RECORD OF INDUSTRIAL TRUCK OPERATORS - BF 8067
Filed numerically
(shows: division, name, designation, grade, date assigned, probationary, detail, etc.)

Destroy Upon Separation
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>24,2-</td>
<td>MANPOWER REQUIREMENTS REPORT - BF 9883</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>(shows: from, division superintendent, date, chief, position title, wage system, series, grade and position number, production, manpower, production, etc.)</td>
<td></td>
</tr>
<tr>
<td>24,2-</td>
<td>GENERAL CORRESPONDENCE</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>Files by correspondent's name</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(contains letters, memos, etc.)</td>
<td></td>
</tr>
<tr>
<td>24,2-</td>
<td>WEEKLY SUMMARY OF STAMP SPOILAGE PROJECTIONS</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(contains:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) memo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) narrative explaining percent of perfect and spoiled stamps.)</td>
<td></td>
</tr>
<tr>
<td>24,2-</td>
<td>WEEKLY SUMMARY OF CURRENCY SPOILAGE PROJECTIONS</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(contains:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(a) memo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(b) narrative explaining percent of perfect and spoiled currency.)</td>
<td></td>
</tr>
<tr>
<td>24,2-</td>
<td>MONTHLY SUMMARY OF STAMP AND CURRENCY SPOILAGE</td>
<td>2 Years</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(narrative and statistical summary of spoilage for a one month period.)</td>
<td></td>
</tr>
<tr>
<td>24,2-</td>
<td>SPECIAL REPORTS - SPOILAGE</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>(shows: spoilage figures, intaglio spoilage, processing overprinting, total currency spoilage, confidence interval, etc.)</td>
<td></td>
</tr>
</tbody>
</table>
242- (7)  SPECIAL REPORTS AND EXPERIMENTS
   (contains miscellaneous
   reports on experiments done
   on various subjects such as
   temperature and paper
   specifications, etc.)

242- (8)  QUALITY REVIEW AMERICAN BANK
   NOTE
   Filed chronologically
   (narrative report on Food
   Stamp Program.)

242- (9)  AOQL/CURRENCY
   (narrative and statistical
   report on currency program.)

242- (10) FOOD COUPONS WEEKLY AVERAGE
   OUT-GOING LEVEL
   Filed chronologically
   (narrative and statistical
   report portraying average
   percentage of perfect and
   spoiled products.)

242- (11) WEEKLY AVERAGE OUTGOING QUALITY
   LEVEL POSTAGE STAMPS
   Filed chronologically
   (narrative and statistical
   report portraying average
   percentage of perfect and
   spoiled products.)

242- (12) MONTHLY AVERAGE OUTGOING QUALITY
   LEVEL OF CURRENCY
   (narrative and statistical
   report portraying average
   percentage of perfect and
   spoiled products.)

242- (13) CURRENCY INSPECTION REPORT -
   BF 2132
   Filed numerically
   (shows: date, press number,
   denomination and series,
   printers, time of sample, ob-
   servations, reasons for defects,
   remarks, etc.)
<table>
<thead>
<tr>
<th>24.2- (7)</th>
<th>SPECIAL REPORTS AND EXPERIMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(contains miscellaneous</td>
</tr>
<tr>
<td></td>
<td>reports on experiments done</td>
</tr>
<tr>
<td></td>
<td>on various subjects such as</td>
</tr>
<tr>
<td></td>
<td>temperature and paper</td>
</tr>
<tr>
<td></td>
<td>specifications, etc.)</td>
</tr>
<tr>
<td>24.2- (8)</td>
<td>QUALITY REVIEW AMERICAN BANK</td>
</tr>
<tr>
<td></td>
<td>NOTE</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
</tr>
<tr>
<td></td>
<td>(narrative report on Food</td>
</tr>
<tr>
<td></td>
<td>Stamp Program.)</td>
</tr>
<tr>
<td>24.2- (9)</td>
<td>AOOL/CURRENCY</td>
</tr>
<tr>
<td></td>
<td>(narrative and statistical</td>
</tr>
<tr>
<td></td>
<td>on currency program.)</td>
</tr>
<tr>
<td>24.2- (10)</td>
<td>FOOD COUPONS WEEKLY AVERAGE</td>
</tr>
<tr>
<td></td>
<td>OUT-GOING LEVEL</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
</tr>
<tr>
<td></td>
<td>(narrative and statistical</td>
</tr>
<tr>
<td></td>
<td>report portraying average</td>
</tr>
<tr>
<td></td>
<td>percentage of perfect and</td>
</tr>
<tr>
<td></td>
<td>spoiled products.)</td>
</tr>
<tr>
<td>24.2- (11)</td>
<td>WEEKLY AVERAGE OUTGOING QUALITY</td>
</tr>
<tr>
<td></td>
<td>LEVEL POSTAGE STAMPS</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
</tr>
<tr>
<td></td>
<td>(narrative and statistical</td>
</tr>
<tr>
<td></td>
<td>report portraying average</td>
</tr>
<tr>
<td></td>
<td>percentage of perfect and</td>
</tr>
<tr>
<td></td>
<td>spoiled products.)</td>
</tr>
<tr>
<td>24.2- (12)</td>
<td>MONTHLY AVERAGE OUTGOING QUALITY</td>
</tr>
<tr>
<td></td>
<td>LEVEL OF CURRENCY</td>
</tr>
<tr>
<td></td>
<td>(narrative and statistical</td>
</tr>
<tr>
<td></td>
<td>report portraying average</td>
</tr>
<tr>
<td></td>
<td>percentage of perfect and</td>
</tr>
<tr>
<td></td>
<td>spoiled products.)</td>
</tr>
<tr>
<td>24.2- (13)</td>
<td>CURRENCY INSPECTION REPORT -</td>
</tr>
<tr>
<td></td>
<td>BF 2132</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
</tr>
<tr>
<td></td>
<td>(shows: date, press number,</td>
</tr>
<tr>
<td></td>
<td>denomination and series,</td>
</tr>
<tr>
<td></td>
<td>printers, time of sample,</td>
</tr>
<tr>
<td></td>
<td>observations, reasons for defects,</td>
</tr>
<tr>
<td></td>
<td>remarks, etc.)</td>
</tr>
</tbody>
</table>
21

242- (14) POSTAGE STAMP INSPECTION REPORT - BF - 2143
Filed chronologically
(shows: date, press no., denomination and series, printers, time of sample, observations, reasons for defects, etc.)

242- (15) EMPLOYEE SENIORITY LIST
Filed alphabetically
(shows: employee name, seniority, etc.)

242- (16) QUALITY CONTROL - FINAL INSPECTION REPORT CURRENCY - BF 2205
(shows: date, sample number, package number, accountability verification, quality audit, examiner's name, inspector's name, etc.)

242- (17) DEFECTS LOCATED BY QUALITY CONTROL INSPECTOR
(shows: printer, press number, date printed, shift, load number, defects located, etc.)

242- (18) COPE CURRENCY
Filed chronologically
(narrative report shows process sheet, date processed, shift, date inspected, denomination, bank, percent defective, reasons for note removal, COPE, etc.)

242- (19) FINAL INSPECTION REPORT (POSTAGE STAMPS - COILS, SHEETS & BOOKS)
Filed chronologically
(shows: name, sample number, issue, number and types of defects, date, etc.)

242- (20) EXAMINING SPOILAGE REPORT - QUALITY ANALYSIS - BF 9502
(16-Subject & 32-Subject Blank Engraved Currency)
(shows: test number, run number, total sheets, defect, quantity of defective notes per sheet, etc.)
PROJECT FOLDERS
Filed numerically
(contains:
(a) Workpapers
(b) Drafts
(c) Correspondence
(d) Final Report

CORRESPONDENCE FILES
Filed chronologically
(contains: miscellaneous letters, memoranda, etc., issued by or received by Industrial Engineering.)

EMPLOYEE COMPLEMENT QUARTERLY REPORT - BF 1175
(shows: from, last day of quarter, building, shift, total, remarks, prepared by, etc.)
OFFICE OF CURRENCY AND STAMP PRINTING
INDEX - Office of Currency and Stamp Printing

31.1 Plate Printing Division ...................... 1
31.2 Surface Printing Division ..................... 16
# PLATE PRINTING DIVISION

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PRINTED PAPER DEFECT NOTICE - BF - 1034</td>
<td>3 Months</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: name of printer, press number, denomination and class,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>defective note, plate &amp; load number, description of defect, defective</td>
<td></td>
</tr>
<tr>
<td></td>
<td>sheets printed, remarks, signature, date.)</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>MONTHLY ACTIVITY REPORT, POSTAGE STAMP PLATES NUMBERED, ISSUED,</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>AND CANCELLED - BF - 1067</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copies to Correspondence Unit,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Production Scheduling, Plate</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vault, Engraving</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: plate number, denomination,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>title, subjects, series, date to press, certified or cancelled,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>number of impressions.)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>NOTICE TO CORRECT SCHEDULE OF DELIVERY OF MUTILATED PAPER - BF - 1463</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copies to Printings Accounts Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: schedule number, date,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>originating component, entries which were in error, corrected entries,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>effect on division accounts, documents which support corrections,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>signatures and date.)</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>SECTION OPERATION AND MAINTENANCE RECORD - BF - 1523</td>
<td>6 Months</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: date, idle presses, presses under maintenance, jobs in section,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>quantity of supplies ordered, on hand, to order, quantity of plates at</td>
<td></td>
</tr>
<tr>
<td></td>
<td>press by type and status, discrepancies, press number, register count,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>remarks.)</td>
<td></td>
</tr>
</tbody>
</table>
STOCK CONTROL RECORD - 1596
Filed chronologically
(shows: month, denomination, class, subject, series, press, product code number, date, balance brought forward, received, total on hand, delivered, balance, remarks.)

DAILY ASSIGNMENT AND PRODUCTION RECORD
BF - 1644
Filed chronologically
(shows: press number, ink symbol, code, job description, name of printer and assistants, order number, die number, opening balance, closing balance.)

NOTICE OF STOCK TO BE DELIVERED - BF - 1685
Filed chronologically
(shows: denomination and class, date, load number press number, total delivery today, quantity of loads, quantity of sheets, estimated delivery tomorrow.)

PRINTING SUPPLIES INVENTORY - BF - 1708
Filed chronologically
(shows: press number, job title, ink symbols, amount at press, date remarks, paper supply summary by type, ink supply summary.)

INK REQUIREMENTS WORK SHEET - BF - 1709
Filed chronologically
(shows: date, press number, class of work, ink symbol, quantity of sheets, total of sheets printed, ink consumption, balances.)

RECEIPT AND DELIVERY RECORD - BF - 1718
Filed chronologically
(shows: date received, number of run, skid or load; denomination and class, press number, name of printer, date finished, date delivered to examining, quantity of unfit, remarks.)
(11) RETURNED INK DISPOSITION REQUEST - BF - 1738
Filed chronologically
Copies to Ink Manufacturing & Control Branch, Ink Supply and Storage, Cost Accounting, Section Files
(shows: ink identification formula number, buckets or cans, quantity returned to inventory, quantity disposed as waste, signature, date.)

(12) DAILY POSTAGE STAMP PRODUCTION REPORT
BF - 1739
Filed numerically
Copies to Production Scheduling
(shows: date, report number, press number, description, subjects, series, number of shifts, manhours, production data.)

(13) SCHEDULE OF RECEIPT - BF - 1753
Filed numerically
Copies in General Accounts and Receiving Division
(shows: date of receipt, schedule number, reference, Receiving Division, cost code, registry numbers, received from, schedule of delivery or requisition number, description, denomination, serial numbers, quantity, subject per sheet, quantity received, billing rate, amount of credit.)

(14) SPOILAGE NOTICE CURRENCY - BF - 1921-1
Filed chronologically
(shows: denomination and class, date examined, process sheet number, load number, press number, date of printing, check numbers, defects, printer, packages, amount, sheet number, package number, date.)

(15) SPOILAGE NOTICE - POSTAGE STAMPS - BF 1921-2
Filed chronologically
(shows: denomination and class, date examined, series, roll number, press number, date printed, shift defects, amount, printer, date.)
PRODUCTION DATA REPORT - BF - 1985
Filed chronologically
Copies to Production Scheduling, Cost Accounts, Section File
(shows: date, shift, cost center number, signature, product code and order number, time and quantity of sheets for each production operation, totals.)

PRESS REGISTER COUNT RECORD - BF - 1992
Filed chronologically
(shows: press number, printer, denomination and series, date, shift, load number, press register readings, remarks.)

PLATE PRINTING DAILY PRODUCTION REPORT
BF - 1993
Filed chronologically
Copies to Cost Accounting, Production Scheduling, Printings Accounts, Unit File
(shows: product code and description, date cost center number, shift, submitted by, load roll, or process sheet number, press number, opening inventory, closing inventory, shift production, names of printers, manhours worked, production totals.)

LOAD NUMBER CONTROL LOG - BF - 1994
Filed chronologically
(shows: load number, back press, blank stock, printed backs, unfit blanks, face press, printed faces, unfit, delivered.)

DISTINCTIVE PAPER ISSUE RECEIPT - BF 1997
Filed chronologically
(shows: date, stock number, size, skid number, run number, number of sheets, remarks, issued to, recipient.)
(21) BEP SECURITY SEALS CONTROL REGISTER
BF - 2045-2
Filed chronologically
(shows: year, seal color, component, identifying initials, seal number, issued and affixed, removed and returned, day and month, process or load number.)

(22) COPE DATA - BF - 2092
Filed chronologically
(shows: denomination and class, load number, process number and bank letter, dates of printing, shifts, overprinting, exchanges, note processing, date, initials, grand totals.)

(23) DAILY WORK RECORD - BF - 2128
Filed chronologically
(shows: day, date, press number, days run, job description, plate numbers, opening balance, plate and job changes, remarks.)

(24) DAILY PRESS ACTIVITY REPORT - BF - 2137
Filed chronologically
(shows: shift, date, press number, cost center, product code, order number, start time, job description, stop time, operational code, total production, remarks.)

(25) NOTICE OF CHANGE - BF - 2149
Filed numerically
Record copy in Production Scheduling
(shows: date, change number, to, order number, date, title, type of change, from, to, reason for change, cancellation information reason for cancellation, signature.)
31.1 (26) PRECANCELLING MATS RECORD AND LOCATOR
BF - 2161
Filed alphabetically
(shows: date received, city, quantity, locations, date destroyed, type of stamps, name of state, standard abbreviation.)

31.1 (27) MISCELLANEOUS JOB PRINTING LOG
BF - 2230
Filed chronologically
(shows: job title, order number, product code number, ink symbols, date, printer's name, load number, daily production, balances.)

31.1 (28) DAILY INVENTORY REPORT - MISCELLANEOUS PRINTINGS - BF - 2251
Filed chronologically
Copies to Cost Accounting, Production Scheduling, Printings Accounts Division File
(shows: date, code, denomination and class, cost center, order number, prepared by, load number, press number, blank stock, printed stock, unfit stock, load total, name of printers, man-hours, production, totals, balances and deliveries.)

31.1 (29) RECEIPT FOR SPECIMENS - BF - 8038
Filed chronologically
(shows: date, denomination, title, form or series number, quantity, total, signature.)

31.1 (30) JOB CHANGE REQUEST - BF - 8050
Filed numerically
Copy of record in Production Scheduling
(shows: date, number, job to be changed, job to be assigned.)
DIVISION DAILY STOCK CONTROL
RECORD - BF - 8167-3
Filed chronologically
(shows: date, product title, stage of printing, item, reference, summary, denomination, balances and totals.)

STOCK CONTROL RECORD - BF - 8177
Filed chronologically
(shows: denomination and class, series, number of subjects, stage of processing, date, reference, receipts, receipt adjustments, deliveries, balance totals.)

NOTICE OF PLATE CHANGE - BF - 8198
Filed chronologically
(shows: date, date to change plate, shift, plate numbers denomination and class, name of printer, press number, plates to be removed, total impressions printed.)

RECORD OF IMPRESSIONS PRINTED FROM ENGRAVED PLATES - BF - 8204
Filed numerically
(shows: plate number, plate description, number subjects, date certified, date cancelled, to press date, press number, sheets printed, date removed, recertified.)

DAILY RECORD OF PRINTINGS AND PERSONNEL ASSIGNED - BF - 8212
Filed chronologically
(shows: date, shift, press number, printer, code number, work description, other personnel.)

SCHEDULE OF DELIVERY - STOCK DROPPED FROM PRESS - BF - 8215
Copies to Plate Vault Unit, Office Of Engraving
(shows: date, press number, plate or item number, description, condition or defect, number of impressions, signature.)
31.1 (37) ENGRAVED PLATE IMPRESSION RECORD
BF - 8221
Filed numerically
(shows: press number, plate number, inspection due, rechroming due, denomination, class, subjects, series, date, impressions printed.)

31.1 (38) DAILY REPORT OF IMPRESSION PRINTED
BF - 8226
Filed chronologically
Copies to Cost Accounts, Production Scheduling, Printings Accounts
(shows: schedule number, date, press number, name of printer, description of work, product code, quantity of sheets, remarks summary of printings.)

31.1 (39) ROTARY PRESS REGISTER COUNT RECORD - BF - 8229
Filed numerically
(shows: press number, description subjects, series, name of printer, register readings, quantity of impressions, roll number, remarks.)

31.1 (40) DAILY PRODUCTION REPORT - BF - 8251
Filed chronologically
(shows: date, name of printer, press number, denomination and class, quantity of sheets, totals, total hours worked, total sheets processed.)

31.1 (41) EXAMINERS SPOILAGE REPORT - BF - 8253
Filed chronologically
(shows: load number, denomination and class, check numbers, date of examination, signature, type of defect found, totals.)

31.1 (42) PRESS REGISTER COUNT RECORD - BF - 8293
Filed chronologically
(shows: division, section, shift, date press number, name of printer or pressman, class of work, load or roll number, register readings, total impressions recorded, remarks.)

Destroy Upon Cancellation of Plate

6 Months

1 Month

6 Months

6 Months
(43) PAPER ACCOUNT TRANSFER SCHEDULE
BF - 8303
Filed chronologically
Copies to Printings Accounts,
Cost Accounts, Division File,
Stock Control Clerk
(shows: date, from, cost center,
schedule number, transferred from
and to, authority, series
or design, denomination, stock
number, size, subject persheet,
quantity.)

(44) INTERDIVISION TRANSFER SCHEDULE -
BF - 8324
Filed numerically
Copies to Printings Accounts,
Production Scheduling, Receiving
and Delivering Units
(shows: schedule number, to,
from, date, description, design
or series, denomination or form
number, subjects persheet, quantity
of sheets.)

(45) DAILY REPORT OF IMPRESSIONS PLATE PRINTED
BF - 8328
Filed chronologically
Copies to Printings Accounts,
Production Scheduling, Division Files
(shows: schedule number, date,
denomination, class, series or
design, subject persheet, number of
sheets printed, sheets carried in
books of accounts.)

(46) SCHEDULE OF DELIVERY OF MUTILATED
PAPER - BF - 8333
Filed numerically
Copies to Security Destruction Unit,
Printings Accounts, Mutilated
Disposition Unit, Delivery Component,
Production Scheduling
(shows: schedule number, delivery
date, delivering component, package
number, item description, total
sheets, destruction certificate.)
SCHEDULE OF DELIVERY - BF - 8334
Filed numerically
Copies in General Accounts,
Printing Accounts, Production
Scheduling, Delivering Division,
Receiving Office
(shows: date of delivery,
schedule number, delivery method,
Bureau order, Delivering Division,
cost center, requisitioning agency,
delivered to, bill to, product
code, description, denomination,
serial numbers and other delivery
information.)

REQUISITION AND RECEIPT - PLATES
AND MISCELLANEOUS VAULT STOCK -
BF - 8343
Filed numerically
Copy to Plate Vault Unit
(shows: section, date, requisition
number, class, denomination,
subjects, quantity, plate or item
numbers.)

DISCREPANCY REPORT AND ADJUSTMENT
AUTHORIZATION - BF - 8435
Filed numerically
Copies to Printings Accounts,
Impressions Control, Security,
Originating Unit
(shows: report number, date, date
printed, date transferred, schedule
number, class, denomination, subjects,
series, roll or load number, press
number, type of press, press register
record, physical count, differences,
remarks, results of investigation,
recommendations.)

REPORT OF RECONCILIATION OF OVERAGE
OR SHORTAGE - BF - 8477
Filed numerically
Copy of record maintained by Office
of Security
(shows: reference number, date,
action taken, quantity of sheets,
denomination and class, disposition
of report, remarks.)
REPORT OF OVERAGE OR SHORTAGE - BF - 8478
Filed numerically
Copy of record maintained by Office of Security
(shows: division report number, date, denomination, class of work, sheets over or short, remarks, signatures.)

BLANK PRINTING PAPER REQUISITION - BF - 8513
Filed numerically
Copies to Supply Branch, Printings Accounts, Stock Control, General Accounts, Cost Accounting
(shows: requisition number, date, cost center, stock number, description, deliver to, quantity, price.)

REQUISITION AND RECEIPT - BF - 8577
Filed chronologically
Copies to Technical Services, Cost Accounts, requisitioner, Ink Supply & Storage Unit
(shows: date, requisition number, cost center, identification, quantity, net weight delivered.)

CERTIFICATION OF MUTILATED SHEETS - BF 8659
Filed chronologically
Copy to Mutilated Disposition Unit
(shows: date, press number, denomination cause of irregularity, signature.)

TEMPORARY RECEIPT FOR POSTAGE STAMPS - BF - 9184
Filed chronologically
(shows: to, from, date, denomination and class of work, subjects, load number, units received, totals, printer, press number, date printed, remarks.)
<table>
<thead>
<tr>
<th>Document Type</th>
<th>Title</th>
<th>Frequency</th>
</tr>
</thead>
<tbody>
<tr>
<td>MONTHLY REPORT OF RECEIPTS, DELIVERIES AND INVENTORY BY COST CENTER - BF - 9200</td>
<td>Filed chronologically</td>
<td>1 Year</td>
</tr>
<tr>
<td>REPORT OF SHEET COUNT - BF - 9247</td>
<td>Filed chronologically</td>
<td>1 Year</td>
</tr>
<tr>
<td>PLATE ACTIVITY REPORT - BF - 9357</td>
<td>Filed chronologically</td>
<td>6 Months</td>
</tr>
<tr>
<td>CURRENCY TRANSFER SCHEDULE - BF - 9363</td>
<td>Filed chronologically</td>
<td>1 Year</td>
</tr>
<tr>
<td>SECURITIES TRANSFER SCHEDULE - BF - 9363-2</td>
<td>Filed chronologically</td>
<td>1 Year</td>
</tr>
</tbody>
</table>
(61) EXAMINERS SPOILAGE REPORT - BF - 9436
Filed chronologically
(shows: roll or load number, denomination and class, printer, press, shift, date, plate numbers, type of defect, operation, totals.)

(62) BUILDING & VAULT SECURITY REGISTER - BF - 9405
Filed chronologically
Copy of record maintained by Office of Security
(shows: division, section, date, shift, post, badge number, area, signature, destination reason, time.)

(63) DAILY PRESS ACTIVITY REPORT - BF - 9455
Filed chronologically
(shows: name of printer, type of press, press number, date, order number, product code, title, shift, time, operation, load number, quantity of sheets, remarks, totals, remarks.)

(64) CREDIT REQUISITION - BF - 9469
Filed chronologically
Copies to Stock Control, General Accounts, Cost Accounts, Printings Accounts
(shows: requisition number, date, cost center, account number type of paper, reason for return.)

(65) PRODUCT PROCESSING ACCOUNTABILITY - RECORD - BF - 9482
Filed chronologically
Copies to Printings Accounts Unit, Division Control Clerk, Section Control Clerk, Impressions Control Unit
(shows: load or process sheet number, order number, product code, title, denomination, series, serial numbers, packing sheet numbers, number of subjects, operating, date, shift, press number, name of printer, press register readings, and other types of processing information.)
31.1 (66) UNFIT CURRENCY IDENTIFICATION NOTICE
BF - 9497
Filed chronologically
(shows: press number, load number, denomination & class, date, shift, class of work, name of printer, quantity of unfit sheets, count.)

1 Month

31.1 (67) SPOILAGE REPORT STAMP PRODUCTION - BF 9551
Filed chronologically
(shows: roll or load number, class of work, totals for sheets, impressions, spoiled, percentage figures, quantity and percentage figures by operation grand total.)

1 Year

31.1 (68) DAILY PRINTING AND/OR PERSONNEL - ASSIGNMENT RECORD - BF 9635
Filed chronologically
(shows: cost center number, date, shift, press number, name of printer, men-hours, description of job at press, quantity printed, other personnel data.)

6 Months

31.1 (69) STOCK STATUS REPORT - BF - 9636
Filed chronologically
(shows: to, reporting period, paper description, quantities received, issued, balances.)

6 Months

31.1 (70) STOCK CONTROL RECORD - BF - 9644
Filed chronologically
(shows: denomination and class, series, subject, job order number, date receipts, deliveries, totals, balance, remarks.)

1 Year

31.1 (71) REPORT OF IMPRESSIONS PRINTED - BF - 9702
Filed chronologically
(shows: date, denomination, title, subject, series, type of press, plate number, quantity of impressions, total impressions.)

1 Year
31.1 (72) LOAD CONTROL RECORD WORKSHEET
BF - 9777-1
Filed chronologically
(shows: section, load number, press number, date, shift stakers name, date.)

1 Month

31.1 (73) WEEKEND PRESS MAINTENANCE
REQUIREMENTS - BF - 9777-2
Filed chronologically
(shows: section, date, requirements, press numbers, special requirements.)

6 Months

(74) CURRENCY ASSIGNMENT TAG - BF - 9924
Filed with process sheet
(shows: denomination, code, press number, date printed, shift, bookbinder, load number, process sheet number, seal number, initials.)

Transferred to Production Scheduling

31.1 (75) WORK IDENTIFICATION COVER
BF - 9988
Filed chronologically
(shows: denomination, Bureau order number, load number, security class, agency order number, press number, name of printer, shift, date, quantity of sheets.)

1 Month
### RESULTS OF INVESTIGATION, SECURITY SURVEY - BF - 1547
Filed chronologically
Copy of record maintained by Security
(shows: to, thru, from, subject, date of birth, social security number, component, security recommendation, report case number, remarks.)

### VAULT WITHDRAWAL & RECEIPT RECORD
BF - 1572
Filed chronologically
Copies maintained by Stock Control, Controller and Foreman
(shows: to, date to be printed, product code number, press number, class of work, denomination, subjects per sheet, processing operation, quantity sheets to issue, quantity of sheets returned, total and order number.)

### WORK RECEIVED RECORD - BF - 1629
Filed chronologically
(shows: skid number, process sheet number, assigned to press number.)

### DAILY PRODUCTION REPORT - 32 SUBJECT SHEET - BF - 1630
Filed chronologically
(shows: date, press number, process sheet number, regular or star, unfinished sheets skid load numbers, shift information and product totals.)

### TRANSFER SCHEDULE - BF - 1692
Filed numerically
Copies to Production Scheduling, Cost Accounting, Clerical Unit Surface Printing, Stock Control Section
(shows: schedule number, date, print order number, stock item number, description, quantity of sheets ordered, delivered, to be delivered, per skid and skid totals.)
31.2 (6) SCHEDULE OF RECEIPT - BF - 1753
Filed numerically
Copies in General Accounts, Production
Scheduling, Originating and Receiving
Divisions.
(shows: date, schedule number,
reference number, Receiving Division,
cost center, registry number,
originator, requisition number,
description, denomination, serial
numbers, quantities, amount of credit.)

31.2 (7) REPORT OF HAND COUNT - BF - 1774
Filed chronologically
(shows: to, product code, product
title, denomination or form number,
series or design, subjects as printed,
subjects as counted, skid number, date
printed, date counted, quantity of
sheets counted, summary of count,
signature of counters.

31.2 (8) SERIAL NUMBER REPLACEMENT LIST - BF -
1898
Filed chronologically
Copy to Superintendent
(shows: identification of security,
date, denomination, order number,
press number, serial numbers,
pressman and signature.)

31.2 (9) PLATE STOCK RECORD - BF - 1922
Filed numerically
(shows: plate number, made by,
date received, date drawn, date
returned, date destroyed, name, item, agency.)

31.2 (10) WORK IDENTIFICATION TAG - BF - 1971
Filed chronologically
(shows: process sheet number, series
pressmans initials, lift number.)
DISCREPACY REPORT - BF 1988
Filed chronologically
(shows: reporting section, type of discrepancy, load number, press number, date printed, shift, date trimmed, initials, process sheet number, bank, denomination, package number, quantity discrepancy, action taken, signatures.)

BEP SECURITY SEALS, ISSUES & RETURNS - BF 2045-1 RECEIPT RECORD
Filed chronologically
Copy in Security
(shows: date issued, color, quantity issued serial numbers, remarks, received by, component, signature.)

BEP SECURITY SEALS CONTROL REGISTER - BF 2045-2
Filed chronologically
(shows: seal color, component, identifying initials, seal number, issued & affixed, day & month, process or load number, removed & returned.)

PHYSICAL INVENTORY OF SECURITIES ON HAND - BF 2113
Filed chronologically
(shows: to, product code number & title, denomination, stage of processing, quantity of packages, quantity of sheets per package, subjects per sheet, total delivery, date counted, signature.)

WEEKLY PRODUCTION REPORT - BF 2159
Filed chronologically
(shows: day, date, shift, product hours, summary totals.)

RECEIPT FOR SPECIMENS - BF 8038
Filed chronologically
(shows: date, denomination, title, series, quantity, total, recipient signature.)
ORDER FOR SUPPLIES OR SERVICES - BF - 8098
Filed chronologically
Copy of record maintained by Production Scheduling
(shows: order number, date, delivery & billing instructions, order authorization and detailed Production instructions)

SCHEDULE OF DELIVERY - STOCK DROPPED FROM PRESS - BF - 8215
Filed chronologically
Copies in Plate Vault Unit, Office of Engraving, Originating Division
(shows: date, to, from, transaction, press number, plate or item number, description, condition or defect, number of impressions.)

PRESS REGISTER COUNT RECORD - BF - 8293-1
Filed chronologically
(shows: division, section, shift, date, press number, name of printer or pressman, class of work, register reading, impressions recorded.)

PAPER ACCOUNT TRANSFER SCHEDULE - BF - 8303
Filed chronologically
Copies to Printing Accounts, Cost Accounting, Initiating Division, Stock Control Unit
(shows: date, cost center, schedule number, stock number, size, quantity or sheets, transferred from, to and authority.)

INTERDIVISION TRANSFER SCHEDULE - BF - 8324
Filed numerically
Copies to Delivering Division, Receiving Division, Printing Accounts, Production Scheduling
(shows: schedule number, date, Receiving Division, description, quantity of sheets.)
(22) SCHEDULE OF DELIVERY OF MUTILATED PAPER - BF - 8333

Filed numerically
Copy of record maintained by Printings Accounts
(shows: schedule number, delivery date, delivery component, package number, item description, total sheets, destruction certificate.)

(23) SCHEDULE OF DELIVERY - BF - 8334

Filed numerically
Copy of record maintained by Printings Accounts
(shows: date of delivery, schedule number, delivery method, Bureau order delivery division, cost center, requisitioning agency, delivered to, bill to, product code, description, denomination, serial numbers and other delivery information.)

(24) REQUISITION AND RECEIPT - BF - 8343

Filed numerically
Copy in Plate Vault and Requisitioning Unit
(shows: section, date, requisition number, class, denomination, subjects, quantity, plate or item numbers, signature.)

(25) REPORT OF RECONCILIATION OF OVERAGE OR SHORTAGE - BF - 8477

Filed numerically
Copies in Security, Printings Accounts and Originating Division
(shows: reference number, date, action taken to reconcile overage or shortage, remarks signature.)

(26) REPORT OF OVERAGE OR SHORTAGE - BF 8478-1

Filed numerically
Copies in Security and Originating Division
(shows: division, report number, date, denomination, class of work, sheets over or short, explanatory remarks, signature.)
<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>(27)</td>
<td>REPORT OF OVERAGES AND SHORTAGES</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>BF - 8478-2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copies in Security, Printings Accounts and initiating division</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: division, report number, date, denomination, series, subjects,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>reporting unit, adjusting unit code, load number, process sheet, bank, date</td>
<td></td>
</tr>
<tr>
<td></td>
<td>overprinted, over, short, remarks, totals.)</td>
<td></td>
</tr>
<tr>
<td>(28)</td>
<td>BLANK PRINTING PAPER REQUISITION - BF - 8513</td>
<td>6 Months</td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copies in Stock Control, Printings Accounts, General Accounts, Cost</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accounting, Requisitioning Component</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: requisition number, date, to, from, cost center, stock number,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>description, delivery information, quantity, price, other information,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>signature.)</td>
<td></td>
</tr>
<tr>
<td>(29)</td>
<td>PLATE STOCK STATUS REPORT - BF - 8821</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: record number, date, reason, plate number, year description,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>disposition.)</td>
<td></td>
</tr>
<tr>
<td>(30)</td>
<td>INTERSECTION STOCK TRANSFER SCHEDULE</td>
<td>1 Year</td>
</tr>
<tr>
<td></td>
<td>BF - 8831</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Filed numerically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Copies to Delivering Section, Stock</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Control, Production Scheduling, Receiving Section</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: schedule number, date, product code and title, series, denomination,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>order number, serial numbers and quantities.)</td>
<td></td>
</tr>
<tr>
<td>(31)</td>
<td>PRESS REPORT - BF - 8832</td>
<td>6 Months</td>
</tr>
<tr>
<td></td>
<td>Filed chronologically</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(shows: shift, press number, date, register reading, pressman, examiners,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>product code, product title, denomination, order number, cost center, printing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>symbol, number of subjects, sheets issued, sheets printed, waste, mutilated,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>running time, remarks, totals.)</td>
<td></td>
</tr>
</tbody>
</table>
31.2 (32) RECORD OF INTERNAL REVENUE STAMPS
SHIPPED - BF - 8858
Filed chronologically
(shows: sheet number, order number date, labels checked by, order filled by, prepared by, schedule number, verified by, city, number of cartons, weight, pieces, totals, GBL number.)

31.2 (33) DELIVERY INSTRUCTIONS - BF - 8887
Filed chronologically
(shows: trip number, date, schedule number, address, description of work, number of packages, units, weight, totals, time out, time in, signature.)

31.2 (34) OPERATIVES DAILY PRODUCTION REPORT
BF - 8898
Filed chronologically
(shows: name of employee, date, class or work, operation symbol time required, quantity of sheets or packages.

31.2 (35) RECORD OF WORK AREAS CLOSED
BF - 8913
Filed chronologically
(shows: date, area, time, reported by, remarks.)

31.2 (36) PURCHASE ORDER - ELECTROTYPED AND MISCELLANEOUS PLATES -
BF - 8918
Filed numerically
Copies in GPO, Procurement Branch General Accounts, Originator File
(shows: order number, date, product code, print order number, use type of plate, quantity description, special instructions.)
31.2 (37) NOTE EXAMINERS DAILY PRODUCTION REPORT - BF 8922
Filed chronologically
(shows: description of work,
check letter, class symbol,
denomination, bank, serial
numbers, regular, stars,
quantity of extractions, quality
of tags, machine count, remarks
hours, totals, name, date.)

31.2 (38) INTRADIVISION REQUISITION FOR SUPPLIES AND SERVICE - BF - 8924
Filed numerically
(shows: requisition number, to,
from, item description, purpose,
date and quantity required, remarks,
signature.)

31.2 (39) RECEIPT AND DISTRIBUTION RECORD BF - 8981
Filed chronologically
(shows: date, time order received,
total orders received, order number,
description or item ordered,
distribution of copies.)

31.2 (40) DAILY CURRENCY PRODUCTION REPORT BF - 9015-1
Filed chronologically
Copies in Cost Accounting, Examining Division, Surface Printing Division and Production Scheduling
(shows: date, code, kind of employee, shift, number of presses, total mandays quantity of sheets, average number of sheets.)

31.2 (41) DAILY FOOD COUPON PRODUCTION REPORT - BF - 9015-3
Filed chronologically
Copies in Cost Accounting, Surface Printing Division, Production Scheduling
(shows: date, code, kind of employee, shift, number of presses, man-days, quantity of sheets, average number of sheets.)
OVERAGE OR SHORTAGE REPORT
BF - 90: JP
Filed chronologically
Copy in Superintendent Office
and Originating Section
(shows: to, from, date,
class of work, denomination,
series, form number, endorsement
number, date printed, total
subjects, subjects per sheet,
total sheets, shift, pressman,
press number, section examiner,
name of person reporting
discrepancy, remarks.)

WORK ORDER JACKET - BF - 9036
Filed numerically
(shows: date, jacket number
and detailed information
regarding type of work to be
performed.)

STARTING NUMBER ASSIGNMENT NOTICE
BF - 9048
Filed chronologically
(shows: date, title of work
denomination or form number,
order number, process sheet number,
starting number, quantity of
sheets to complete order, number
of subjects, pressman press number.)

VAULT WITHDRAWAL ORDER - BF - 9054
Filed numerically
Copies to Vault Recorder, Vault
Clerk, Section Foreman
(shows: order number, schedule of
delivery number, ship to,
date shipped, Bureau
requisition number, date prepared,
product code, class of work, style,
denomination, series, and other
descriptive information.)

DAILY RECORD OF OFFSET PLATES IN THE
OFFSET SECTION - BF - 9103
Filed chronologically
(shows: press number, plate
number, location, total plates
date.)
WORK ASSIGNMENT RECORD - BF - 9110
Filed chronologically
(shows: date, press number, product title, denomination, subject, process symbol, pressman or examiner, impressions printed, personnel, remarks.)

PRINT ORDER - BF - 9133
Filed numerically
Copy of record maintained by Production Scheduling
(shows: order number, date, product code and title, ordering agency, billing instructions, authorizing agency and detailed production instructions.)

SERIAL NUMBER REPLACEMENT NOTICE
BF - 9147
Filed chronologically
Copies in Superintendent Office, Flatbed Section, Originating Unit
(shows: class of work, date, order number, denomination, serial numbers, signature, type of equipment.)

PROCESS RECORD - BF - 9156
Filed numerically
(shows: order number, product code number, schedule number, sheet number denomination, serial numbers, quantity of sheets, press number, names, date.)

VAULT OR BIN STOCK TRANSFER
BF - 9176
Filed chronologically
(shows: transfer number, date, purpose of transfer, description, balances.)
(52) TEMPORARY RECEIPT FOR POSTAGE STAMPS
BF - 9184
Filed chronologically
(shows: to, from, date, denomination
and class of work, number of subjects,
load number, units received, totals,
printer, press number, remarks.)

(53) WORK IN PROCESS CONTROL RECORD
BF - 9194
Filed numerically
(shows: product title, production
symbol, cost center, product
code number, date, schedule
number, receipts, deliveries,
balances.)

(54) MONTHLY REPORT OF RECEIPTS, DELIVERIES
AND INVENTORY BY COST CENTER
BF - 9200
Filed chronologically
Copies to Cost Accounting, Production
Scheduling, Printings Accounts,
Originator File.
(shows: cost center, date, product
code, title, production data, quantities,
balances, and stage of processing.)

(55) RECORD OF SCHEDULE TYPED AND
FILED - BF - 9201
Filed chronologically
(shows: date, schedule number,
description of work scheduled,
kind of schedule.)

(56) STOCK CONTROL RECORD - BF - 9203
Filed numerically
(shows: section, date, schedule
number, receipts, adjustments
deliveries, balances, description,
product code, product title,
denomination, series, subjects
balances.)
TYPE LOCATION RECORD - BF - 9204
Filed alphabetically
(shows: title, form number, location, changes, number of subjects, size, date, type of press.)

DAILY ASSIGNMENT & PRODUCTION RECORD
BF - 9302-1
Filed chronologically
(shows: date, total production, shift, press number, denomination, quantity to print, number of subjects, quantity printed, balance to print, pressman, remarks.)

DAILY ASSIGNMENT & PRODUCTION RECORD
BF - 9302-2
Filed chronologically
(Form identical to one listed above except used for currency overprinting operations.)

PLATE ACTIVITY REPORT - IMPRESSIONS PRINTED - BF - 9357
Filed numerically
(shows: press number, plate number, title of work, date to press, date removed, press register reading, reason for plate removal, signature and date.)

DAILY STOCK CONTROL RECORD
BF - 9361
Filed chronologically
Copies to Printings Accounts, Production Scheduling, Sheet Processing Branch, Cost Accounting, Section File.
(shows: time inventory started, date shift, cost center, location, denomination, receipts and delivery information by product status, summarized totals.)
SECURITIES TRANSFER SCHEDULE
BF - 9363
Filed numerically
Copies to Printings Accounts, Delivery Section, Receiving Section, Production Scheduling, Cost Accounting
(shows: schedule number, date, to, from, load number, item description, quantities and totals.)

PROCESS IDENTIFICATION TAG
BF - 9380
Not Filed. Form used to identify work that has been checked and is ready to trim.

NOTICE OF MUTILATED RED STRIP STAMPS - BF - 9402
Filed chronologically
(shows: press number, denomination, quantity of sheets mutilated, numbers, pressman, examiner.)

STOCK CONTROL RECORD - OFFSET PLATES - BF - 9420
Filed alphabetically
(shows: plate number, denomination, date certified or cancelled, size, number of subjects, date issued, press number, pressman, date returned, total number of impressions, title and series.)

DAILY PRESS ACTIVITY REPORT BF - 9455
Filed chronologically
(shows: printer, press, press number, date, order number, product code, title, shift, time, operation description, load number, quantity of sheets, total sheets printed, remarks.)
PRODUCT PROCESSING ACCOUNTABILITY RECORD - BF - 9482
Filed chronologically
Copies to Printings Accounts, Division Control Clerk, Section
Control Clerk, Office of Security.
(shows: load or process sheet number, order number, product code, product title, denomination or form number, series or design, and detailed information concerning status of product during various stages of processing.)

PRODUCT SERIAL NUMBER CONTROL RECORD BF - 9500
Filed numerically
(shows: printing order, date, number, quantity of sheets ordered, quantity of sheets to print and serial numbers assigned, remarks, product code and title, denomination, printed, delivered.)

STORAGE RECORD - ELECTROTYPE PLATES BF - 9541
Filed alphabetically
(shows: description, denomination, drawer number, order number, date ordered, plates received, title, number of subjects.)

STOCK CONTROL RECORD - OFFSET SECTION BF - 9549
Filed numerically
(shows: description of paper, substance, size, cut from, back number, replacement number, sheets in package, inactive, active, product code, product title, product symbol, denomination or form number, and other processing information.)
PROCESS RECORD - BF - 9608-1
Filed chronologically
(shows: date, description, process sheet number, order number, denomination, series, number of subjects, color of ink, product code number, number layout, serial numbers, runs, examiners initials process information.)

PROCESS RECORD - BF - 9608-2
Filed chronologically
(Information same as previous form.)

SCHEDULE OF PRINTINGS - BF - 9614
Filed numerically
Copies to Printings Accounts, Production Scheduling, Section File, Surface Printing Division
(shows: schedule number, date, description of work, size of paper drawn, color and size printed, stage of printing, quantities.)

PRODUCTION DATA REPORT - OFFSET SECTION - BF - 9615
Filed chronologically
Copies to Surface Printing Division, Cost Accounting, Production Scheduling Section File
(shows: date, shift, employee classification wage level, number of employees on roll, detailed, overtime, absent, available man-days, product code, description and summarized totals at productive time.)

VAULT WITHDRAWAL & RETURN - BF - 9617
Filed chronologically
(shows: press number, blank paper stock color, type, size, class of work, denomination, processing operation, sheets to issue, quantity of sheets and disposition, totals.)
NUMBER LAYOUT NOTICE
BF - 9620-1
Filed chronologically
(shows: description of label, date, kind, denomination, series, prepared by, city, quantity, package numbers and serial numbers.)

NUMBER LAYOUT NOTICE
BF - 9620-2
(Same as form above.)

DAILY PRODUCTION REPORT -
BF - 9745
Filed chronologically
(shows: section, signature, machine number, date, product code number, product title, denomination, order or jacket number, cost center, operator symbol, type of operation and other production information.)

ANALYSIS OF DAILY PRODUCTION REPORTS - BF - 9764
Filed chronologically
(shows: date, code, description, denomination or form number, operation symbol, man-hours, quantity of sheets, totals.)

PRODUCTION PROGRESS REPORT
BF - 9832
Filed chronologically
(shows: date, operation symbol, quantity of sheets processed, number of subjects, time required, employees initials, code number, product title, cost code.)
STOCK CONTROL RECORD
BF - 9836
Filed numerically
(shows: date, order number, agency number, delivery date, schedule number, receipts, deliveries, balance on hand, product code number, product title, denomination, series.)

VAULT WITHDRAWAL AND RETURN
BF - 9837
Filed chronologically
(shows: date, product code number, product title, denomination, Bureau order number, identification number, processing operation, quantity of sheets and disposition totals.)

BIN CONTROL RECORD - BF - 9838
Filed numerically
(shows: date, load number, receipts deliveries, balances in vaults, receipts, deliveries, balances in shipments and vault balances, product code number, title, denomination.)
OFFICE OF SECURITIES PROCESSING
INDEX - Office of Securities Processing

Examining Division ........................................... 1
Federal Reserve Depository Vault ...................... 7
Postage Stamp Division .............................. 9
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.1 (1)</td>
<td><strong>ADMINISTRATIVE FILES</strong>&lt;br&gt;Filed alphabetically (Includes awards, audit, training, correspondence, overtime, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>34.1 (2)</td>
<td><strong>ORGANIZATION FILES</strong>&lt;br&gt;(Includes interoffice correspondence, memoranda, circulars, reports, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>34.1 (3)</td>
<td><strong>COST FILES AND RELATED RECORDS</strong>&lt;br&gt;Copy maintained by Cost Accounts and Budget&lt;br&gt;(Includes:&lt;br&gt;a. Statement Showing Cost Center Costs by Objects - BF 8634&lt;br&gt;b. Schedule of Estimated Equipment Purchases and Obsolescence - BF 8676&lt;br&gt;c. Comparative Statement of Budgeted and Realized Product Cost - Major Products - BF 8650, etc.)</td>
<td>1 Year</td>
</tr>
<tr>
<td>(4)</td>
<td><strong>SCHEDULING AND ORDERS RECORDS</strong>&lt;br&gt;Copy of record maintained by Production Scheduling Staff&lt;br&gt;(Includes:&lt;br&gt;a. Schedule of Daily Printings of Backs and Faces - BF 8842&lt;br&gt;b. Order to Print and Process - BF 9235&lt;br&gt;c. Print Orders - BF 9133&lt;br&gt;d. Pressman Recording of Defects - BF 9804&lt;br&gt;e. Press Schedule - Securities Printing - BF 2241&lt;br&gt;f. Monthly Schedule - Federal Reserve Notes - BF 8099&lt;br&gt;g. Monthly Layout, etc.)</td>
<td>6 Months After Completion</td>
</tr>
<tr>
<td>(5)</td>
<td><strong>MATERIAL PURCHASE RECORD</strong> - BF 9165&lt;br&gt;(shows: category, date ordered, requisition number, etc.)</td>
<td>1 Year</td>
</tr>
</tbody>
</table>
INVESTIGATION AND SECURITY SURVEY REPORTS
Copy of record maintained by Office of Security
(Includes:
  a. Investigation/Security Survey Report - BF 9419
  b. Letter of Transmittal - BF 1547
  c. Security Inspection Report - BF 2051, etc.)

OVERAGES AND SHORTAGES
Copy of record maintained by Office of Security
(Includes: Report of Overages and Shortages - BF 8478, etc.)

EMPLOYEE WORK PERFORMANCE RECORD
BF 9180
(shows: name, date assigned, section, work errors, result of investigation, etc.)

RECEIPT FOR STAR STOCK - BF 9595
(shows: name, denomination, class of bank, date, etc.)

RECORD OF VAULTCLOCKS WOUND AND VAULTS CLOSED - BF 9548
(shows: vault number, time lock hours, clock wound and checked, etc.)

CURRENCY INSPECTION REPORT - BF 2133
(shows: date, press number, denomination, series, printers, time of sample, etc.)

SHEET EXAMINATION RECORDS - BF 9596-1&2
(shows: unit number, package number, examiner, date verified, note, defect, action taken, summary, etc.)

LOGS, CONTROL RECORDS AND SIMILAR RECORDS
(Includes:
  a. Securities Transfer Log
  b. Overtime Log
  c. Detailed Badge Accountability Record - BF 2141
  d. BEP Security Seals Control Register BF 2045
  e. Work Journals
  f. Stock Logs, etc.)

COPE RECORDS
(Includes: COPE Date - BF 2092, Cope Spoilage and Examination Reports, etc.)
RECORD OF STAR STOCK ISSUED BY
PACKAGE NUMBER - BF 1991
(shows: date, package numbers, denomination, serial numbers, issues, reissues, returns, etc.)

DISCREPANCY REPORTS, ADJUSTMENTS AND RELATED RECORDS
Copy maintained by Office of Security
(Includes but not limited to:
Alleged Discrepancy Report BF 2019
Discrepancy Report BF 1988
Report of Discrepancy in Rotary Printed Work BF 8435
Logs, Correspondence, Verification Counts, Receive Counts, etc.)

TRANSFER AND DELIVERY SCHEDULES AND RELATED RECORDS
Copy maintained by Printings Accounts
Filed numerically
(Includes but not limited to:
Notice of Stock to be Delivered BF 1500
Schedule of Delivery - Federal Reserve Currency Notes BF 1905
Letter of Advice of Shipment BF 1907
Daily Record of Currency Receipts and Shipments BF 1972
Daily Currency Delivery Schedule BF 1973
Monthly Delivery Schedule BF 8099
Interdivision Transfer Schedule BF 8324
Intersection Transfer Schedule BF 8326
Schedule of Delivery of Mutilated Paper BF 8333
Monthly Report of Receipts, Deliveries and Inventory by Cost Center BF 9200
Currency Transfer Schedule BF 9363
Logs, Correspondence, Mutilation Notices, etc.)

PRODUCTION AND ACTIVITY REPORTS AND RELATED RECORDS
Copy maintained by Cost Accounts
Filed chronologically
(Includes but not limited to:
Examiners Daily Work Reports BF 1351
Currency Sheet Counters Daily Production Report BF 1711
Production Worksheet BF 1891
Production Data Report - Sheet BF 1569
Bookbinders Monthly Production Report BF 1919
Assemblers Daily Production Report BF 1419

a) Daily Reports
3 Months
b) All Others 1 Year

6 Months
Destroy 1 Year
After Reconciled or Close of Investigation or 1 Year
Daily Work Record BF 2128
Daily Currency Activity Report BF 2186
Unit Supervisors Daily Data Report BF 2184
Bookbinders Daily Summary BF 2162
Shrink Wrap Daily Production Report BF 2226
Daily Report of Employees Detailed and Absent BF 8813
Examiners Production Report BF 8947
Production Record BF 2212
Production Record - Securities Examiners BF 2209
Assemblers Daily Production Report BF 1419

Production Data Reports BF 9015
Production Data Reports (All) BF 9157
Examiners Daily Production and 32-Subject Currency Reports BF 9473
Currency Load Balance Record BF 9473
Daily Employee Work Performance BF 9898
Daily Press Activity Report BF 9455
Bookbinders Daily Production Report BF 9699
Employee Record-Exchanger Assembler BF 2210, etc.)

STOCK CONTROL, INVENTORY, STOCK STATUS AND ACCOUNTABILITY RECORDS (Includes but not limited to:
Daily Stock Control Record - Star Notes BF 9360 1 Year
Inventory Report - Examining Unit BF 9461
Stock Balance Record - Security Account Control and Accountability Record BF 8257
Currency Daily Stock Control Record BF 9339
Inventories of Vault Stock and Vault Sheets, Daily Stock Control Record - Sheet Section BF 8424
Daily Stock Balance Record - Sheets BF 8425
Daily Mutilated Stock Control Record BF 1535
Monthly Inventory Report - Book and Corner Covers BF 9772
Currency Load Balance Record BF 9473
Control and Accountability Record - Examining Division BF 9339
Product Processing Accountability Record BF 9482
Worksheet for Summarizing Daily Physical Inventory BF 1881
Daily Inventory Report, Currency Receipt and Consolidation Section BF 9503
Daily Stock Control Record - Star Notes BF 9360
Daily Stock Control Record BF 9569 etc.)

34.1 (20) SPOILAGE, DEFECT AND RELATED RECORDS
a) Divisional reports to include: 2 Years
   Currency Spoilage Report, Cope Defects, Summaries of Averages, etc.
   Test Load Reports, Examiners Spoilage Reports BF 8253
   Examiners Spoilage Report BF 9436
   Examining Spoilage Report-Quality Analysis BF 9502
   Process Sheet Spoilage Report BF 9925

Spoilage Notice - Plate Printing and Surface Printing etc.) BF 1921

34.1 (21) MISCELLANEOUS DELIVERY SUMMARY-BF 9696 1 Year
(Shows Date, Product Code, Units Delivered, Billing Rate, Amount to Bill, Job Cost Products, Bonds, Totals, etc.)

34.1 (22) MONTHLY VERIFICATION OF EXCHANGE 1 Year
Stock - BF 2068
(Shows Date, Bank Quantity, Counted/Sponged, Denomination, Remarks, etc.)

34.1 (23) SHEET EXCHANGE RECORD-MUTILATED CURRENCY 1 Year
(Shows Denomination, Class, Date, Examiner, Processor Sheet, Package Numbers, Serial, Totals, Defect, Verifier, Time, Remarks, etc.)
PRODUCTION RECORDS 5 Years

a) Sheet Examination and Verification Record BF 9596-1 and -2
b) Banders, Wrappers, Verifiers Daily Production Reports BF 8276
c) Note Examiners Daily Production Record BF 8922
d) Examiners Production Record BF 8947
e) Currency Spoilage Control Record BF 9868
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
</table>
| 34.1 | REQUISITION FOR SHIPMENT OF FEDERAL RESERVE NOTES - FR 45  
(shows: ship to, denomination, number of packages, amount, serial numbers, signature blocks for director of federal reserve bank operations, office of comptroller of the currency, etc.) | Sent to Security |
| 34.1 | BEP FEDERAL RESERVE NOTES - Brink's Form 201  
Filed numerically  
(shows: from bureau, to federal reserve banks, number, date, pouch number, seal number, said to contain, denomination, package, amount, items 1 to 50, date received, etc.) | Sent to Security |
| 34.1 | ACTIVITY AND STOCK BALANCE REPORT -  
a-Daily Report - Stock Balance  
Copies maintained by Production Scheduling, Printings Accounts, Comptroller of the Currency, Note Processing and Federal Reserve Board  
b-Monthly Report - Activity and Stock Balance  
Copies maintained by General Accounts, Production Scheduling, Main Treasury, Printings Accounts, Note Processing, Federal Reserve Board, Each Reserve Bank, Brink's incorporated  
(shows: packages, values, date, obligated, balances on hand, shipments, reports, denomination, bank city, grand total packages, value, grand total obligated, etc.) | Sent to Security |
| 34.1 | INVENTORY WORK SHEETS - UNNUMBERED  
(shows: aisle, bin, denomination, bank, packages, date, initials, etc.) | 1 Year |
| 34.1 | SHIPMENT RECORD - FEDERAL RESERVE DEPOSITORY VAULT - BF 1998  
(shows: agent and bank shipped to, series, date, pouches, packages, denomination, package, serial numbers, amount, grand total, etc.) | Sent to Security |
DEPOSITORY SLIP - BF 2073
(shows: date of deposit, denomination,
bank, packages, bin number, low and
high package numbers, etc.)

DAILY CURRENCY DELIVERY SCHEDULE
(shows: date, denomination, bank
name, packages, high and low package
numbers, etc.)

DAILY RECORD OF CURRENCY RECEIPTS AND
SHIPMENTS - BF 1972
(shows: receipt or shipment, bank
name, bin number, denomination,
packages, value, packages, serial
numbers, pouch number, etc.)

SCHEDULE OF DELIVERY - FEDERAL RESERVE
CURRENCY NOTES - BF 1905
Copies maintained by General Accounts,
Production Scheduling, Main Treasury,
Printings Accounts, Comptroller of the
Currency, Note Processing, Federal
Reserve Board, Product Security
(shows: delivering and receiving,
component, cost center, date, schedule,
bill to, description, quantities, billing,
product code number, bank denomination,
series, packages, notes, rate per "m,"
receipt blocks, etc.)

LETTER OF ADVICE OF SHIPMENT - BF 1907A
(shows: date, bank, packages,
denomination, serial number, amount,
receipt signature, etc.)

SHIPMENTS FROM FEDERAL RESERVE VAULT OF
FEDERAL RESERVE NOTES - COMPTROLLER OF
THE CURRENCY 2342-A
(shows: date, destination, lower
denominations, number of packages,
high package number, high serial
number, etc.)

FEDERAL RESERVE BANK OF_____ COMPTROL-
LER OF THE CURRENCY 2326A
(shows: brought forward, date, l's
turn 10,000's, serial numbers, amount,
etc.)
## OFFICE OF SECURITIES PROCESSING - Postage Stamp Division

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.2</td>
<td><strong>ADMINISTRATIVE FILES</strong>&lt;br&gt;Filed alphabetically (Includes announcements, regulations, tours, parking, travel, positions, EEO, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>34.2</td>
<td><strong>ORDERS, SCHEDULES AND CHANGES</strong>&lt;br&gt;Copies maintained by Production Scheduling Staff (Includes Schedule of new stamps to be printed, Notice of Change - BF 2149, Print Orders - BF 9133, Order for Supplies or Services - BF 8099, Order to Print and Process - BF 9235, etc.)</td>
<td>6 Months After Completion</td>
</tr>
<tr>
<td>34.2</td>
<td><strong>REPORTS - DIVISIONAL AND OFFICE</strong>&lt;br&gt;(Includes Production Averages Report, Spoilage Reports, Stock Returns, Program Reports, etc.)</td>
<td>2 Years</td>
</tr>
<tr>
<td>34.2</td>
<td><strong>PRODUCTION DATA AND ACTIVITIES REPORT</strong>&lt;br&gt;Copies maintained by Cost Accounts (Includes Examiners Spoilage Report BF 9436, Report of Sheet Count BF 9247, Weekly Report of Production, Mutilations and Percentages)</td>
<td>a) Daily Reports 3 Months&lt;br&gt;b) All Others 1 Year</td>
</tr>
</tbody>
</table>

- Employee Daily Production Report BF 9917
- Production Data Report - Sheet Section BF 9917
- Shipment Processors Report of Work Performed BF 9917
- Employees Daily Production Report BF 9917
- Examining and Selecting BF 9930
- Daily Work Assignments BF 9917
- Production Data Report-Coil BF 9917
- Daily Coil Equipment Operation Report BF 9917
- Daily Assignment Schedule BF 9917
- Daily Production Reports- Book Section BF 9917
- Daily Collator Operation Report BF 9917
- Book Work In Process-Book Section BF 9917
- Employees Daily Production Report-Book Section BF 9917
Monthly Report of Postage Stamp Production
Daily Register Reading Record-Perforating Machine BF 1506
Daily Report of Impressions Examined BF 8328
Report of Sheet Count-Postage Stamp Roll BF 9247
Production Data Report BF 9719
Employees Daily Production Report Perforation Unit BF 9929
etc.)

STOCK CONTROL INVENTORY AND ACCOUNTABILITY RECORDS
Copies maintained by Cost Accounts Daily Reports
(Includes Destroy After
Vault Stock Balance Record 3 Months
Daily Inventory Report All others
Record of Stamps Received, 1 Year
Delivered and on Hand
Daily Stock Control Record
Sheet Section BF 8424
Daily Stock Balance Record BF 9425
Monthly Inventory Report BF 9772
Finished Stock Inventory BF 9159
Product Processing Accountability Record BF 9482
Daily Stock Status Report BF 9534
Book Work In Process BF 9163
Shipment Sheets
Daily Stock Balance Record-
Coil Manufacturing BF 9218
Daily Stock Inventory-Stamp
Coils In Process BF 9632
Daily Stock Inventory-Coil
Manufacturing BF 9633
Daily Mutilated Stock Control
Record BF 1535
Monthly Report of Receipts
Deliveries and Inventory by
Cost Center BF 9200
Work In Process Control Record BF 9194
eetc.)

TRANSFER AND DELIVERY SCHEDULES
Copies maintained by Printing Accounts Daily Reports
(Includes 3 Months
Paper Account Transfer Schedule BF 8303
Transfer Schedule-Book and Corner All others
Covers BF 1692
Interdivision Transfer Schedule BF 8303
Intersection Transfer Schedules BF 8326
Schedule of Delivery of Mutilated Paper BF 8333
Currency Transfer Schedule BF 8028
Daily Shipment Register BF 9532
Vault Withdrawals BF 9535
 etc.)

34.2 (7) SPOILAGE, DEFECT AND RELATED RECORDS 2 Years
a ) Divisional Reports 1 Year
b ) Branch and Section Reports to Include
 Examiners Spoilage Report BF 9436
 Spoilage Report-Stamp Production etc. BF 9551

34.2 (8) DISCREPANCY, OVERAGE, SHORTAGE AND RELATED RECORDS 1 Year
Copy of Record Maintained by Office of Security After Reconciled
(Includes Adjusted or Close
 Report of Reconciliation of Over-
 age or Shortage BF 8477
 Report of Overages and Shortages BF 8478
 Report of Discrepancy in Rotary
 Printed Work etc.) BF 8435

34.2 (9) RECEIPTS AND ACCOUNTABILITY RECORDS a)Destory
Includes Upon Return
a ) Temporary Receipts for Postage Item or
 Stamps BF 9184 1 Year
 General Receipt BF 9434
 Paper Received-Receipt Book BF 9434

b) Registered Pakcage Receipt BF 9531 b)2 Years

34.2 (10) NUMBER ASSIGNMENT NOTICES 2 Months
(Includes
 Notice of Assignment of Postage
 Stamp Numbers etc.) BF 1703

34.2 (11) CUMULATIVE RECORD OF STAMP SHIPMENTS 1 Year
BF 1672
Copies Maintained by Data Processing
(Shows type of stamp, period, date, card count, Shipments, etc.)

34.2 (12) CONTROL RECORD, STAMP IDENTIFICATION 2 Years
BF 2236
(Shows name, stamp identification number, component, issued, returned, initials, remarks, etc.)

34.2 (13) LOGS, LISTINGS, ROSTERS AND RELATED RECORDS 1 Year
(Include after last entry
 Delivery Logbooks or when obsolete
Overage and Shortage Logbook
Loads Received
BEP Security Seals Control Register
Mutilated Schedule Corrections
Coils Precanceled, Postage Stamp Control
Postage Stamp Numbers
Detailed Badge Accountability
Daily Delivery of Commemorative Stamps
Unfinished Postage Stamps
Call-In Books, etc.)

**PROGRAM FILES**
(Includes Production Files, Post Office Files, etc.)

**REQUEST FOR INSPECTION OR PRACTICAL TRAIL**
Copy Maintained by Procurement
(Show description, date received, purchase order, bidder, car no., discount, etc.)

**JOB CHANGE REQUEST**
(Show date, request no., job to be changed, job to be assigned, etc.)

**PRECANCELED FILES**
Copies Maintained by Management Services Division
(Show denomination, series, type of postage, city and state, quantity, etc.)

**CLOSED ACCOUNTS FILES**
(Includes Record of Vault Stock Inventories, etc.)

**APPLICATION FOR REGISTRATION-POSTAL SURCHARGE**
(Show name of sender, address, article name of addressee, sheet, post office address, etc.)

**PRODUCTION AND PROGRAM FILES**
(Includes proposals, materials and equipment, coil processing, package wrapping, business machines, perforators, air conditioning, 9 color press, etc.)
(21) PERFORATOR UNIT REPAIR NOTICE  6 Months
BF 1361
(Shows receiving component, type of unit, factory numbers, Bureau numbers, service data, totals, remarks, etc.)

(22) SHEET AND ROLL PAPER IDENTIFICATION  6 Months
NOTICE - BF 9640
(Shows order number, date, receipt, testing, printer, press, job description, etc.)

(23) GUM STRIPS, ACCURRAY RECORDER CHARTS  6 Months
OFFICE OF RESEARCH AND TECHNICAL SERVICES
INDEX

Office of Research and Technical Services

42. Administrative, Securities, Material and Paper Branch .... 1
42.2 Ink Research and Development ......................... 3
42.2 Ink Research and Development ......................... 3
42.2 Analytical and Testing Branch ......................... 6
42.2 Analytical and Testing Branch ......................... 6
42.2 Ink Manufacturing Branch, Ink Production, Ink Quality Control, Ink Supply and Storage .... 12
42.1 Research Division ...................................... 16
42.1 Paper Branch ........................................... 17
OFFICE OF RESEARCH & TECHNICAL SERVICES

Files shared by Office Chief, Securities, Material and Paper Branch

(1) CORRESPONDENCE FILES
   Filed alphabetically
   (General Office Files, include copies of correspondence, reading file, monthly, quarterly and audit reports, and personnel files. Also covers a wide range of subjects, such as adhesives, books, counterfeiting, currency, fixed assets, papers, orders, inks, silver recovery, stamps, tape, varnish, etc.)

(2) COMMERCIAL FIRMS - U.S. and FOREIGN - File Cards
   Filed alphabetically
   (shows: name of company, address, phone, name of contact, etc.)

(3) REPRESENTATIVES - File Cards
   Filed alphabetically
   (shows: name, extension, position, title, function, etc.)

(4) GOVERNMENT REPRESENTATIVES - File Cards
   Filed alphabetically
   (shows: name, code, extension, agency, chronological list of visits, etc.)

(5) CORRESPONDENCE CROSS-INDEX - BF 9135 or File Card
   Filed alphabetically
   (shows: name, address, to, from, reference, filed, date, etc.)

(6) PATENTS - U.S. and FOREIGN
   Filed numerically
   (shows: what for, who by, date, address of inventor, etc.)

2 Years

Destroy When Obsolete

2 Years Destroy with Related Files

Destroy When Obsolete
PATENTS BY OBJECT
Filed alphabetically (shows: name of object, patent no., what for, date and patented, etc.)

BOOK AND CATALOGS FILE
Filed alphabetically (shows: name of publication, edited by, author, subject, etc. One file by subject, one by author's name)

INTERDIVISION TRANSFER SCHEDULE - BF 8324
Copy maintained by Printings Accounts Unit (shows: schedule no., sheet no., to, from, description, series, denomination, subjects, quantity, signatures, etc.)

WORK IN PROCESS CONTROL RECORD - BF 9194 (shows: product title, production symbol, cost center no., product code no., date, schedule no., receipts, deliveries, balance on hand, etc.)

SPECIFICATIONS
Filed alphabetically (extra copies of Bureau, Federal, Military, NBS Specifications, active and inactive)

ELECTRA TYPE TAPE FILES (paper tapes used to send form letters, etc. arranged alphabetically)

CHEMICAL SUPPLIES
Filed alphabetically (trade magazines, bulletins, price lists, folders, samples, etc.)

REPORT OF STOCK BALANCES - SECURITY PRINTINGS - BF 9547 Copy maintained by Printings Accounts Unit (shows: report no., from, description, form no., subjects, sheets, signature, date, etc.)

Destroy When Obsolete

Destroy When Obsolete

1 Year

2 Years

Destroy When Canceled, Superseded, or Obsolete

Destroy When Obsolete

1 Year
INK RESEARCH AND DEVELOPMENT BRANCH

41.2- (1) INK SAMPLE BOOKS
Filed numerically by Ink Formula No.
(color charts of different inks,
one book for each color, blue,
green, etc.)

Destroy When Obsolete

42.2- (2) PURCHASE ORDER - BF 7989-2 or
REquisitions - MATERIALS RECEIVED
Filed alphabetically
(shows: order no., date, Gov't.
B/L/No., TEP No., discount terms,
reference, supplies or services,
cash disbursement no., etc.)

1 Year

47.2- (3) SUPPLIES USED FOR PAST GRAVURE JOBS
Filed by name of material
(used to show where supplies were
obtained. Shows name of stamp
or Bureau Product. File contains
color charts, correspondence, SMP's
work orders, etc.)

10 Years

42.2- (4) REquisitions - GRAVURE INKS
(basically same as above contains
purchase order, requisitioner,
inspection and receiving report,
correspondence, etc.)

1 Year

42.2- (5) REFERENCE MATERIAL
(consists of Chemistry Texts and
notebooks, manuals, catalogs,
instrument data specifications,
etc.)

Dispose When Obsolete, Superseded,
or Canceled

42.2- (6) VENDOR FILES
Filed alphabetically
 contiene advertisements,
formulas, price lists from
different companies, Dupont, Dow,
Allied Chemical, etc.)

Same As #5

42.2- (7) PROJECT FILES
(contains specifications,
correspondence, reports, etc.
pertaining to projects being
conducted in Ink R&D)

5 Years After Close of Project
CHEMICAL TEST METHODS
Filed alphabetically
(shows: name of item, Federal Specification Number, characteristics, defects, humidity testing, etc.)

CHEMICAL AND ROLD MATERIALS
(contains publications and reference materials on testing and formulating different chemicals, solvents, waxes, dyes, resins, etc.)

MATERIAL SHIPMENT INSTRUCTIONS - PROPERTY REMOVAL PERMIT - BF 7995
Copy F - Copies maintained by General Accounts, Protective Services, Delivery Control
(shows: instruction no., date, reference, location, stock no., description, quantity, ship to, via, remarks, pick-up data, etc.)

WORK AUTHORIZATION - BF 8096
Copy of Record maintained by Production Scheduling
(shows: product code no., series, denomination, quantity, authority, order no., date, plate information, description of paper, instruction, etc.)

INK FORMULA RECORD - BF 8954
Filed numerically
Copy maintained by Analytical & Testing Branch
(shows: symbol, date typed, stock no., ingredients, weight, date and formula change, per cent, etc.)

PRINT ORDER - BF 9133
Copy of record maintained by Production Scheduling
(shows: code and title, form no., bill to, deliver to, authority, BEP Identification, sheets to print, to deliver, subj. per sheet, signature, Head, Production Scheduling Branch, etc.)
422- (14) PAPER PRINTING SIZES AND INKS FOR BONDS AND RELATED SECURITIES - BF 9498 - 1 & 2
(shows: product, description and code no., denomination, tint, face, back, overprinting, delivery size, etc.)

422- (15) INK DRAWDOWN TEST SHEET - RESEARCH - BF 9677-1
(shows: color, code no., date, order no., supplier, full strength, color strength, tint, etc.)

422- (16) FORMULA SHEET - INK INGREDIENTS - BF 9684
(shows: ingredients, ink no., date, etc.)

422- (17) NOTICE OF ANTICIPATED DELIVERY/RECEIPT - BF 9839B
Copies maintained by Receiving and Shipping, and General Accounts
(shows: purchase order no., from, originator, requisition no., transporter, vendor, supplies or services, BEP Stock/CC No., reason for report, acknowledgment of receipt, etc.)

422- (18) REJECTION AND/OR ADJUSTMENT REQUEST BF 9840 (Pink)
Copy maintained by Procurement
(shows: purchase order no., date, from, description, reason for request, Procurement reply, etc.)
ANALYTICAL & TESTING BRANCH
& PHYSICAL TESTING SECTION

**SPECIFICATIONS AND TESTS FILES**
Filed alphabetically
(consists of Treasury Dept., BEP and Federal Specifications, correspondence, reports, and various standard and Bureau forms, provisions, contracts, purchase orders, samples, etc.)

**BLUEPRINT FILES**
Filed numerically
(shows: blueprint no., title, revision, date, other related blueprints, etc.)

**INSTRUMENT DATA**
Filed alphabetically
(instructions, information, maintenance data, warranty, and other material related to laboratory equipment)

**STANDARDS**
Filed numerically
(samples of different materials I.E. paper, textiles, rubbers, and other materials used and tested)

**SHIPMENTS**
Filed numerically
(samples of shipments of materials received by BEP, to be compared against standards)

**SPECIFICATIONS**
Filed alphabetically
(contains Military, Federal, BEP and Treasury Specs., samples)

**RESEARCH PROJECTS**
Filed numerically
(contains graphs, blueprints, samples, characteristics of different materials, drawings, reports, correspondence SF 33's samples, etc.)
TEST RESULTS - LOG BOOK  
Filed chronologically  
(shows: preport no., product, order no., supplier, dated, characteristics, properties, etc.)  

LAB PROCEDURES - LOG BOOK  
Filed chronologically  
(shows: test no., type of material, step by step testing procedures, etc.)  

MECHANICAL EQUIPMENT - LOG BOOK  
Filed chronologically  
(shows: name of equipment, type, color, name of co., etc.)  

SCHEDULE OF INCOMING CURRENCY - LOG BOOK  
Filed chronologically  
(shows: schedule no., size, date, no. of sheets, etc.)  

TESTING LAB ORDER BOOK - LOG BOOK  
Filed chronologically  
(shows: company, catalog no., item, how many, price each, total, for, approved, ordered, etc.)  

OIL ABSORPTION TEST FILES  
(consists of memo showing description of paper, run no., date of test, performed by, test results, sheet no., etc.)  
Also unnumbered form, xerox, containing same information, plus high, low, avg., etc.)  

LOG OF INCOMING SAMPLES - WORK PAPERS  
Filed chronologically  
(shows: stock no., purchase order no., title, company, date received, type of test, T-Tested, L-Lorton, (10) - discounts days, (5) - samples sent, etc.)
422-33 (DF) TECHNICAL REPORTS ON PAPER
(By Office of Research and Technical Services, and National Bureau of Standards) Destroy When Obsolete

422-34 (DF) JOB TITLES FOR INTAGLIO INKS
Filed numerically 2 Years
(NO Form no., shows; Ink Formula No., product code and description, type of product and date, etc.)

422-35 (DF) FINISHED SAMPLE TEST SHEETS
(shows: kind, size, no., run no., lot no., etc.) 2 Years

422-36 (DF) STOREROOM RECEIPT AND ISSUE RECORD - BF 1844
Filed numerically 1 Year
(shows: kind and size of paper, date, quantity, purchase order no., issued, etc.)

422-37 (DF) INK FORMULA RECORD - BF 8954
Filed chronologically, Copy maintained by Ink RDE
(shows: symbol, date card typed, stock no., ingredients, weight, date and formula change, per cent, etc.) DESTROY WHEN ALL ADMINISTRATIVE NEEDS HAVE ENDED

422-38 (DF) REQUEST FOR REPORT ON BID OR PROPOSALS - 2 Years
BF 7996 Pink - From Procurement
Attached to 8557, upon completion of test
(shows: requisition or stock no., quantity of proposals, invitation no., description, report on bid, name of bidder, remarks, reason for rejecting lower bids, signature, etc.)

422-39 (DF) REPORT ON BID SAMPLES - BF 8557 2 Years
Copy maintained by Procurement,
Attached to 7996
(shows: date, req'n no., date bid opened, material, results, signature, etc.)
PAPER AND TEXTILE TEST RECORD – BF 8573
Filed numerically
(shows: lab, report & bid no., material, dates received, reported, and bid opened, property no., item specs., test result, other tests, test no., thickness, strength, endurance, resistance, stiffness, oil penetration, opacity, smoothness, porosity, printing no., etc.)

REPORT OF COLOR TESTS – BF 8581
(shows: date, report no., order no., req'n no., bid no., material, shipper or bidder, specifications, results, properties, color, fading, bleeding, resistance, practical trial, ink test no., tested by, remarks, etc.)

DISTINCTIVE SECURITY PAPER TEST REPORT – BF 8583
Original to Contractor
(shows: type of paper, date of run, run no., lot no. or name of mill, thickness, strength, resistance, opacity, degree size or oil penetration, weight, color, specification, etc.)
NOTE: 8583 Worksheet – Same Information

REQUEST FOR INSPECTION OR PRACTICAL TRIAL – BF 8584 A
Copies maintained by Requester and Procurement
(shows: to, from, purchase order no., req'n no., bidder or contractor, car no., discount item, bid sample, description of item, report, signature, etc.)
LABORATORY TEST RECORD - BF 8585
File numerically
(shows: material, report no., order no., lab no., received from, req'n no. BEP No., schedule no., dates, tested by, specifications, test results, remarks, etc.)

STOCK REPLENISHMENT REQUISITION AND RECORD - BF 8997
(shows: BEP Stock No., stores class, stock unit, quantity, Federal Stock No., description, price, date, balance, vendor name, purchase order no., etc. This is an envelop for samples)

SCHEDULE OF DELIVERY OF WATERLEAF SAMPLES AND OTHER DISTINCTIVE PAPER - BF 9069
Copy B
File numerically
(shows: schedule no., purchase order no. & date, mill, description of paper, quantity, weight, contract, run no., bill of lading no., remarks, etc.)

PROJECT ASSIGNMENT - TECHNICAL SERVICES DIVISION - BF 9241-2
(shows: assignment no., requested by, work assigned to, approved by, description of work to be performed, results, target date, signature, etc.)

DESTROY WHEN COMPLETION OF PROJECT

SHEET AND ROLL PAPER IDENTIFICATION NOTICE - BF 9640
Copy maintained by either Plate Printing or Postage Stamp, depending on type of paper
(shows: order no., dates, printer, number, factory no., job description, remarks, signatures, etc.)
TEST REPORT - BF 9716
Copies maintained by Proc.,
General Accts. & Requester
(shows: date of report,
purchase order no., kind of
material tested, specifications,
shipment, etc.)

NOTICE OF ANTICIPATED
DELIVERY/RECEIPT - BF 9839
Copy C, Copies maintained by
Procurement and General Accounts
(shows: originator, purchase
order no., req'n no., reference,
name, Gov't B/L No., BEP Stock/CC
No. price, description, reason,
acknowledgment of receipt, etc.)

TEST RESULTS REQUEST - BF 1811
(shows: description, order no.,
date received of request, signature,
sent to, etc.)
INK MANUFACTURING BRANCH
INK PRODUCTION, INK QUALITY CONTROL,
INK SUPPLY AND STORAGE

42.2-57 (A) DAILY CONSUMPTION REPORT - INK AND RELATED ITEMS - BF 1724
Filed chronologically
Copy maintained by Cost Accounts
(shows: date, item, ink ident.
formula no., weight, stock, base,
Ink Formula Symbol, etc. feeder report for BF 8943)

42.2-53 (2) DAILY INVENTORY REPORT - FINISHED INKS, STOCKS, AND BASES - BF 1832
Filed chronologically
(shows: opening balance, formula symbol, quantity manufactured and issued, closing balance, etc.)

42.2-54 (3) REQUISITION AND RECEIPT - INK AND RELATED SUPPLIES - BF 8577
Filed chronologically
Copies maintained by Cost Accounts, Requisitioner and Ink Supply and Storage Unit
(shows: req. no., cost center no., ink identification formula no., quantity of buckets or cans, net weight delivered, etc. feeder report for BF 9867)

42.2-55 (A) STOCK CONTROL RECORD - FINISHED INK, STOCKS, AND BASES - BF 8625
Filed numerically by Ink Formula No.
(shows: manufactures, issues, balance on hand, date, quantity, weight, avg. weight, card no., etc.)

42.2-56 (B) INK PRODUCTION REPORT - BF 8943
Filed numerically
Copy maintained by Cost Accounts
(shows: report no., date, ink ident. formula no., quantity completed, master formula wgt., intaglio ink, surface and engraving inks, stocks, bases, etc.)
DAILY INK MANUFACTURING CONTROL RECORD - BF 9297
Filed chronologically
(shows: batch no., Ink identification formula no., mixing machine no., grinding operation, bucketing operation, penetration test, atmospheric conditions, certification, etc.)

ORDER TO MANUFACTURE - BF 9867
Filed chronologically
(shows: date, symbol, quantity, weight, stock no., ingredients, weight, date and formula change, per cent, remarks, ink received and noted, etc.)

REPORT OF COLOR TESTS - DRY COLORS, EXTENDERS, AND VARNISHES - BF 8581
(attached to SF 33, shows date, report no., order no., requisition no., bid no., type of material, shipper or bidder, specifications, results, properties, colors, practical trial, ink test no., etc.)

LABORATORY TEST RECORD - BF 8585
Filed numerically
(shows: material, report no., order no., lab no., req. no., BEP No., sched. no., date, specifications, test results, etc.)

INK DRAWDOWN TEST SHEET - BF 9677
1, 2 & 3
(shows: color, code no., date, order no., supplier, full strength, color strength (Tint), etc.)

LABORATORY REPORT - SURFACE PRINTING INKS - BF 9973
(shows: ink no., ordered, new or reprocessed, color, litho properties, drying, released, technician, etc.)
SUPERVISOR'S REPORT OF ACCIDENT - OTHER TRUCK MOTOR VEHICLES - SF 92
(shows: reporting unit, facts about accident and corrective action, consequences and related data, witnesses, supervisor, review and comment, etc.)

RETURNED INK DISPOSITION REQUEST - BF 1738
Copies maintained by Ink Manufacturing and Cost Accounts
(shows: Ink Identification Formula No., buckets or cans, quantity returned, waste, signatures, dates, etc.)

FINISHED INK RECEIPT AND ISSUE RECORD - BF 9384
Filed chronologically
(shows: date, receipts, deliveries, Ink Formula No., quantity, etc.)

ORDER TO MANUFACTURE - BF 9585
Copy A, C, D and/or F
Filed chronologically
(shows: date, Ink Formula No., quantity, type of ink, signature, etc.)

SUPPLY STATUS REPORT - DRY COLORS
BF 8894
Copy maintained by Technical Services Division
(shows: description, BEP Stock No., unit of issue, quantity in stock, on order, prepared by, reviewed by, etc.)

INK PRODUCTION REPORT - BF 8943
Copy maintained by Cost Accounts
(shows: report no., date, Ink Ident Formula No., quantity completed, master formula weight, type of ink, remarks, etc.)

INK FORMULA RECORD - BF 8954
Copies maintained by Ink Research & Development and Technical Service Division
(shows: symbol, date typed, stock no., ingredients, weight, date and formula change, per cent, etc.)

Destroy After Final Action on Accident

RETURNED INK DISPOSITION REQUEST - 2 Years
BF 1738
Copies maintained by Ink Manufacturing and Cost Accounts
(shows: Ink Identification Formula No., buckets or cans, quantity returned, waste, signatures, dates, etc.)

FINISHED INK RECEIPT AND ISSUE RECORD - 2 Years
BF 9384
Filed chronologically
(shows: date, receipts, deliveries, Ink Formula No., quantity, etc.)

ORDER TO MANUFACTURE - 2 Years
BF 9585
Copy A, C, D and/or F
Filed chronologically
(shows: date, Ink Formula No., quantity, type of ink, signature, etc.)

SUPPLY STATUS REPORT - DRY COLORS
1 Year
BF 8894
Copy maintained by Technical Services Division
(shows: description, BEP Stock No., unit of issue, quantity in stock, on order, prepared by, reviewed by, etc.)

INK PRODUCTION REPORT - 1 Year
BF 8943
Copy maintained by Cost Accounts
(shows: report no., date, Ink Ident Formula No., quantity completed, master formula weight, type of ink, remarks, etc.)

INK FORMULA RECORD - Destroy when all
BF 8954
Administrative needs have ended.
Copies maintained by Ink Research & Development and Technical Service Division
(shows: symbol, date typed, stock no., ingredients, weight, date and formula change, per cent, etc.)
INK IDENTIFICATION LABEL -
BF 9166 - 1 to 10
(shows: Ink Ident. No.,
date manufactured, remarks)

BUCKETED INK IDENTIFICATION TAG -
BF 9377
(shows: Ink Ident. No., date
of manufacture, batch no.,
bucketed by, etc.)

DAILY BLACK INK PRODUCTION RECORD -
BF 9611
(shows: date, ink no., batch
no., weighing, mixing, grinding,
laboratory tests, signature, etc.)

BUCKETED INK IDENTIFICATION TAG -
BF 9619
(shows: Ink Ident. No., date
of manufacture, batch no.,
bucketed by, etc.)

FORMULA SHEET - INK - BF 9684
(shows: ingredients, ink no.,
date, etc.)

INK MILL INSPECTION REPORT - BF
9770-1
Copy maintained by Superintendent,
Technical Services Division
(shows: inspection date, item,
remarks, inspector, approved by,
date, hoist and mixer cables,
bucket washers and scales, etc.)

INK MILL INSPECTION REPORT -
ROLLERS - BF 9770-2
(shows: inspection date,
mill no., line, roller type,
measurements, remarks, inspector,
approved by, etc.)
RESEARCH DIVISION
MATERIAL BRANCH

\( H2,1 \) (1) APPARATUS FILE
Filed alphabetically
(information on various types
of equipment
contains publications, advertise-
ments, Technical Data, etc.,
pertaining to lab, testing and
general equipment)

\( H2,1 \) (2) LAB DATA
Filed numerically
(file is broken down into general
categories:
1-coatings, 2-ink, 3-paper, 4-press,
5-raw materials, etc.
contains correspondence, workpapers,
notes, specifications, reference
material, etc.)

\( H2,1 \) (3) RESEARCH REFERENCE FILE
Filed alphabetically
(contains publications, work papers,
notes, newspaper and magazine
clippings, correspondence,
specifications, blueprints, etc.)

\( H2,1 \) (4) PUBLICATION CROSS REFERENCE
Filed alphabetically
(3x5 file cards, clippings,
lists of related articles, notes,

\( H2,1 \) (5) RESEARCH FILES
Filed alphabetically
(contains reports, publications,
products, samples, correspondence,

Destroy When Obsolete

5 Years

Destroy When Obsolete

Destroy When Obsolete

Destroy When Obsolete
RESEARCH DIVISION
PAPER BRANCH

421-6 (3)

WORKING FILES
(consists of projects files, research files, correspondence active and inactive filed separately)

421-7 (2)

PROJECT ASSIGNMENT - RESEARCH DIVISION - BF 9241-1
(shows: assignment no., requested by, assigned to, approval, description of work, results, target date, project completed, etc.)

5 Years

Close of Project