

**REQUEST FOR AUTHORITY  
 TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

TO GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON 25, D. C.

1 FROM (AGENCY OR ESTABLISHMENT)

VETERANS ADMINISTRATION

2 MAJOR SUBDIVISION

DEPARTMENT OF MEDICINE AND SURGERY

3 MINOR SUBDIVISION

FIELD STATIONS

4 NAME OF PERSON WITH WHOM TO CONFER

K.B. FALCONER, Chief Rec. Mgm't Div. AA/MS

5 TEL. EXT.

3661

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 15 pages are proposed for disposal for the reason indicated ("X" only one)

A The records have ceased to have sufficient value to warrant further retention

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

5/18/60  
 (Date)

*[Signature]*  
 (Signature of Agency Representative)

Assistant Administrator  
 for Management Services  
 (Title)

LEAVE BLANK		
DATE RECEIVED MAY 23 1960	JOB NO II-NN-3270	
DATE APPROVED JUN 9 1960		
CONGRESSIONAL AUTHORIZATION		
HOUSE REPORT NO. 1927	86 <sup>th</sup> CONGRESS 2 <sup>d</sup> SESSION	DATE 6-21-60
NOTIFICATION TO AGENCY		
CONGRESS HAS AUTHORIZED DISPOSAL OF ITEMS MARKED DISPOSAL APPROVED IN COLUMN 10.		
JUN 27 1960 (Date)	Dallas Irvine Archivist's Representative	

G 60-7

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<u>FIELD STATION SERVICES AND DIVISIONS</u>			
1.	<u>AUTHORIZATION FILE.</u> This record series contains specific delegations of authority issued to or from at Service level.  Dispose of subject records after they have been canceled, rescinded or superseded by a new delegation.	II-NNA-2993	DISPOSAL APPROVED
2.	<u>ADMINISTRATIVE OBLIGATION FILE.</u> This record series is used to maintain a record of estimated obligations for activities which are to be specifically authorized, such as, paid overtime or travel, changes in estimated obligations; and the specific authorizations issued. The record series is valuable for comparing monthly or seasonal expenditures in the using office and in clarifying discrepancies in allotments and authorizations.  2 fiscal years.	II-NNA-2540	DISPOSAL APPROVED
3.	<u>BUDGET ESTIMATE FILE.</u> This record series contains detailed work papers and budgetary statements used by the field station service or division e.g. Social Service, personnel, supply except Finance Division to develop, for submission to the Station Budget Officer, annual and quarterly budget estimates of funds required to conduct the current and future operations of the Service or Division.  2 fiscal years.	II-NNA-2993	DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
4.	<p><u>GENERAL CORRESPONDENCE FILE</u>. This record series consists of papers, memoranda letters, etc., pertaining to the internal operations and administration of the functions and activities of the hospital service or division. This material does not establish policy, procedure or a precedent but merely serves as a media for fulfilling established service or division policies, procedures and operational matters.</p> <p>2 years.</p>	II-NNA-2993	<b>DISPOSAL APPROVED</b>
5.	<p><u>POLICY CORRESPONDENCE FILE</u>. This record series consists of papers, memoranda, letters, etc. which are regulatory, procedural or directive in nature by content. This material sets forth or establishes administrative or the hospital service or division operational policies, procedures and precedents which guide the service or division in conducting their assigned functions.</p> <p>Retain.</p>	Retain II-NNA-2993	<del>DISPOSAL NOT APPROVED</del>
6.	<p><u>ORGANIZATIONAL FILE</u>. This record series contains organizational charts, functional statements, studies and related material indicating the relationship of hospital service or division functions to overall hospital functions.</p> <p>Dispose of as rescinded, superseded or when replaced by current set.</p>	XX	<b>DISPOSAL APPROVED</b>
7.	<p><u>JOB REQUIREMENTS FILE</u>. This record series contains documents describing the duties, responsibilities and requirements of positions within the service and division.</p> <p>Dispose of when the job is abolished or when requirements are superseded.</p>	II-NNA-2993	<b>DISPOSAL APPROVED</b>
8.	<p><u>PROPERTY ACCOUNTABILITY FILE</u>. This record series contains Adjustment Vouchers; Consolidated Memorandum Receipt; Request, Turn-IN and/or Receipt for property or Services; Report of Survey; and related material properly filed therein. This record series provides a record of and affixes responsibility for nonexpendable and certain supplies and equipment issued on loan to the service or division.</p> <p>a. Dispose of Consolidated Memorandum Receipt after final entry and after adjustments have been made and the balance</p>	II-NNA-2993	<b>DISPOSAL APPROVED</b>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	brought to a current basis on the Supply record copy of the Consolidated Memorandum Receipt.		
b.	Dispose of all other property accountability records after the annual inventory and after necessary adjustments have been made on the service copy of the Consolidated Memorandum Receipt.		
9.	<u>ADMINISTRATIVE REPORTS FILE</u> . This record series contains copies of all service or division reports leaving the station. The reports are used to show progress; to project future service or division requirements; to provide budgetary information; and to provide data necessary for the preparation of Department wide reports that are required by the Department, the VA and other Government agencies.  2 years.	II-NNA-2540	DISPOSAL APPROVED
10.	<u>STATION REPORTS FILE</u> . This record series contains copies of all reports prepared by the service or division for submission to the manager or other service or division within the station. The reports provide the offices with informational data needed to carry out certain phases of their operations or portions of their responsibility.  2 years.	II-NNA-2540	DISPOSAL APPROVED
11.	<u>EVALUATION AND REVIEW REPORTS FILE</u> . This record series contains copies of Central Office Evaluation and Supervisory Reports, Area Survey Reports, Recurring Technical Visits, Internal Audit Reports, Veterans Organization Visit Reports and other Government Agencies Survey and Audit Reports, made on the station by outside personnel. The reports reflect observations, findings, conclusions and recommendations on the service or division activities and provide a basis for correcting and/or improving service or division operations.  2 years and after receipt of subsequent report.	XX	DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
12.	<p><u>REQUISITION FILE</u>. This record series contains copies of requests for forms and publications, requisitions for services and supplies, etc. and related material properly filed therein.</p> <p>Dispose of after requisition is filled or canceled.</p>	II-NNA-2540	DISPOSAL APPROVED
13.	<p><u>CUSTODY RECEIPT FILE</u>. This record series consists of receipts for keys, clothing etc., issued to employees.</p> <p>Dispose of 1 year after employee relinquishes property.</p>	XX	DISPOSAL APPROVED
14.	<p><u>WORK ORDER FILE</u>. This record series contains copies of work orders and job performance records from the service or division and is used to maintain a record of the work requested by the service or division.</p> <p>1 year.</p>	351-S258	DISPOSAL APPROVED
15.	<p><u>ISSUE FILE</u>. This record series contains Issue Books, Credit Vouchers and Summaries for the service or division. It is used to maintain a record of items requested from Supply by the service or division.</p> <p>2 years.</p>	XX	DISPOSAL APPROVED
16.	<p><u>EQUIPMENT FILE</u>. This record series contains plans for the service or division equipment, replacement plans, alterations of existing equipment, reports of equipment survey and inspections and related material.</p> <p>2 years.</p> <p style="text-align: center;"><u>SOCIAL WORK SERVICE</u></p>	XX	DISPOSAL APPROVED
17.	<p><u>CASE REGISTER FILE</u>. These are records showing the name of the patient, new or reopened status and date of closing of Social Work activity, and are maintained in register form.</p> <p>6 years.</p>	XX	DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
18.	<p><u>PATIENT INDEX FILE</u>. This record series consists of Social Service Cards on all patients admitted to the hospital and is used as an index to the Social Work Folders of the individual patients. Active cards are transferred to the inactive section after the case is closed.</p> <p>a. Inactive cards 6 years after social work inactivity and after discharged of patient.</p> <p>b. Reopened case cards After information is posted to new card.</p> <p>c. No Social Work cards After patient is discharged from hospital.</p>	XX	DISPOSAL APPROVED
19.	<p><u>SOCIAL WORKER INDEX FILE</u>. This record series consists of copies of the Social Service Cards and are maintained by the individual Social Workers as an index to the social work cases which they are actively working on.</p> <p>After case is closed and after preparation of necessary reports and summaries.</p>	XX	DISPOSAL APPROVED
20.	<p><u>CONSULTANTS WORK FILE</u>. This record series contains copies of authorizations for consultants visits, copies of visit records and related material pertaining to consultants for Social Work Service.</p> <p>6 months after end of the fiscal year in which prepared.</p>	XX	DISPOSAL APPROVED
21.	<p><u>RESEARCH FILE</u>. This record series contains records of research in progress in Social Work Service, results, summaries, questionnaires, statistics, evaluations and other pertinent material relating to the project or study. Excluding final results of the project or study.</p> <p>5 years after completion of project or study.</p>	XX	DISPOSAL APPROVED
22.	<p><u>GENERAL RESOURCE FILE</u>. This record series contains records of information of health, welfare, legal, and financial resources for veterans and their dependents, and brochures, pamphlets, and related material.</p> <p>Dispose of when obsolete or rescinded.</p>	XX	DISPOSAL APPROVED
23.	<p><u>HOME RESOURCE FILE</u>. This record series consists of cards indicating the name and address of the homes; type;</p>	XX	DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	status as to certification or licensing; method and frequency of evaluation; source of date, dates and by whom obtained; names of VA patients entering the home, dates and monthly charges. This record series is used to maintain a ready reference of all homes active or authorized for the program.  1 year after home withdraws from the program.		
24.	<u>FOSTER HOME FILE</u> . This record series contains applications from Foster Homes for participation in the Foster Home Program, correspondence to and from the homes, and related material.  a. Approved applications. 1 year after home withdraws from program.  b. Disapproved applications. 5 years.	XX	DISPOSAL APPROVED
25.	<u>FOSTER HOME CONTROL FILE</u> . This record series contains cards showing the name, date and place of placement, special medication and other desired data for each patient placed in the Foster Home Program.  1 year after patient is no longer in the program.	XX	DISPOSAL APPROVED
26.	<u>VOLUNTEER WORKER FILE</u> . This record series consists of Volunteer Worker Information Cards which are used to maintain a record of the time the volunteer worker spends in Social Work Service.  6 months after volunteer ceases to work for Social Work Service.	XX	DISPOSAL APPROVED
27.	<u>SOCIAL WORK FILE ON FUNDS</u> . This record series contains copies of the authority for the patient welfare fund, correspondence, records of grants made from the fund, and other control records for receipt and expenditure from the fund. It is used to maintain a record of the fund and the amounts of grants made and to whom made and the balance on hand for future use.  3 fiscal years.	XX	DISPOSAL APPROVED

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
28.	<p><u>TRAINING AND EDUCATION FILE.</u> This record series is maintained in two sections, i.e. General Section and Trainee or Student Section, and contains orientation material, inservice training material, training course plans and programs and general instructions for the conduct of the training program in the General Section and Assignment schedules, progress reports, evaluations, records of training received, correspondence and other related material in the Trainee or Student Section. Excluding material authorized for filing in the official personnel folder.</p> <p>a. General Section material          After it becomes obsolete or superseded.</p> <p>b. Trainee or Student Section          5 years after completion of training course.</p> <p style="text-align: center;"><u>PHARMACY SERVICE</u></p>	XX	DISPOSAL APPROVED
29.	<p><u>ALCOHOLICS AND NARCOTICS ORDER FILE.</u> This record series consists of the Alcoholics and Narcotics Orders received from wards and clinics for requisitioning alcoholics and narcotics from the pharmacy and to record alcoholics and narcotics used by the pharmacy in manufacturing stock preparations.</p> <p>2 years.</p>	II-NNA-106	DISPOSAL APPROVED
30.	<p><u>ALCOHOLICS AND NARCOTICS REGISTER.</u> This record series consists of the Alcoholics and Narcotics Register forms which are used to record all transactions involving receipt in the pharmacy, issue, or use in bulk compounding of stock preparations of alcoholics, narcotics, or exempt narcotics.</p> <p>2 years.</p>	351-S91 <i>7/24/60</i> <i>7/23</i>	DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
31.	<p><u>EXCESS ALCOHOLICS AND NARCOTICS FILE.</u> This record series consists of Alcoholics and Narcotics Orders used as TURN-IN SLIPS, Request, Turn-In and/or Receipt for Property and Services used to return excess narcotics to the pharmacy, and records of the disposition made of the drugs which were turned in.</p> <p>2 years.</p>	XX	DISPOSAL APPROVED
32.	<p><u>FORMULA FILE.</u> This record series consists of the Manufacturing Formula and Record Card for pharmaceutical preparations manufactured and compounded by the pharmacy.</p> <p>When replaced by new formula or after becoming obsolete.</p>	XX	DISPOSAL APPROVED
33.	<p><u>HYPNOTIC DRUG ORDER FILE.</u> This record series consists of Pharmacy Orders used by the wards or clinics to request hypnotic drugs from the pharmacy and to record the hypnotic drugs used by the pharmacy in manufacturing stock preparations.</p> <p>2 years.</p>	XX	DISPOSAL APPROVED
34.	<p><u>HYPNOTIC DRUG USAGE FILE.</u> This record series contains records indicating the ward or clinic to which hypnotic drugs are issued and the name, strength and quantity issued. Also, tabulations indicating monthly totals by wards and clinics.</p> <p>2 years.</p>	XX	DISPOSAL APPROVED
35.	<p><u>INVENTORY FILE.</u> This record series consists of records indicating the drug items on hand by name, number of units of each item, price per unit, and total inventory value.</p> <p>3 years.</p>	XX	DISPOSAL APPROVED
36.	<p><u>INVESTIGATIONAL DRUG FILE.</u> This record series contains records indicating the name of new drugs being investigated, manufacturer or other source, amount and date received, expiration date, if any, lot or control number, date of authority to use, serial number and date of prescription dispensed, patients name, amount dispensed, name of prescribing physician or dentist, and related material properly filed therein.</p>	XX	DISPOSAL APPROVED



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
37.	<p>2 years after investigation is completed.</p> <p><u>PHARMACY ORDER FILE</u>. This record series consists of Pharmacy Orders from wards and clinics requesting routine drug items for dispensing on the wards and in the clinics.</p> <p>2 years.</p>	350-S109	DISPOSAL APPROVED
38.	<p><u>PRESCRIPTION FILE</u>. This record series consists of Prescription Blanks issued by doctors to order specific drug for individual patients.</p> <p>2 years.</p>	345-S157	DISPOSAL APPROVED
39.	<p><u>STANDARDIZATION RECOMMENDATIONS FILE</u>. This record series contains copies of letters to Central Office recommending specific drugs for standardization, copies of purchase orders for non-standard drugs and copies of the Request, Turn-In and/or Receipt for Property and Services used to request non-standard drugs.</p> <p>6 months or after drug is standardized.</p>	XX	DISPOSAL APPROVED
40.	<p><u>STOCK LOCATOR INDEX FILE</u>. This record series contains records indicating the location of the drugs within the pharmacy. It serves as a finding aid when it is necessary for persons other than pharmacy personnel, i.e. Officer of the Day, to obtain drugs.</p> <p>When drug is discontinued in stock.</p>	XX	DISPOSAL APPROVED
41.	<p><u>STOCK RECORD FILE</u>. This record series contains records on unposted drugs ordered and received and indicating amount, price, purchase order number and contractor.</p> <p>After drug is discontinued in stock.</p>	XX	DISPOSAL APPROVED
42.	<p><u>TRAINING COURSE FILE</u>. This record series contains Training Course Records, Training Reports and Surveys and related material pertaining to the Hospital Pharmacy Residency Program.</p> <p>3 years.</p>	XX	DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<u>ENGINEERING SERVICE</u>			
43.	<p><u>AGRICULTURAL PROGRAM FILE.</u> This records series provides the farm superintendent with the records necessary to carry out the agricultural program activities of the station. Agricultural programs have been established at some stations as a means of contributing to the treatment and welfare of patients by providing a diversity of healthful out-of-door activities.</p> <p>Dispose of after purpose has been served.</p>	XXX	DISPOSAL APPROVED
44.	<p><u>FARM PRODUCE RECORD FILE.</u> This records series contains weekly reports submitted to the Dietetic Service showing the quantity of farm produce available for subsistence purposes. It also contains receipts of produce deliveries to the subsistence storekeeper.</p> <p>1 year.</p>	XXX	DISPOSAL APPROVED
45.	<p><u>BUILDINGS, GROUNDS AND EQUIPMENT PLAN FILE.</u> This records series contains site, structural and design blueprints, drawings, etc. on all buildings, land, equipment and utility plants at the station.</p> <p>Dispose of equipment and utility plant blueprints, drawings, etc. that have not been transferred to the new custodians upon removal, sale or replacement of the equipment or utility plant.</p> <p>Transfer to the Office of the Assistant Administrator for Construction, upon deactivation of the station, maps, plans, blueprints, drawings, etc. pertaining to buildings and land.</p>	350-S68	DISPOSAL APPROVED
46.	<p><u>BUILDING AND STRUCTURES RECORD FILE.</u> This records series provides the Engineering Officer with basic structural data for each building at the station.</p> <p>Dispose of cards that have been replaced by new cards.</p> <p>Dispose of cards on buildings and structures that have been removed, sold or demolished.</p>	<p><i>WHL/gb</i> 350-S360</p>	DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
47.	<p><u>BUILDING, GROUNDS AND QUARTERS INSPECTION FILE.</u> This records series provides a record of inspections of buildings, grounds and quarters.</p> <p>1 year.</p>	349-S58	DISPOSAL APPROVED
48	<p><u>MORGUE INSPECTION FILE.</u> This records series provides a record of morgue inspections made daily by a designated Medical Officer and weekly by the Engineering Officer.</p> <p>3 months.</p>	34 351-SAB 6/2/60 js	DISPOSAL APPROVED
49.	<p><u>QUARTERS APPRAISAL FILE.</u> This records series contains appraisal of VA housekeeping and nonhousekeeping quarters made by private real estate appraisers or by regional representatives of the Housing and Home Finance Agency. They are used to establish rates at levels similar to those prevailing for comparable private housing in the same area.</p> <p>1 year after quarters have been reappraised.</p>	XX	DISPOSAL APPROVED
50.	<p><u>BURIAL INDEX CARD FILE.</u> This records series provides visitors, custodians and others with the location of grave sites or with other information relative to burials in the station cemetery.</p> <p>Dispose of immediately cards that have been replaced by new cards.</p>	XX	DISPOSAL APPROVED
51.	<p><u>BURIAL RECORD FILE.</u> This records series is maintained at each station having a VA cemetery. It is used to record the section, plot, grave number and other data pertinent to the burial of a veteran in a VA cemetery.</p> <p>Retain.</p>	XX	DISPOSAL APPROVED
52.	<p><u>GRAVE ASSIGNMENT CONTROL FILE.</u> This records series is used to control the assignment of graves within the cemetery.</p> <p>Retain.</p>	XX	DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
53.	<p><u>FORMS AND PUBLICATIONS REQUEST FILE.</u> This records series contains records pertaining to the justification, requisitioning and distribution of forms, form letters, and publications within the Engineering Service.</p> <p>Dispose of after requisition has been filled or canceled.</p>	II-NNA-2540	DISPOSAL APPROVED
54.	<p><u>GUARD SERVICE FILE.</u> This records series contains a record of the various activities performed by the guards during their tours of duty, as well as detailed reports of arrests, inspections, traffic violations and other unusual conditions or incidents discovered during these tours of duty.</p> <p>Dispose of guard logs by burning 2 years after final entry.</p> <p>Dispose of all other material by burning after 2 years.</p>	348-S211	DISPOSAL APPROVED
55.	<p><u>PROPERTY PASS FILE.</u> This records series contains property passes which authorize the removal of property or materials from the station.</p> <p>3 months after expiration or revocation.</p>	GRS 11 Item 4	DISPOSAL APPROVED
56.	<p><u>MOTOR VEHICLE ACCIDENT FILE.</u> This records series documents the facts surrounding each motor vehicle accident. It is used to provide cause data and other essential information necessary for the effective administration of a motor vehicle accident prevention program.</p> <p>2 years.</p>	351-S364	DISPOSAL APPROVED
57.	<p><u>MOTOR VEHICLE INSPECTION FILE.</u> This records series contains a record of periodic motor vehicle inspections. These inspections are an essential element of the station's preventive maintenance program.</p> <p>1 year after disposition is made of the motor vehicle.</p>	351-S145	DISPOSAL APPROVED
58.	<p><u>MOTOR VEHICLE MAINTENANCE FILE.</u> This records series provides a record of servicing and repair cost chargeable to individual motor vehicles and their accessories.</p> <p>15 months.</p>	<p>4/26/60  <del>351-S274</del>          GS 10 ITEM          26</p>	DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
59.	<p><u>MOTOR VEHICLE OPERATOR'S FILE.</u> This records series contains driving tests, road tests, accident reports, physical fitness reports, etc. on each individual authorized to operate a motor vehicle.</p> <p>3 years after separation or 3 years after cancellation of authorization to operate a motor vehicle, whichever is earlier.</p>	GRS 1 Item 26	DISPOSAL APPROVED
60.	<p><u>MOTOR VEHICLE TRIP LOG FILE.</u> This records series provides a running account of all motor vehicle trips and the availability of motor vehicles.</p> <p>15 months.</p>	351-S274	DISPOSAL APPROVED
61.	<p><u>MOTOR VEHICLE TRIP TICKET FILE.</u> This records series provides a detailed record of motor vehicle trips and a record of services and supplies procured from commercial sources.</p> <p>15 months.</p>	<p><i>8/2/60</i>  <del>GRS 10</del>          Item 2          351-5274</p>	DISPOSAL APPROVED
62.	<p><u>CONSTRUCTION CONTRACT FILE.</u> This records series consists of contracts and related documents accumulated in connection with projects involving new construction, replacement, improvements and/or certain major repairs of buildings or other structures and facilities, including service and fixed operating equipment.</p> <p>6 months after expiration of the final guaranty period.</p>	II-NNA- 2540	DISPOSAL APPROVED
63.	<p><u>MAINTENANCE AND REPAIR CONTRACT FILE.</u> This records series consists of contracts and related documents involving routine maintenance and repair projects.</p> <p>6 months after expiration of the final guaranty period.</p>	<p>II-NNA- 2540          (Item 9532)  <i>8/2/60</i>  <i>9/3</i></p>	DISPOSAL APPROVED
64.	<p><u>MAINTENANCE AND REPAIR WORK ORDER FILE.</u> This records series contains copies of work orders, informal log books or other documents showing time, labor and materials used to complete each request for maintenance or repair work.</p> <p>1 fiscal year after the close of the fiscal year in which the project was completed.</p>	351-S258	DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
65.	<p><u>SERVICE CONTRACT FILE.</u> This records series contains copies of service contracts relating to Engineering activities, such as, contracts covering rodent and pest control, utilities, landscaping, etc.</p> <p>Dispose of after expiration or cancellation of the contract.</p>	<p>II-NNA-2540 (Item 9532) 6/2/68</p>	<p>DISPOSAL APPROVED</p>
66.	<p><u>ACCIDENT AND FIRE PREVENTION FILE.</u> Contains accident cause data and other information needed for the administration of an effective safety and fire protection program.</p> <p>2 years.</p>	<p>XX</p>	<p>DISPOSAL APPROVED</p>
67.	<p><u>DISASTER RELIEF AND CIVIL DEFENSE PLAN FILE.</u> This records series contains disaster and emergency relief plans established for the purpose of defining the policy and action to be taken in the event of a station, community or national emergency.</p> <p>Dispose of by burning material that has been replaced or superseded by new instructions.</p>	<p>XX</p>	<p>DISPOSAL APPROVED</p>
68.	<p><u>INSPECTION REPORT AND TEST FILE.</u> This records series contains reports of inspection and tests of utility plants and equipment.</p> <p>1 year.</p>	<p>XX</p>	<p>DISPOSAL APPROVED</p>
69.	<p><u>LAUNDRY MACHINE MAINTENANCE FILE.</u> This records series provides a continuing record of station laundry and dry cleaning plant equipment, together with information as to cost of maintenance and repairs.</p> <p>Forward card to receiving station when equipment is transferred.</p> <p>Forward card to Central Office when equipment is turned in as part payment on new equipment, sold or disposed of in any other manner.</p>	<p>350-S183</p>	<p>DISPOSAL APPROVED</p>
70.	<p><u>OPERATING LOG FILE.</u> This records series consists of daily operating logs containing detailed observations and performance data on boiler plants, refrigeration plants, air-conditioning units, swimming pools, etc.</p> <p>1 year.</p>	<p>6/2/68 350-S141 350-S218 350-S220 350-S188</p>	<p>DISPOSAL APPROVED</p>

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
71.	<p><u>PHYSICAL RECORD CARD FILE.</u> This records series provides complete physical background data on equipment and utility plants. It is used to assist Engineering personnel to meet maintenance and repair requirements.</p> <p>Dispose of cards that have been replaced by new cards.</p> <p>Dispose of cards on equipment and utility plants that have been removed, sold or replaced.</p>	351-S360	<b>DISPOSAL APPROVED</b>
72.	<p><u>PHYSICAL RECORD INFORMATION FILE.</u> This records series serves the same purpose as the Physical Record Card File, however, two separate records series have been established due to the difference in sizes of the records.</p> <p>Dispose of records that have been replaced.</p> <p>Dispose of records on equipment and utility plants that have been removed, sold or replaced.</p>	351-S360	<b>DISPOSAL APPROVED</b>
73.	<p><u>RECORDING CHART FILE.</u> This records series contains recording charts used to record and measure temperature, humidity, steam flow, efficiency of combustion, etc.</p> <p>1 year.</p>	345-S157	<b>DISPOSAL APPROVED</b>