

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0012

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/11/2024

---

## General Information

Agency or Establishment	General Records Schedules (National Archives and Records Administration)
Record/Scheduling Group	GRS - General Records Schedules
Records Schedule Applies To	Government-wide All agencies except:
Schedule Subject	General Records Schedule 5.5: Mail, Printing, and Telecommunication Service Management Records
Additional Schedule Information	Note: This schedule was modified after approval in ERA Base. If information regarding the modifications was created in ERA Base it will be found in the Revision Notes in NARA only attachments.

This schedule covers records related to:

- organizing, planning, administering, controlling, and overseeing agency communications it sends and receives through any mail, messenger, courier, or shipping service
- administering and using all landline and mobile telecommunication equipment and devices that transmit and receive UHF, VHF, short-wave, satellite, and other radio frequencies
- administering printing/binding/duplicating services

Agencies must offer any records created prior to January 1, 1921, to the National Archives and Records Administration (NARA) before applying disposition instructions in this schedule.

This schedule specifically excludes certain records from coverage:

- objects relayed by any delivery system: hard copy mail, packages, and messages the agency sends or receives by telephone, email, text, or radio (the agency must schedule these according to the item's subject matter content)
- records documenting agency contracts with shipping, delivery, and telecommunication services (covered under GRS 1.1, item 010)
- information technology (IT) records (covered under GRS 3.1)
- unique agency publications produced by a printing service (the publishing agency must schedule these records)

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0012

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/11/2024

---

- records documenting agency programs that provide printing services (e.g. the Government Printing Office and the Bureau of Engraving and Printing) and radio/broadcasting services (e.g. the Armed Forces Radio and Television Service) (those agencies must schedule these records)
- 

Is There a Classified Version of This Schedule? No

---

Is consultation and coordination with Tribal Governments required? Predate requirement

---

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0012

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/11/2024

---

## Item Count

Total number of disposition items: 4  
Number of Temporary disposition items: 4  
Number of Permanent disposition items: 0  
Number of Items with Disposition Not Approved: 0  
Number of Inactive disposition items: 0

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0012

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/11/2024

---

Outline of Records Schedule Items for DAA-GRS-2016-0012

<b>Item #</b>	<b>Title</b>	<b>Disposition</b>
0001	Mail, printing, and telecommunication services administrative and operational records.	Temporary
0002	Mail, printing, and telecommunication services control records.	Temporary
0003	Metered mail records.	Temporary
0004	Lost, destroyed, or damaged shipment records.	Temporary

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0012

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/11/2024

Records Schedule Items

<b>DAA-GRS-2016-0012-0001</b>		<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>		
Item Title	Mail, printing, and telecommunication services administrative and operational records.	
Item Description	<p>Records of internal mail room, printing/duplication services, and radio/telecommunication services administration and operation. Includes:</p> <ul style="list-style-type: none"> <li>• agreements and related background data and other records regarding mail, printing, telecommunication, and radio services, the agency retains for administrative (not fiscal) use</li> <li>• records that document acquiring, installing, changing, removing, and servicing mail, printing, telecommunication, and radio service equipment</li> <li>• telephone and mobile device use records with details on call origin/destination, date, time, duration, downloads, messaging, cost, and other data</li> <li>• records documenting allocation, distribution, and use of telephone calling cards</li> <li>• statistical reports on mail and package shipment volume and costs</li> <li>• related correspondence</li> </ul> <p>Exclusion: Agreements used to support payment vouchers (GRS 1.1, item 010 covers these)</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 5.5, item 010	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	<b>Superseded Items</b>	
Superseded Item	Item Superseded in Part?	Explanation
GRS 13, dated 1952, item 2	No	
GRS 13, dated 1952, item 3b	No	
GRS 13, dated 1952, item 7	No	
N1-GRS-96-004	No	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0012

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/11/2024

NC1-64-77-009 / 2/A	No
NC1-64-77-009 / 2/B	No
NC1-64-77-009 / 2/D/2	No
NC1-64-77-009 / 2/E	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 3 years old, or 3 years after applicable agreement expires or is cancelled, as appropriate, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2016-0012-0002</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Mail, printing, and telecommunication services control records.
Item Description	<p>Records of general day-to-day communication service administration and specific transmission tracking. Includes:</p> <ul style="list-style-type: none"> <li>• records that track shipment, routing, registration, certification, declared value, insurance, and receipt of incoming and outgoing mail, including overnight, express, special delivery, and specially tracked packages</li> <li>• messenger and courier service logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records documenting messenger and courier service activity</li> <li>• reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper mail treatment</li> <li>• records that document requisitioning and receiving stamps and postage meter balances</li> <li>• documentation and tracking to intended destination of valuables (e.g. checks, cash, stamps, money orders, etc.) the agency receives by mail or private delivery/messenger</li> <li>• staff and office directories the agency uses to ensure correct mail and package delivery</li> <li>• printing requisitions, work orders, samples, manuscript clearances, and related documents</li> </ul>

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0012

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/11/2024

	<ul style="list-style-type: none"> <li>• mailing and contact lists a mailroom or similar office manages</li> <li>• telephone message registers and logs</li> </ul>	
	<p>Exclusion 1: Requisitions used to support payment vouchers (GRS 1.1, item 010 covers these)</p> <p>Exclusion 2: Mailing lists for public distribution of material (GRS 6.5, item 020 covers these)</p>	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 5.5, item 020	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?      Explanation	
GRS 13, dated 1952, item 3a	No	
GRS 13, dated 1952, item 4	No	
N1-GRS-87-002 / 1/A	No	
N1-GRS-87-002 / 1/B	No	
N1-GRS-87-002 / 1/C	No	
N1-GRS-91-003 / 4B	No	
NC1-64-77-009 / 1	No	
NC1-64-77-009 / 2/C	No	
NC1-64-77-009 / 3/A	No	
NC1-64-77-009 / 6/A	No	
NC1-64-77-009 / 6/B	No	
NC1-64-77-009 / 6/C	No	
NC1-64-77-009 / 6/D	No	
NC1-64-77-009 / 6/E	No	
NC1-64-77-009 / 6/F	No	
NC1-64-77-009 / 6/G	No	
NC1-64-77-009 / 6/H	No	
NC1-64-77-009 / 8, in part	Yes	NC1-64-77-009 / 8, in part
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0012

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/11/2024

Retention Period	Other: Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2016-0012-0003</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	
Item Title	Metered mail records.
Item Description	Official metered mail reports such as GSA-1390A, "Quarterly Postage Mail Report / Record of Accountable Metered Mail Report," and all related papers.
Is this item media neutral?	Yes
Is this item a Big Bucket?	
<b>MANUAL CITATION</b>	
Agency Code	GRS 5.5, item 030
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded    Explanation in Part?
NC1-64-77-009 / 7	No
Is this item a deviation from the GRS?	No
<b>DISPOSITION INSTRUCTION</b>	
Final Disposition	Temporary
Retention Period	Other: Destroy when 6 years old, but longer retention is authorized if required for business use.
<b>ADDITIONAL INFORMATION</b>	
Are any of the records covered by this item national security classified?	
GAO Approval Required	No

<b>DAA-GRS-2016-0012-0004</b>	<b>STATUS: Active</b>
<b>ITEM GENERAL INFORMATION</b>	



National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0012

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/11/2024

Item Title	Lost, destroyed, or damaged shipment records.	
Item Description	Records documenting shipment of valuables under the Government Losses in Shipment Act, including consignee and carrier identification; shipment description; value or replacement value declaration, and registry or lock number; date and time of delivery; registry and carrier receipts; shipment notice; shipment inspection; report of loss, destruction, or damage; and claim for replacement.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?		
<b>MANUAL CITATION</b>		
Agency Code	GRS 5.5, item 040	
<b>SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS</b>		
Does this item supersede existing disposition authorities?	Yes	
Superseded Items		
Superseded Item	Item Superseded in Part?	Explanation
N1-GRS-91-003 / 2	No	
Is this item a deviation from the GRS?	No	
<b>DISPOSITION INSTRUCTION</b>		
Final Disposition	Temporary	
Retention Period	Other: Destroy when 6 years old, but longer retention is authorized if required for business use.	
<b>ADDITIONAL INFORMATION</b>		
Are any of the records covered by this item national security classified?		
GAO Approval Required	No	

National Archives and Records Administration  
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-GRS-2016-0012

Status: APPROVED  
Date Approved: 10/17/2016  
Last Modified: 11/11/2024

---

Signatory Information

Action	User	Date
Approve	David Ferriero	10/17/2016