

Request for Records Disposition Authority

Records Schedule Number **DAA-GRS-2016-0012**

Schedule Status **Approved**

Agency or Establishment **General Records Schedules (National Archives and Records Administration)**

Record Group / Scheduling Group **General Records Schedules**

Records Schedule applies to **Government-wide**

Schedule Subject **General Records Schedule 5.5: Mail, Printing, and Telecommunication Service Management Records**

Internal agency concurrences will be provided **No**

Background Information

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

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)
- 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)

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items

4	0	4	0
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GAO Approval

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

Sequence Number	
1	Mail, printing, and telecommunication services administrative and operational records. Disposition Authority Number: DAA-GRS-2016-0012-0001
2	Mail, printing, and telecommunication services control records. Disposition Authority Number: DAA-GRS-2016-0012-0002
3	Metered mail records. Disposition Authority Number: DAA-GRS-2016-0012-0003
4	Lost, destroyed, or damaged shipment records. Disposition Authority Number: DAA-GRS-2016-0012-0004

Records Schedule Items

Sequence Number					
1	<p>Mail, printing, and telecommunication services administrative and operational records.</p> <p>Disposition Authority Number DAA-GRS-2016-0012-0001</p> <p>Records of internal mail room, printing/duplication services, and radio/telecommunication services administration and operation. Includes: • agreements and related background data and other records regarding mail, printing, telecommunication, and radio services, the agency retains for administrative (not fiscal) use • records that document acquiring, installing, changing, removing, and servicing mail, printing, telecommunication, and radio service equipment • telephone and mobile device use records with details on call origin/destination, date, time, duration, downloads, messaging, cost, and other data • records documenting allocation, distribution, and use of telephone calling cards • statistical reports on mail and package shipment volume and costs • related correspondence</p> <p>Exclusion: Agreements used to support payment vouchers (GRS 1.1, item 010 covers these)</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 60%;">Manual Citation</th> <th>Manual Title</th> </tr> </thead> <tbody> <tr> <td>GRS 5.5, item 010</td> <td></td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation NC1-64-77-009 / 2/A NC1-64-77-009 / 2/B NC1-64-77-009 / 2/D/2 NC1-64-77-009 / 2/E N1-GRS-96-004 GRS 13, dated 1952, item 2 GRS 13, dated 1952, item 3b GRS 13, dated 1952, item 7</p>	Manual Citation	Manual Title	GRS 5.5, item 010	
Manual Citation	Manual Title				
GRS 5.5, item 010					

Disposition Instruction

Retention Period 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.

Additional Information

GAO Approval Not Required

2

Mail, printing, and telecommunication services control records.

Disposition Authority Number DAA-GRS-2016-0012-0002

Records of general day-to-day communication service administration and specific transmission tracking. Includes: • 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 • messenger and courier service logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records documenting messenger and courier service activity • reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper mail treatment • records that document requisitioning and receiving stamps and postage meter balances • 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 • staff and office directories the agency uses to ensure correct mail and package delivery • printing requisitions, work orders, samples, manuscript clearances, and related documents • mailing and contact lists a mailroom or similar office manages • telephone message registers and logs
Exclusion 1: United States Postal Service records tracking shipment, etc. (first bullet) and reports of loss, etc. (third bullet). USPS must schedule these separately. Exclusion 2: Requisitions used to support payment vouchers (GRS 1.1, item 010 covers these) Exclusion 3: Mailing lists for public distribution of material (GRS 6.5, item 030 covers these)

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
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GRS 5.5, item 020	
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GRS or Superseded Authority Citation	N1-GRS-91-003 / 4B NC1-64-77-009 / 1 NC1-64-77-009 / 2/C NC1-64-77-009 / 3/A N1-GRS-87-002 / 1/A N1-GRS-87-002 / 1/B N1-GRS-87-002 / 1/C NC1-64-77-009 / 6/A NC1-64-77-009 / 6/B NC1-64-77-009 / 6/C NC1-64-77-009 / 6/D NC1-64-77-009 / 6/E NC1-64-77-009 / 6/F NC1-64-77-009 / 6/G NC1-64-77-009 / 6/H NC1-64-77-009 / 8, in part GRS 13, dated 1952, item 3a GRS 13, dated 1952, item 4
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Disposition Instruction

Retention Period	Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.
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Additional Information

GAO Approval	Not Required
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Metered mail records.

Disposition Authority Number	DAA-GRS-2016-0012-0003
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Official metered mail reports such as GSA-1390A, "Quarterly Postage Mail Report / Record of Accountable Metered Mail Report," and all related papers.

Final Disposition	Temporary
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Item Status	Active
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Is this item media neutral?	Yes
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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
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Do any of the records covered by this item exist as structured electronic data?	Yes
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3

Manual Citation	Manual Title
GRS 5.5, item 030	

GRS or Superseded Authority Citation NC1-64-77-009 / 7

Disposition Instruction

Retention Period Destroy when 6 years old, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

Lost, destroyed, or damaged shipment records.

Disposition Authority Number DAA-GRS-2016-0012-0004

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.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
GRS 5.5, item 040	

GRS or Superseded Authority Citation N1-GRS-91-003 / 2

Disposition Instruction

Retention Period Destroy when 6 years old, but longer retention is authorized if required for business use.

Additional Information

4

| GAO Approval

Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
06/27/2016	Certify	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/27/2016	Submit for Concurrence	Galen Wilson	Senior Appraisal Archivist	National Archives and Records Administration - Records Management Services
10/14/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/14/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
10/17/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist

GENERAL RECORDS SCHEDULE 5.5: Mail, Printing, and Telecommunication Service Management Records

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
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- information technology (IT) records (covered under GRS 3.1)
- unique agency publications produced by a printing service (the publishing agency must schedule these records)
- 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)

Item	Records Description	Disposition Instruction	Disposition Authority
010	<p>Mail, printing, and telecommunication services administrative and operational records. Records of internal mail room, printing/duplication services, and radio/telecommunication services administration and operation. Includes:</p> <ul style="list-style-type: none"> • agreements and related background data and other records regarding mail, printing, telecommunication, and radio services, the agency retains for administrative (not fiscal) use • records that document acquiring, installing, changing, removing, and servicing mail, printing, telecommunication, and radio service equipment • telephone and mobile device use records with details on call origin/destination, date, time, duration, downloads, messaging, cost, and other data • records documenting allocation, distribution, and use of telephone calling cards • statistical reports on mail and package shipment volume and costs • related correspondence <p>Exclusion: Agreements used to support payment vouchers (GRS 1.1, item 010 covers these)</p>	<p>Temporary. 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.</p>	DAA-GRS-2016-0012-0001

Item	Records Description	Disposition Instruction	Disposition Authority
020	<p>Mail, printing, and telecommunication services control records. Records of general day-to-day communication service administration and specific transmission tracking. Includes:</p> <ul style="list-style-type: none"> • 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 • messenger and courier service logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records documenting messenger and courier service activity • reports of loss, rifling, delayed or late delivery, wrong delivery, or other improper mail treatment • records that document requisitioning and receiving stamps and postage meter balances • 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 • staff and office directories the agency uses to ensure correct mail and package delivery • printing requisitions, work orders, samples, manuscript clearances, and related documents • mailing and contact lists a mailroom or similar office manages • telephone message registers and logs <p>Exclusion 1: United States Postal Service records tracking shipment, etc. (first bullet) and reports of loss, etc. (third bullet). USPS must schedule these separately.</p> <p>Exclusion 2: Requisitions used to support payment vouchers (GRS 1.1, item 010 covers these)</p> <p>Exclusion 3: Mailing lists for public distribution of material (GRS 6.5, item 030 covers these)</p>	<p>Temporary. Destroy when 1 year old or when superseded or obsolete, whichever is applicable, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0012-0002</p>
030	<p>Metered mail records. Official metered mail reports such as GSA-1390A, "Quarterly Postage Mail Report / Record of Accountable Metered Mail Report," and all related papers.</p>	<p>Temporary. Destroy when 6 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0012-0003</p>
040	<p>Lost, destroyed, or damaged shipment records. 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.</p>	<p>Temporary. Destroy when 6 years old, but longer retention is authorized if required for business use.</p>	<p>DAA-GRS-2016-0012-0004</p>

New GRS 5.5				Old GRS			
GRS No.	Item No.	Retention	ERA Number/Disposition Authority	GRS No.	Item No.	Retention	Disposition Authority
5.5	010	3 years	DAA-GRS-2016-0012-0001	12	2a	2 years	NC1-64-77-9, item 2a
				12	2b	3 years	NC1-64-77-9, item 2b
				12	2d2	1 year or 3 years	NC1-64-77-9, item 2d2
				12	2e	2 years	NC1-64-77-9, item 2e
				12	4	3 years	N1-GRS-96-4
				13	1	2 years	GRS 13, 1952, item 2
				13	2b	3 years	GRS 13, 1952, item 3b
				13	6	2 years	GRS 13, 1952, item 7
5.5	020	1 year or superseded or obsolete	DAA-GRS-2016-0012-0002	9	4b	1 year	N1-GRS-91-3, item 4b
				12	1	2 months	NC1-64-77-9, item 1
				12	2c	1 year	NC1-64-77-9, item 2c
				12	3a	6 months	NC1-64-77-9, item 3a
				12	5a	1 year	N1-GRS-87-2, item 1a
				12	5b	1 year	N1-GRS-87-2, item 1b
				12	5c	1 year	N1-GRS-87-2, item 1c
				12	6a	1 year	NC1-64-77-9, item 6a
				12	6b	6 months	NC1-64-77-9, item 6b
				12	6c	6 months	NC1-64-77-9, item 6c
				12	6d	1 year	NC1-64-77-9, item 6d
				12	6e	1 year	NC1-64-77-9, item 6e
				12	6f	6 months	NC1-64-77-9, item 6f
				12	6g	1 year	NC1-64-77-9, item 6g
				12	6h	5 months	NC1-64-77-9, item 6h
				12	8	3 years	NC1-64-77-9, item 8--in part
				13	2a	1 year	GRS 13, 1952, item 3a
13	3	1 year	GRS 13, 1952, item 4				
5.5	030	6 years	DAA-GRS-2016-0012-0003	12	7	6 years	NC1-64-77-9, item 7
5.5	040	6 years	DAA-GRS-2016-0012-0004	9	2	6 years	N1-GRS-91-3, item 2