

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-GRS-98-2	
1. FROM (Agency or establishment) National Archives and Records Administration		DATE RECEIVED	
2. MAJOR SUBDIVISION Modern Records Programs		NOTIFICATION TO AGENCY	
3. MINOR SUBDIVISION		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER Jean E. Keeting	5. TELEPHONE 301-713-7110	DATE 12-21-98	ARCHIVIST OF THE UNITED STATES <i>J. W. Paul</i>

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

is not required;  is attached; or  has been requested.

DATE 7-21-98	SIGNATURE OF AGENCY REPRESENTATIVE <i>Maree B. Oll</i>	TITLE Director, Life Cycle Management Division
-----------------	---	---

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Changes to General Records Schedules 1, 3, 14, 16, 17, 18, and 21, as specified on the attached pages. <sup>9,</sup> <sup>1</sup> and 23,		

DEC 23 1998 *MHR* Copy to: *NGC*  
*NR*

**ITEM**  
**NUMBER**

**GRS 1, Civilian Personnel Records**

1. 4. **Offers of Employment Files.**  
  
Correspondence, including letters and telegrams, offering appointments to potential employees.
  - a. Accepted offers.  
  
Destroy when appointment is effective.
  
23. **Employee Performance File System Records.**
  - a. Non-SES appointees (as defined in 5 USC 4301(2)).
    - (3) Performance-related records pertaining to a former employee.
      - (a) Latest rating of record 3 years old or less, performance plan upon which it is based, and any summary rating.
      2. (b) All other performance plans and ratings.  
  
Destroy when 4 years old.
    3. (5) Supporting documents.  
  
Destroy 4 years after date of appraisal.
  - b. SES appointees (as defined in 5 USC 3132a(2)).
    - (2) Performance-related records pertaining to a former SES appointee.
      - (a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.
      4. (b) All other performance ratings and plans.  
  
Destroy when 5 years old.

ITEM  
NUMBER

5. (4) Supporting documents.

Destroy 5 years after date of appraisal.

6. 36. Federal Workplace Drug Testing Program Files.

Drug testing program records created under Executive Order 12564 and Public Law 100-71, Section 503 (101 Stat. 468), EXCLUDING consolidated statistical and narrative reports concerning the operation of agency programs, including annual reports to Congress, as required by Public Law 100-71, § 503(f).

This authorization does not apply to oversight program records of the Department of Health and Human Services, the Office of Personnel Management, the Office of Management and Budget, the Office of National Drug Control Policy, and the Department of Justice.

- a. Drug test plans and procedures, EXCLUDING documents that are filed in record sets of formal issuances (directives, procedures handbooks, operating manuals, and the like.)

Agency copies of plans and procedures, with related drafts, correspondence, memoranda, and other records pertaining to the development of procedures for drug testing programs, including the determination of testing incumbents in designated positions.

Destroy when 3 years old or when superseded or obsolete. [See note (2).]

[NOTES: (2) Any records covered by items 36 a-e that are relevant to litigation or disciplinary actions should be disposed of no earlier than the related litigation or adverse action case file(s).]

**General Records Schedule 3, Procurement, Supply and Grant Records**

7. 16. Contractor's Statement of Contingent or Other Fees.

Standard Form 119, Contractor's Statement of Contingent or Other Fees, or statement in lieu of the form, filed separately from the contract case file and maintained for enforcement or report purposes.

Destroy when superseded or obsolete.

ITEM  
NUMBER

**General Records Schedule 9, Travel and Transportation Records**

8. 1. Commercial Freight and Passenger Transportation Files.

e. Unused ticket redemption forms, such as SF 1170.

Destroy when 3 years old.

9. 5. Records Relating to Official Passports.

c. Passport registers.

Registers and lists of agency personnel who have official passports.

Destroy when superseded or obsolete.

**General Records Schedule 14, Information Services Records**

10. 1. Information Requests Files.

Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, photographs, and other information literature.

Destroy when 3 months old.

11. 14. FOIA Reports Files.

Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, EXCLUDING annual reports to the Congress at the departmental or agency level.

Destroy when 2 years old.

ITEM  
NUMBER

12. 15. FOIA Administrative Files.  
Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.  
Destroy when 2 years old.
13. 26. Privacy Act General Administrative Files.  
Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.  
Destroy when 2 years old.
14. 34. Mandatory Review for Declassification Reports Files.  
Reports relating to agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including annual reports submitted to the Information Security Oversight Office.  
Destroy when 2 years old.
15. 35. Mandatory Review for Declassification Administrative Files.  
Records relating to the general agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including notices, memoranda, correspondence, and related records.  
Destroy when 2 years old.

**General Records Schedule 16, Administrative Management Records**

2. Records Disposition Files.  
Descriptive inventories, disposal authorizations, schedules, and reports.
- a. Basic documentation of records description and disposition programs, including SF 115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt; SF 258, Request to Transfer, Approval, and Receipt

ITEM  
NUMBER

of Records to National Archives of the United States; and related documentation.

16. (1) SF 115s that have been approved by NARA.

Destroy 2 years after supersession.

17. (2) Other records.

Destroy 6 years after the related records are destroyed, or after the related records are transferred to the National Archives, whichever is applicable.

18. b. Routine correspondence and memoranda.

Destroy when 2 years old.

19. 7. Records Management Files.

Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule.

Destroy when 6 years old.

8. Committee and Conference Files.

b. Records created by committees.

20. (1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, EXCLUDING those maintained by the sponsor or Secretariat.

Destroy when 3 years old.

21. (2) All other committee records.

Destroy when 3 years old.

22. 10. Microform Inspection Records.

ITEM  
NUMBER

- b. Agency copy of logs and other records documenting the inspection of temporary microform records, as recommended by 36 CFR Part 1230.

Destroy when 2 years old or when superseded, whichever is later.

23. 14. Management Control Records.

Records created in accordance with procedures mandated by OMB Circular A-123, Management Accountability and Control Systems, and P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud, and mismanagement.

- e. Tracking files.

Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the reviews.

Destroy 1 year after report is completed.

**General Records Schedule 17, Cartographic, Aerial Photographic, Architectural, and Engineering Records**

- 2. Reserved.

24. 3. Drawings of Temporary Structures or Objects or of Structures or Objects Not Critical to the Mission of the Agency.

Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, furniture and equipment, and comfort stations.

Destroy when superseded or after the structure or object has been retired from service.

ITEM  
NUMBER

25. 4. Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems.  
Destroy when superseded or after the structure or object has been retired from service.
26. 5. Contract Negotiation Drawings.  
Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working/as built drawings.  
Destroy when final working/as-built drawings have been produced.
27. 6. Space Assignment Plans.  
Outline floor plans indicating occupancy of a building.  
Destroy when superseded or after the structure or object has been retired from service.
7. Reserved.
28. 8. Engineering Drawings of Routine Minor Parts.  
Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipefittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file.  
Destroy when superseded or after the structure or object has been retired from service.
29. 9. Drawings Reflecting Minor Modifications.  
Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file.  
Destroy when superseded or after the structure or object has been retired from service.



**ITEM  
NUMBER**

30. 10. **Paint Plans and Samples.**

Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings.

Destroy when superseded or after the structure or object has been retired from service.

**General Records Schedule 18, Security and Protective Services Records**

31. 24. **Security Violations Files.**

Case files relating to investigations of alleged violations of Executive Orders, laws, or agency regulations for the safeguarding of national security information.

- a. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Defense for prosecutive determination, exclusive of files held by Department of Justice or Defense offices responsible for making such determinations.
- b. All other files, exclusive of documents placed in official personnel folders.

Destroy 2 years after completion of final action.

**General Records Schedule 21, Audiovisual Records**

32. 1. Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.

Destroy when 1 year old.

33. 2. Personnel identification or passport photographs.

Destroy when 5 years old or when superseded or obsolete, whichever is later.

4. Reserved.

ITEM  
NUMBER

34. 5. Viewgraphs.  
Destroy 1 year after use.
35. 6. Routine artwork for handbills, flyers, posters, letterhead, and other graphics.  
Destroy ~~1 year after final publication.~~ *When no longer needed for publication or reprinting*
36. 8. Line copies of graphs and charts.  
Destroy ~~1 year after final production.~~ *When no longer needed for publication or reprinting.*
10. Reserved.
37. 11. Routine surveillance footage.  
Destroy when 6 months old.
38. 12. Routine scientific, medical, or engineering footage.  
Destroy when 2 years old.
13. Reserved.
15. Reserved.
39. 18. Routine surveillance recordings.  
Destroy when 6 months old.
40. 19. Routine scientific, medical, or engineering recordings.  
Destroy when 2 years old.
41. 20. Recordings that document routine meetings and award presentations.  
Destroy when 2 years old.
21. Reserved.
25. Reserved.

ITEM  
NUMBER

42. 26. Daily or spot news recordings available to local radio stations on a call-in basis.  
Destroy when 6 months old.
27. Reserved.

**GRS 23, Records Common to Most Offices Within Agencies**

43. 1. Office Administrative Files. [See note.]

Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

Destroy when 2 years old.

[NOTE: This schedule is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the office, which must be scheduled prior to disposition by submitting an SF 115 to NARA.]

44. 7. Transitory Files.

Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.

- a. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.

ITEM  
NUMBER

- b. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.
- c. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.

Destroy when 3 months old.

45. 8. Tracking and Control Records.

Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.

Destroy or delete when 2 years old, or 2 years after the date of the last entry, whichever is applicable.

46. 9. Finding Aids (or indexes).

Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.

Destroy or delete with the related records.