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)
   General Services Administration

2. MAJOR SUBDIVISION
   National Archives and Records Service

3. MINOR SUBDIVISION
   Records Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER
   Raymond F. Hershberger

5. TEL. EXT.
   183-5132

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 56 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

Michael G. Barbour
Date: 7-25-75
Chief, Records Management Branch (BRAR)
(Signature of Agency Representative)

<table>
<thead>
<tr>
<th>ITEM NO</th>
<th>DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)</th>
<th>SAMPLE OR JOB NO</th>
<th>ACTION TAKEN</th>
</tr>
</thead>
</table>
| National Archives and Records Service Program Files
   Files descriptions and requested disposition authorizations are contained in the attached proposed chapters 70-7B, 75-76, and 75-78 of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).

4-13-76

117 ITEMS

STANDARD FORM 115
Revised January 1973
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
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CHAPTER 75. OFFICE OF FEDERAL RECORDS CENTERS PROGRAM FILES
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CHAPTER 70. NATIONAL AUDIOVISUAL CENTER PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for the National Audiovisual Center program files. These instructions are contained in appendix 70-A.

2. Reserved.
This appendix describes files created in providing Federal agencies and the public with general information; loan, rental and sales services; and technical assistance pertaining to federally produced audiovisual materials. National Audiovisual Center (MAC) program files are created pursuant to National Archives Board Act 44 U.S.C. 2301-2308, the GSA Organization Manual (OFA P 5440.1) and the HB, National Archives Trust Fund Board (NAR P 1829.1).

Appendix 70-A. National Audiovisual Center Program Files

Cut off annually, hold 1 year, and destroy.

70A2 - 70A4. Reserved.

70A5. Utilization log report. Documents accumulated in recording errors found in the monthly utilization report. Included are listings and related records.

Cut off annually, hold 1 year, and destroy.

70A6 - 70A9. Reserved.

70A10. Manual title number file. Documents created to control issuance of title numbers. Included are title number list and related records.

Destroy when superseded or obsolete, or no longer needed.

70A11 - 70A14. Reserved.

70A15. Information index file. Documents accumulated to record location of audiovisual materials such as films, film strips, and slides during reproduction process. Included are information cards and related records.

Destroy when superseded or obsolete, or no longer needed.

70A16 - 70A19. Reserved.

70A20. Monthly progress report. Documents accumulated to record status of projects. Included are background data, monthly progress reports, and related records.

Destroy when superseded or obsolete, or no longer needed.

70A21 - 70A24. Reserved.

70A25. Master data file. Documents created in indexing federally produced films, film strips, or slides. Included are background information sheets and related records.

Destroy when superseded or obsolete, or no longer needed.
70A26 - 70A29. Reserved.

70A30. Film topical index file. Documents created in indexing films, film strips, and slides by topic and thereunder by title. Included are cards, listings, and related records.

Destroy when superseded or obsolete, or no longer needed.

70A31 - 70A34. Reserved.

70A35. Promotional and advertising file. Documents created in making available to Federal agencies and the public, information regarding audiovisual items, services of MAC, and the film industry. Included are brochures, catalogs, conference announcements, mailing lists, and related records.

Destroy when superseded or obsolete, or no longer needed.

70A36 - 70A39. Reserved.

70A40. Order acknowledgement file. Documents accumulated in acknowledging receipt of order from a customer. Included are original orders, processed receipts, and related records.

Cut off after order is completed, hold 1 year, and destroy.

70A41 - 70A44. Reserved.

70A45. Invoice file. Documents created in verifying the billing of a customer. Included are copies of bills, orders, invoices, and related records.

Cut off at the end of the fiscal year, hold 1 year, and retire. Destroy after 5 additional years old.

70A46 - 70A49. Reserved.

70A50. Supplier purchase order file. Documents accumulated in recording requests for audiovisual reproductions to be processed by photo labs. Included are order logs, purchase orders, customer orders, and related records.

Cut off at the end of fiscal year of final payment, hold 3 years, and destroy.

70A51 - 70A54. Reserved.

Appendix 70-A
70A55. Cash sales file. Documents accumulated to record prepaid sale of audiovisual reproductions stock items. Included are copies of order logs, customer orders, cashier receipts, acknowledgement of receipt, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

70A56 - 70A59. Reserved.

70A60. Completed sales file. Documents accumulated to record shipment of special orders for audiovisual reproductions. Included are copies of mail receipts, air freight receipts, custom forms for overseas mailing, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

70A61 - 70A64. Reserved.

70A65. Pending order file. Documents accumulated in recording unfilled orders. Included are copies of order forms, acknowledgement forms, order logs, and related records.

Destroy when no longer needed on completion of order.

70A66 - 70A69. Reserved.

70A70. Agency agreement file. Documents accumulated in securing authorization to loan, rent, or sell audiovisual material produced by Federal agencies. Included are copies of agreements, amendments to agreements, and related records.

Cut off after completion of agreement, hold 1 year, and retire. Destroy after 12 additional years when 12 years old.

70A71 - 70A74. Reserved.

70A75. Manual inventory sales record. Documents created in recording the sale of audiovisual materials. Included are listings of audiovisual items sold and related records.

Destroy when superseded or obsolete, or no longer needed.

70A76 - 70A79. Reserved.

Appendix 70-A
70A80. Completed purchase order file. Documents accumulated in verifying the completion and receipt of orders from photo labs. Included are package slips, purchase orders, and related records.

Cut off annually, hold 2 years, and destroy.

70A81 - 70A84. Reserved.

70A85. Project files. Documents created for administrative control of project assignments. Included are work assignment registers, progress reports, and related records.

Cut off after completion of project, hold 2 years, and destroy.

70A86 - 70A89. Reserved.

70A90. Inventory control file. Documents created in verifying audiovisual holdings of NAC. Included are audiovisual lists, inventories, and related records.

Destroy when superseded or obsolete, or no longer needed.

70A91 - 70A94. Reserved.

70A95. Utilization report file. Documents created to verify frequency of the use of audiovisual materials. Included are lists of audiovisual items that have been loaned, rented, or sold, and related records.

Destroy when superseded or obsolete, or no longer needed.

70A96 - 70A99. Reserved.

70A100. Computer program files. Documents created in programing and maintaining NAC's audiovisual catalog. Included are punch cards, computer programs, listings, and related records.

Destroy when superseded or obsolete, or no longer needed.

70A101 - 70A104. Reserved.

70A105. Messenger service files. Documents created in recording the pick-up and delivery of audiovisual and related materials. Included are copies of pickup and delivery receipts and related records.

Destroy when superseded or obsolete, or no longer needed.

Appendix, 70-A
CHAPTER 71. NATIONAL ARCHIVES TRUST FUND BOARD PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for the files of the National Archives Trust Fund Board. These instructions are contained in:

   a. Appendix 71-A. National Archives Trust Fund Board Program Files.
   b. Appendix 71-B. National Archives Trust Fund Board Finance Program Files.

2. Reserved.
This appendix describes files created or accumulated by the National Archives Trust Fund Board (NATFR) that document its activities. These files pertain to the membership of the Board, its meetings and bylaws, the Americana Project, and the Associates of the National Archives program. National Archives Trust Fund Board program files are created pursuant to the National Archives Trust Fund Board Act 44 U.S.C. 23; and the HB, National Archives Trust Fund Board (NAR P 1829.1).

Appendix 71-A. National Archives Trust Fund Board Program Files

1 and 2
71A1. Membership files. Documents accumulated in recording the membership of the National Archives Trust Fund Board (NATFB).

Permanent. Cut off every fifth year, hold 5 years, and offer to the National Archives.

71A2 - 71A4. Reserved.

71A5. Meeting files. Documents created in recording NATFB meetings. Included are agenda, minutes, policy papers, documents discussed at the meetings, and related records.

Permanent. Cut off every fifth year, hold 5 years, and offer to the National Archives.

71A6 - 71A9. Reserved.

71A10. Bylaws, rules, and regulations file. Documents created to record amendments, repeals, revisions, and deletions to the bylaws. Included are approved copies of the bylaws, amendments, background papers, and related records and resolutions adopted by the Board.

Permanent. Cut off when superseded, or no longer needed, hold 5 years, and offer to the National Archives.

71A11 - 71A14. Reserved.

71A15. Americana Project. Documents accumulated in recording the solicitation and acquisition of gifts and patrons for the purpose of acquiring historic period furnishings for the National Archives collection. Included are listings of patrons and donors, deeds, copies of brochures, and related records.

Permanent. Deeds, patron lists, and records documenting activities of the project. Cut off every 5 years, hold 5 years, and offer to the National Archives.

Other records. Destroy when no longer needed in the collection aspect of the project.

71A16 - 71A19. Reserved.

Appendix 71-A

(DO NOT type below this line)

[Handwritten notes and corrections]
71A20. Associates of the National Archives. Documents created in developing and administering a general public membership organization to gain public support for National Archives' programs and activities. Included are papers on development of the associates organization, register of members, plans for program promotion, plans for membership activities, brochures, and related records.

Permanent. Records documenting the activities of the organization. Cut off every 5th year, hold 5 years, and offer to the National Archives.

Records essential to program administration. Destroy when no longer needed. Obsolete or superseded.

Appendix 71-A
This appendix describes files created or accumulated in the administration of the financial papers of the National Archives Trust Fund Board. These files pertain to gifts or bequests of monies, securities, or other personal property for the benefit of or in connection with the National Archives. National Archives Trust Fund Board finance program files are created pursuant to the National Archives Trust Fund Board Act 44 U.S.C., Chap. 23; and the HB, National Archives Trust Fund Board (NAR P 1829.1).

Appendix 71-B. National Archives Trust Fund Board, Finance Program Files
71B1. **Collection document copy file.** Documents accumulated or created in the sale of publications and reproductions. Included are copies of vouchers, purchase orders, invoices, deposit certificates, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

71B2 - 71B4. **Reserved.**

71B5. **Collection registers.** Documents created to record the receipt of checks, money orders, or cash. Included are registers of remittance forms or comparable documents and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

71B6 - 71B9. **Reserved.**

71B10. **Delinquent payment listings.** Documents accumulated to record audiovisual delinquent payment accounts. Included are monthly reports of delinquent accounts and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

71B11 - 71B14. **Reserved.**

71B15. **Delinquent accounts file.** Documents accumulated to record actions taken to collect delinquent accounts in the sale of reproductions and publications during the prescribed 1-year period from the date of first billing. Included are records of telephone conversations and summaries of meetings with agency representatives, lists of delinquent accounts, copies of bills and vouchers, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

71B16 - 71B19. **Reserved.**

71B20. **Insurance policy files.** Copies of policies retained to record actions taken to protect or receive monetary compensation for losses suffered through damage or theft of NATFB holdings or property. Included are copies of insurance policies and related records.

Withdraw expired or canceled policies, from the active file and place in an inactive file. Cut off the inactive file at the end of the year, hold 1 year, and destroy.

**Appendix 71-B**
71B25. Grant and foundation file. Documents accumulated to record receipt and expenditure of funds. Included are progress reports, invoices, copies of grants, and related records.

Permanent Cut off after completion of the grant.

Hold 5 years, and offer to the National Archives.

Destroy 10 years after termination of grant.

71B26 - 71B29. Reserved.

71B30. Customer service files. Documents accumulated to record the sale of Archives publications. Included are sales registers for microfilm and printed publications, and related records.

Institutional files: Destroy when obsolete or superseded.

Individual files: Destroy 1 year after last order.

71B31 - 71B34. Reserved.

71B35. Circulation files. Documents accumulated in recording subscription information for Archives publications. Included are subscriber's records, labeling and billing information, and related records.

Destroy 1 year after expiration of subscription, or when no longer needed, whichever is sooner.
CHAPTER 72. EDUCATIONAL PROGRAMS FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for the files of Educational Programs. These instructions are contained in:
   a. Appendix 72-A. Educational Program Files.
   b. Appendix 72-B. Editorial Publication Program Files.
   c. Appendix 72-C. Public Information Program Files.

2. Reserved.
This appendix describes files created in documenting, developing, and implementing programs to promote and publicize NARS educational and cultural services. Educational Programs program files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); the HB, National Archives Procedures (NAR P 1848.1A); and the HB, NARS Administrative Procedures (NAR P 5410.2).
72A1. Exhibit case file. Documents accumulated in preparing exhibits for the Archives, Federal Records Centers, Federal agencies, professional meetings, and non-agency conferences. Included are lists of exhibited items, captions for exhibit cases, background materials, expense vouchers, contracts, listings of conferences, and related records.

Cut off after termination of exhibit, hold 5 years, and destroy.

Permanent. Offer to the National Archives when no longer needed for current operations.

(Materials of value for future exhibits may be retained)

72A2 - 72A4. Reserved.

72A5. Loan file. Documents accumulated in the administration of loans to Federal agencies, professional organizations, and educational institutions. Included are lists of borrowers and items loaned, insurance policies, photographs of articles loaned, news clippings, and related records.

Cut off after return of loan, hold 1 year, and destroy.

72A6 - 72A9. Reserved.

72A10. Graphic record file. Documents accumulated to record displays sponsored by the National Archives. Included are actual size photostats, dry mounted prints and negative prints of items displayed, and related records.

Destroy when superseded or obsolete, or no longer needed.

72A11 - 72A14. Reserved.

72A15. Education training files. Documents accumulated relating to courses on the availability of source material and research procedures. Included are requests for notification of, and arrangements for training, brochures, and related records.

Cut off annually, hold 2 years, and destroy.

72A16 - 72A19. Reserved.

72A20. Education training materials file. Documents accumulated in the preparation and use of training materials. Included are training outlines, texts, handouts, training aids, and related records.

Destroy when superseded or obsolete, or no longer needed.

Appendix 72-A

Use this in part of exhibit 6.

Insert table and schedule regarding form of exhibit, type of exhibit, to be prepared in exhibit 6 in narrative form as follows:

Table 72-A

<table>
<thead>
<tr>
<th>Exhibit</th>
<th>Title</th>
<th>Date</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>.........</td>
<td>.......</td>
<td>......</td>
<td>-------------</td>
</tr>
</tbody>
</table>

3 and 4
This appendix describes files created in documenting, developing, and implementing editorial functions for Archives publications. Editorial publication program files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); the HB, National Archives Procedures (NAR P 1848.1A); and the HB, NARS Administrative Procedures (NAR P 5410.2).

Appendix 72-B. Editorial Publication Program Files
Publication file. Documents accumulated in editing, printing, and publishing papers for the Archives, including papers on activities at archival conferences. Included are printing contracts, printers' galleys, graphics, cover designs, edited manuscript, record copy of each publication, and related records.

Permanent: of each publication and report with related background papers. Record copy of each publication and report with related background papers.

Working papers: Cut off annually, hold 5 years, and offer to the National Archives.

Cut off annually, hold 5 years, and offer to the National Archives.

Working papers: Cut off after publication of each paper, hold 1 year, and destroy.

Reserved.

Advertisers file. Documents accumulated in arranging reciprocal agreements with historical societies, educational institutions, and other organizations in printing advertisements. Included are copies of advertisements, contracts, and related records.

Cut off annually, hold 4 years, and destroy.

Earlier disposal authorized, if no longer needed.

Reserved.

Microfilm publication file. Documents accumulated in cataloging microfilm publications of the National Archives. Included are lists of microfilm publication holdings and related records.

Destroy when superseded or obsolete.

No longer needed.

Appendix 72-B
This appendix describes files created in documenting, developing, and implementing public information programs relating to MARS activities. Public information program files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); and the HB, MARS Administrative Procedures (MNP P 5410.2).

Appendix 72-C. Public Information Program Files

1 and 2
72C1. Archives Advisory Council file. Documents accumulated in recording activities of the Archives Advisory Council. Included are copies of notifications of member appointments, letters of resignation, reports to the Administrator of General Services, meetings arrangements, plans, agenda and minutes, and related records.

a. PERMANENT:
   National Archives Advisory Council: Cut off after each meeting, hold 5 years, and offer to the National Archives.

b. PERMANENT:
   Regional Archives Advisory Councils: Cut off after each meeting, hold 5 years, and destroy. Offer to NARS.

72C2 - 72C4. Reserved.


  a. PERMANENT: one copy of each press release, offer to NARS when 2 years old.
  b. OTHER MATERIALS - Destroy when 5 years old.

72C6 - 72C9. Reserved.

72C10. Conference support files. Documents accumulated pertaining to administrative support activities of conferences. Included are lists of guests and speakers, plans for hospitality and logistics, and related records.

Cut off after each conference, hold 1 year, and destroy.

72C11 - 72C14. Reserved.

72C15. Archives newsletter file. Documents accumulated relating to editing, publishing, and distributing newsletters. Included are notes, editorial material, printing contracts, and related records.

  Record copy: Permanent. Hold 5 years, and offer to the National Archives.

  Working papers: Cut off after publication of each newsletter, hold 1 year, and destroy.

72C16 - 72C19. Reserved.

Appendix 72-C
72C20. Ceremonial file. Documents accumulated in preparation for presentation ceremonies at the National Archives. Included are plans for program arrangements, ceremony programs, logistic support plans, program theme, attendance and speakers lists, and related records.

Cut off annually, hold 2 years, and retire. Destroy when additional years old.

72C21 - 72C24. Reserved.

72C25. Study tour file. Documents accumulated in arranging tours for colleges, professional organizations, and other interested groups. Included are lists of these groups, program outlines, and related records.

Cut off after tour is completed, hold 1 year, and destroy.

72C26 - 72C29. Reserved.

72C30. Press clipping file. Press clippings from magazines and newspapers pertaining to the Archives and its holdings. Included are copies and originals of press clippings and related records.

PERMANENT.

Cut off annually, hold 2 years, and retire. Destroy when additional years old.

Appendix 72-C
CHAPTER 73. ARCHIVAL PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for files relating to the functions of the Office of the National Archives, Central Office, and regional Archives Branches.

   b. Appendix 73-B. Archival Project Program Files.
   c. Appendix 73-C. Appraisal, Disposition, and Accessioning Program Files.

2. Reserved.
This appendix describes files created in making available records accessioned into the National Archives of the United States for use in research rooms, loans to Federal agencies, or for reproduction, and in supplying information and advice concerning these records to researchers and the general public. Reference service program files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); and the HR, National Archives Procedures (NAR P 1848.1A).

Appendix 73-A. Reference Service Program Files
73A1. Reference service correspondence files. Documents created in providing reference service by mail. Included are requests for information, copies of replies, and related records.

(9) PERMANENT:
Replies relating to significant persons or events likely to be the subject of future requests and replies involving unusually difficult or complex research when no longer needed for reference.

(c) All other records: Hold 2 years and destroy. Earlier destruction is authorized.

73A2 - 73A4. Reserved.

73A5. Researcher application and authorization files. Documents created in issuing researcher identification cards and in authorizing researchers access to security area, classified, or other restricted material. Included are researcher applications, letters of introduction, official documents authorizing individual access to restricted material, and related records.

Cut off annually, hold 1 year, and retire.
Destroy after 15 additional years old.

73A6 - 73A9. Reserved.

73A10. Research room use file. Documents created in recording researchers' use of research rooms. Included are research room registers and related records.

Cut off annually, hold 1 year, and retire.
Destroy after 15 additional years old.

73A11 - 73A14. Reserved.

73A15. Research room reference service files. Documents created in providing records to researchers in National Archives research room. Included are reference service slips, papers identifying the records that researchers have consulted, and related records.

Cut off annually, hold 5 years and destroy.


73A20. Transferring agency loan files. Documents accumulated in making records available to originating agency. Included are external loan receipts and related records.

Appendix 73-A
Cut off annually following return of records, hold 1 year, and destroy.

73A21 - 73A24. Reserved.

73A25. Reproduction and authentication service files. Documents created in filling requests for photographic, photostatic, quick-copy, or other reproductions of accessioned records or authentication of reproductions. Included are correspondence requesting reproduction or authentication service, price quotations, reproduction or authentication service orders, and related records.

Cut off annually, hold 2 years, and destroy.

73A26 - 73A29. Reserved.

73A30. Finding aid files. Documents accumulated to assist researchers and National Archives staff members to find accessioned records. Included are non-record copies of published and unpublished findings aids, description of archives, books, pamphlets, and other publications.

Destroy when superseded or obsolete, or no longer needed.
This appendix describes files created in planning and implementing preservation, arrangement, and description projects for records accessioned into the National Archives of the United States, documentary and finding aid publication projects relating to Archives and similar archival project activities. Archival project program files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); and the HB, National Archives Procedures (NAR P 1848.1A).

Appendix 73-B, Archival Project Program Files
73B1. Archival project files. Documents created in planning, directin, and implementing arrangement, description, and microfilm and letterpress publication projects relating to records accessioned into the National Archives. Included are project descriptions, authorizations, background papers, any completed publication, and related records.

Cut off files following completion of project. Record copy of project product: Permanent. Offer to the National Archives when no longer needed for current operations. 5 Years after completion.

Other records: Hold 2 years and destroy.

NOTE: Working papers, including galley and page proofs, are not included and may be destroyed as non-record material when no longer needed.

73B2 - 73B4. Reserved.

73B5. Project control file. Documents created within an operating unit for administrative control of archival project assignments. Included are work assignment registers; daily, weekly, or monthly progress reports; and related records.

Cut off files following completion of project, hold 2 years, and destroy.

73B6 - 73B9. Reserved.

73B10. Document restoration records. Documents created in planning and ordering document restoration service for records accessioned into the National Archives. Included are restoration proposals, forms used to order restoration service, and related records.

Document Preservation Branch: Permanent. Cut off every 5th year, hold 5 years, and offer to the National Archives. Other materials - Destroy when 20 years old.

Other offices: Cut off annually following return of rehabilitated records, hold 1 year, and destroy.

73B11 - 73B14. Reserved.

Appendix 73-B
73B15. Records storage files. Documents accumulated in controlling the physical location of records accessioned into the National Archives. Included are shelf lists, location registers, storage equipment inventories, and related records.

Destroy when superseded or obsolete.
This appendix describes files created in appraising Federal records for administrative, legal, fiscal, or historical value; authorizing disposal of nonpermanent Federal records; accessioning records of permanent value to the National Archives; assisting Federal agencies to develop and operate records retention programs; and related activities. Appraisal, disposition, and accessioning program files are created pursuant to 44 U.S.C. 21, 29, and 33; the GSA Organization Manual (OFA P 5440.1); and the HSP, National Archives Procedures (NAR P 1848.1A).

Appendix 73-C. Appraisal, Disposition and Accessioning Program Files
Records appraisal files. Documents accumulated in appraising requests for authority to dispose of agency records and NARS internal records. Included are requests for disposal authority, registers recording the receipt of such requests, checklists, endorsement sheets, and related records.

Records Appraisal Staff (office of record): Permanent. Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.

Other offices: Cut off in 6-year blocks, hold 5 additional years, and destroy when 5 years old.

73C2 - 73C4. Reserved.

73C5. Record accession files. Documents accumulated in accessioning permanently valuable records into the National Archives. Included are record transfer offers, registers recording receipt of such offers, appraisal reports, accession inventories, and related records.

Office with custody of the record: Permanent. When no longer needed for current operations, offer to the National Archives.

Other offices: Destroy when no longer needed.

73C6 - 73C9. Reserved.

73C10. Special study case files. Documents accumulated in preparing studies relating to special records appraisal problems, or questions of archival theory and practice. Included are special study proposals, registers, completed studies, and related records.

Special studies: Permanent. Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.

Other papers: Destroy when no longer needed, on completion of study.

73C11 - 73C19. Reserved.

73C20. Change of holdings and status files. Documents created to record changes in the volume or custody of accessioned record holdings. Included are change of holdings reports and similar records.

Permanent. Offer to the National Archives when no longer needed for current operations.

(Appendix, 73-C line)
73C21 - 73C24. Reserved.

73C25. Records restriction files. Documents created in establishing limitations on access to records accessioned in the National Archives. Included are restriction statements and related records.

Permanent. Offer to the National Archives when superseded or no longer needed.

73C26 - 73C29. Reserved.

73C30. Record group registration files. Documents created in establishing and assigning record groups.

Permanent. Offer to the National Archives when superseded.

73C31 - 73C34. Reserved.

73C35. Agency data files. Documents accumulated for reference use during research into functions and recordkeeping practices of agencies whose records are accessioned into the National Archives. Included are records management surveys of the agencies, copies of manuals, directives, and other issuances relating to the management and filing of agency records, copies of agency directories, and related records.

Destroy when superseded or obsolete, or no longer needed.
CHAPTER 75. OFFICE OF FEDERAL RECORDS CENTERS PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for the Office of Federal Records Centers program files. These instructions are contained in appendix 75-A.

2. Reserved.
This appendix describes records accumulated in appraising, scheduling, storing, and servicing the non-current records of Federal agencies. The Federal records center program files are created pursuant to 44 U.S.C. 21; GSA Organization Manual (OFA P 5440.1); the HB, Records Center Operations (NAR P 1864.1A); and the HB, National Archives Trust Fund Board (NAR P 1829.1).

Appendix 75-A. Federal Records Centers Program Files
75A1. Office of Federal Records Centers general files. Documents accumulated in reporting Federal records center activities. Included are periodic narrative and statistical reports, statistical summaries of records center holdings, accessions and disposals, performance analysis reports, space and equipment availability reports, and related records.

Destroy when 7 years old, or when no longer needed, whichever is sooner.

75A2 - 75A4. Reserved.

75A5. Agency information files. Documents accumulated in the review of agency records retention and disposal programs. Included are background materials, reference service reports, disposal procedures, agency record evaluation programs, and related records.

Destroy when 7 years old, or when no longer needed, whichever is sooner.

75A6 - 75A9. Reserved.

75A10. Records scheduling contract case file. Documents accumulated in preparation of record control schedules for Federal agencies on a reimbursable basis. Included are contracts, approved records control schedules, and related records.

Cut off after completion of contract, hold 2 years, and destroy.

75A11 - 75A14. Reserved.

75A15. Records disposition case files. Documents accumulated in disposing of Federal records. Included are requests for records disposition authority, related appraisal reports, and related records, registers, endorsemont sheets and related records (includes internal and external disposition). Periodically.

Permanent. Cut off when no longer needed annually, and offer to the National Archives.

75A16 - 75A19. Reserved.

75A20. Office of Federal Records Centers numbered memoranda file. Documents created to inform NARS Regional Commissioners and Federal Records Center Directors of certain policies, procedures, and notices pertinent to their operations.

Permanent. Cut off annually, and offer to the National Archives when 10 years old.

Appendix 75-A

3 and 4
CHAPTER 76. RECORDS MANAGEMENT PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for files maintained by the Office of Records Management. These instructions are contained in appendix 76-A.

2. Reserved.
This appendix describes files created in maintaining liaison with Federal, State, and local governments. This includes exchange of information regarding prompt and orderly disposition of records, and advising and assisting in formulating records management programs and policies. Records management program files are created pursuant to 44 U.S.C. 21; and the GSA Organization Manual (OFA P 5440.1).

Chapter 76-A. Records Management Program Files

Cut off after completion of the contract, hold 2 years, and retire. Destroy after 6 additional years old.

76A2 - 76A4. Reserved.

76A5. Monthly project listing report file. Documents accumulated in reporting the status of reimbursable and non-reimbursable projects. Included are listings, project status reports, and related records.

Cut off after completion of the project, hold 5 years, and destroy.

76A6 - 76A9. Reserved.

76A10. Reimbursable billing file. Documents accumulated in recording billing of accounts. Included are non-record copies of bills, copies of vouchers, and related records.

Cut off after bill is paid, hold 2 years, and destroy.

76A11 - 76A14. Reserved.

76A15. Program survey file. Documents accumulated in analyzing, evaluating, and recommending changes in records management programs for Federal, State, and local governments. Included are contracts, interagency agreements, project outlines, final reports, agency action plans for program implementation, copies of surveys, and related records.

Cut off after final report is published, hold 2 years, and retire. Destroy after 10 additional years old.

76A16 - 76A19. Reserved.

76A20. Standard forms case file. Documents accumulated during the analysis, design, clearance, evaluation, and approval of forms. Included are requests for forms management services, papers relating to development of forms, drafts of issuances prescribing the forms or written statements explaining their purpose, clearances, copies of each edition of the form, form action notice, running record of all actions taken, and related records.

Appendix 76-A
Permanent. Place in an inactive file upon cancellation or discontinuance of the form. Cut off the inactive file at the end of 5 years, hold 5 additional years, and offer to the National Archives.

76A21 - 76A24. Reserved.

76A25. Interagency reports file. Documents accumulated in planning, directing, and administering the Government-wide interagency reports program. Included are reporting requirements, clearances, report justifications, action notice, and related records.

Permanent. Place in an inactive file upon cancellation or discontinuance of the report. Cut off the inactive file at the end of 3 years, hold 3 additional years, and offer to the National Archives.

76A26 - 76A29. Reserved.

76A30. Symposium conference program file. Documents accumulated in planning, arranging, and holding symposiums and conferences. Included are announcements, agenda, minutes, listing of speakers and guests, and related records.

Cut off after symposium, hold 2 years, and destroy.

76A31 - 76A34. Reserved.

76A35. Workshop file. Documents accumulated in providing and conducting records management workshops. Included are applications for training, room and instructor arrangements, attendance records, and related records.

Cut off annually, hold 1 year, and destroy.

76A36 - 76A39. Reserved.

76A40. Workshop materials file. Documents accumulated relating to the preparation, clearance, and issuance of materials for use in records management training. Included are outlines, texts, handouts, training aids, and related records.

Destroy when superseded, obsolete, or no longer needed.

Appendix 76-A
CHAPTER 77. FEDERAL REGISTER PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for Federal Register program files. These instructions are contained in:

   a. Appendix 77-A. Federal Register Program Files
   b. Appendix 77-B. Document Input Files

2. Reserved.
This appendix describes files created in publishing the Federal Register, Code of Federal Regulations, Weekly Compilation of Presidential Documents, Public Papers of the Presidents of the United States, United States Government Manual, United States Statutes at Large, and other publications of the Office of the Federal Register, and in publishing slip copies of laws enacted by the Congress. Federal Register program files are created pursuant to the Federal Register Act, 44 U.S.C. 15; Administrative Procedures Act, 5 U.S.C. 551 et seq.; Depository for Agreements between States Act, 44 U.S.C. 2109; and the GSA Organization Manual (OFA P 5440.1). These files are accumulated only by the Office of the Federal Register.

Appendix 77-A. Federal Register Program Files
77A1. Committee membership files. Documents accumulated in recording appointments to the Federal Register Administrative Committee and other official actions affecting Committee membership. Included are documents announcing appointments, resignations, or other official actions affecting the Committee, and related records.

Cut off every 5th year, hold 5 years and retire. Destroy after 40 additional years old.

77A2 - 77A4. Reserved.

77A5. Committee meeting files. Documents created in recording Federal Register Administrative Committee meetings. Included are agenda, minutes of the meetings, policy papers or other documents discussed at the meetings, and related records.

Secretary of the Committee: Permanent. Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.

Other members: Cut off annually, hold 2 years, and destroy.

77A6 - 77A9. Reserved.


Permanent. Cut off in 5-year blocks and offer to the National Archives. Destroy when obsolete or superseded.

77A11 - 77A14. Reserved.

77A15. Record set of Federal Register publications. Record copy of each publication of the Office of the Federal Register. Included is a copy of each issue and publication of the Office of the Federal Register.

Permanent. Retire when immediate access is no longer needed.

77A16 - 77A19. Reserved.
77A20. Staff papers. Documents created by the staff of the Office of the Federal Register in surveying and studying Office of the Federal Register administrative techniques, editorial and publication policies, and related subjects. Included are completed staff surveys or studies, supporting papers, and related records.

Cut off annually, hold 2 years, and destroy:

1. PERMANENT. One record copy of each study, offer to NARS when 5 years old.

2. Working and background papers: Destroy 2 years after completion of project.

Appendix 77-A
This appendix describes files created in compiling papers for inclusion in the Federal Register, Code of Federal Regulations, Weekly Compilation of Presidential Documents, Public Papers of the President of the United States, United States Government Manual, United States Statutes at Large, and other publications of the Office of the Federal Register and in publishing slip copies of laws enacted by Congress. Document input files are created pursuant to the Federal Register Act, 44 U.S.C. 15; Depository for Agreements between States Act, 44 U.S.C. 2109; and the GSA Organization Manual (OAD P 5540.1). These files are accumulated only by the Office of the Federal Register.

Appendix 77-B. Document Input Files
77B1. Congressional information papers. Documents accumulated in obtaining authority for publication of official material related to U.S. Statutes at Large from the Joint Committee on Printing.

Congressional authority for publication of U.S. Statutes at Large: Permanent. Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.

Other papers: Cut off annually, hold 5 years, and destroy.

77B2 - 77B4. Reserved.

77B5. Advisory opinion files. Documents received from Federal agencies requesting the printing and publishing of regulations by the Office of the Federal Register. Included are requests from Federal agencies and related records.

Cut off annually, hold 1 year, and destroy.

77B6 - 77B9. Reserved.

77B10. Publication paper. Documents accumulated from the Executive and Legislative Branches of the Government, required by law or authorized to be published. Included are regulations, notices, Presidential documents, news conference transcripts, messages, and other documents made public by the White House, and related records.

*See disposition statement after Item 77B25.*

Permanent. Cut off every 6 months, hold an additional month, and transfer to the National Archives.

77B11 - 77B14. Reserved.

77B15. Notice of ratifications of Constitutional Amendments from States. Documents accumulated as required by law in confirmation of proposed amendments to the Constitution from the 50 States and the District of Columbia. Included are transmittals and certificates of ratification and related records, and the original signed certificate by the Administrator of GSA proclaiming the Amendment as part of the Constitution.

Permanent. Transfer to the National Archives after proclamation of ratification or determination that proposed Amendment will not be ratified.

77B16 - 77B19. Reserved.
77B20. State agreement files. Documents accumulated as a result of the requirement of the States to submit constitutional agreements between the States. Included are duplicate of originals or authenticated copies of agreements, compacts, and related records.

Permanent. Cut off annually, hold 1 year, and transfer to the National Archives.

77B21 - 77B24. Reserved.

77B25. Certificate of electors. Documents accumulated as a result of the votes cast by the electors of the 50 States and the District of Columbia. Included are the ballots and related records.

Permanent. Cut off at end of year following election, and transfer to the National Archives.

77B10 Publication Papers. (Continued from previous page)

Disposition:
(a) Presidential Proclamations, Executive orders, and other Presidential documents, and enrolled Public Laws and Resolutions, with related papers: PERMANENT: Offer to NARS when administrative needs cease.

(b) Rules and Regulations of Federal Agencies, with related materials: DISPOSITION NOT AUTHORIZED AT THIS TIME: Cut off every six months, transfer to PARC 6 months after cut off. Resubmit to NARS for appraisal when U.S.C. 1503 is amended.
CHAPTER 78. NATIONAL HISTORICAL PUBLICATIONS AND
RECORDS COMMISSION PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and dis-
position instructions for files relating to the functions of the National
Historical Publications and Records Commission. These instructions are
contained in appendix 78-A.

2. Reserved.

Appendix 78-A

(Do not use this area.)

CHAP 78-1
This appendix describes files created by the National Historical Publications and Records Commission (NHPRC). These files document NHPRC's encouragement and advice to historical committees, universities, and other research institutions in research, compilation, and publication of source documents significant to the history of the United States, and providing and administering grants for these activities. NHPRC program files are created pursuant to 44 U.S.C. 25, and the GSA Organization Manual (OFA P 5440.1). These files are accumulated only by NHPRC.

Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.

78A2 - 78A4. Reserved.

78A5. Commission meeting files. Documents created in recording NHPRC proceedings. Included are agenda, minutes, policy papers, typed transcripts, and tape recordings of meeting proceedings, and related records.

Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.

78A6 - 78A9. Reserved.

78A10. Approved grant files. Documents accumulated in administering NHPRC grants. Included are grant applications, background material on projects and editors, semiannual financial reports prepared by project editors, official and informal correspondence with project staff, and related records.

Grant folders: Cut off in 5-year blocks, hold 5 additional years and offer to the National Archives.

78A11 - 78A14. Reserved.

78A15. Disapproved grant files. Documents accumulated in administering rejected applications. Included are grant applications, background material on applicants, correspondence with applicants, and related records.

Cut off annually following rejection of grant, hold 2 years, and retire. Destroy after 10 additional years old.

78A16 - 78A19. Reserved.

78A20. Documentary publication files. Documents accumulated in assisting, encouraging, planning, developing, and preparing publications. Included are copies of publications, clearances, and related records.

Retire when immediate access is no longer needed. Destroy after 25 additional years old.

78A21 - 78A24. Reserved.
78A25. Special advisory committee files. Documents accumulated in recording membership appointment and actions of special advisory committees of the NHRPC. Included are official appointments, completed reports, and related records.

PERMANENT
Cut off following termination of committee, hold 5 years, and retire. Destroy after 45 additional years.

OFFER TO NARS when 10 years old.

78A26 - 78A29. Reserved.

78A30. Staff study files. Documents accumulated by the staff in studying special problems relating to the administration of grants or administrative matters. Included are completed studies, relevant background material, and related records.

Cut off 5 years after completion of each study, hold 5 years, and retire. Destroy after 45 additional years.

PERMANENT: Record copy of each study—offer to NARS when 10 years old.

78A31 - 78A34. Reserved.

78A35. Commission seminar files. Documents created in the preparing, organizing, and administering NHRPC seminars, institutes, and related programs. Included are agenda, guest and attendance lists, copies of seminar programs, and related records.

Cut off after completion of each seminar, hold 3 years, and retire. Destroy after 10 additional years when 13 years old.

78A36 - 78A39. Reserved.

78A40. Commission fellowship file. Documents accumulated in accepting, declining, and administering annual fellowships. Included are fellowship applications, background material on proposed projects and prospective candidates, correspondence with candidates, and related records.

Cut off annually after each fellowship is terminated, hold 3 years, and retire. Destroy after 10 additional years when 13 years old.