

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1-64-77-4	
DATE RECEIVED 9 FEB 1977	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date 9-6-77	<i>James B. Rhoads</i> Archivist of the United States

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

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

5 TEL EXT
566-0673

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C DATE 1-31-77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> Michael G. Barbour	E TITLE Chief, Records Management Branch (BRAR)
--------------------------	--	--

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>National Archives and Records Service Program Files</p> <p>Files descriptions and requested disposition authorizations are contained in the attached proposed chapters to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p> <p>Chapters 74, 79, and Appendixes 73-D, and 75-B are new proposed schedules.</p> <p>Appendix 76-A. Proposes changes to the schedules that were approved on April 5, 1976.</p>	NC 64-76-2	

See attached memo for arrangement and accumulation information. H

Sent to agency, NNF, NNB - all FRC's - 9/7/77 JP

GENERAL SERVICES ADMINISTRATION

OAD P. 1820.2 CHGE

(Date)

TABLE OF CONTENTS CONTINUED

(Order No.)

CHAPTER 50.	MOTOR TRANSPORTATION PROGRAM FILES
CHAPTER 51.	MOTOR POOL PROGRAM FILES
CHAPTER 52.	TRANSPORTATION PROGRAM FILES
CHAPTER 53.	PUBLIC UTILITIES PROGRAM FILES
CHAPTER 54.	RESERVED
CHAPTER 55.	TELECOMMUNICATIONS PROGRAM FILES
CHAPTER 56.	SWITCHBOARD AND RECORD COMMUNICATION STATION PROGRAM FILES
CHAPTERS 57 - 59.	RESERVED
CHAPTER 60.	STANDARDIZATION AND QUALITY CONTROL PROGRAM FILES
CHAPTER 61.	PROCUREMENT PROGRAM FILES
CHAPTER 62.	SUPPLY CONTROL PROGRAM FILES
CHAPTER 63.	SUPPLY DISTRIBUTION PROGRAM FILES
CHAPTER 64.	SELF-SERVICE STORE PROGRAM FILES
CHAPTER 65.	SUPPLY DISTRIBUTION FACILITY PROGRAM FILES
CHAPTER 66.	NATIONAL SUPPLY SYSTEM PROGRAM FILES
CHAPTER 67.	SOCIOECONOMIC PROGRAM FILES
CHAPTER 68 - 69.	RESERVED
CHAPTER 70.	NATIONAL AUDIOVISUAL CENTER PROGRAM FILES
CHAPTER 71.	NATIONAL ARCHIVES TRUST FUND BOARD PROGRAM FILES
CHAPTER 72.	EDUCATIONAL PROGRAM FILES
CHAPTER 73.	ARCHIVAL PROGRAM FILES

(Do NOT type text below this line)

OAD P 1820.2 CHGE

(Date)

- CHAPTER 74. PRESIDENTIAL LIBRARIES PROGRAM FILES
- CHAPTER 75. OFFICE OF FEDERAL RECORDS CENTERS PROGRAM FILES
- CHAPTER 76. RECORDS MANAGEMENT PROGRAM FILES
- CHAPTER 77: FEDERAL REGISTER PROGRAM FILES
- CHAPTER 78. NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION PROGRAM FILES
- CHAPTER 79. TECHNICAL SERVICES PROGRAM FILES

Use broken line for changing change lines.

(1976)

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.

- a. Appendix 73-A. Reference Service Program Files.
- b. Appendix 73-B. Archival Project Program Files.
- c. Appendix 73-C. Appraisal, Disposition, and Accessioning Program Files.
- d. Appendix 73-D. Records Declassification Program Files.

This appendix describes files created in administering and coordinating NARS participation in the Government-wide program for records review for declassification by the Records Declassification Division. These files are created pursuant to Executive Order 11652, Classification and Declassification of National Security Information and Material (37 FR 5209), and by the Freedom of Information Act (5 U.S.C. 552). Organization and functions are prescribed in the GSA Organization Manual, ch. 7-31 and 32 (OFA P 5440.1).

Appendix 73-D. Record Declassification Program Files

1 and 2

Used on first page of order (O&A).

Use if a handbook page.

Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1.

(Use reverse for L. 11 PAGE)

GSA FORM 1638 (REV.)

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

73D1. Declassification authorization and instruction file. Documents created or accumulated in requesting, establishing, and interpreting U.S. Government classification policies regulating declassification or the requesting of extended security protection of records under the provisions of Executive Order 11652 and the Freedom of Information Act. Included are correspondence with agencies regarding their policies and any resulting directives, revisions, corrections, interpretations, and related records.

(a) Permanent. Cut off annually or when superseded, ^{or} obsolete, ~~or no longer needed for reference,~~ then transfer to the National Archives. ^{NARS.}

(b) Other offices: Destroy when superseded, ^{or} obsolete, ~~or no longer needed for reference.~~

73D2 - 73D4. Reserved.

73D5. Declassification issuance file. Documents created to implement and provide guidance in the use of declassification instructions issued by agencies of the U.S. Government, foreign governments, and international organizations.

(a) Permanent. Cut off when superseded, ^{or} obsolete, ~~or no longer needed for reference,~~ then transfer ^{offer} to the National Archives. ^{NARS.}

(b) Other offices: Destroy when superseded, ^{or} obsolete, ~~or no longer needed for reference.~~

73D6 - 73D9. Reserved.

73D10. Intra-NARS declassification files. Documents created or accumulated in giving assistance to, or direction of, NARS components declassification review activities; e.g., in Federal archives and records centers or Presidential libraries. Included are copies of requests to NARS units for information on records requiring declassification review, reports to appropriate agencies, requests for assistance from NARS custodial units, and related records.

Cut off upon completion of the project, event, or other applicable action; hold 2 years; and retire. Destroy when 12 years old.

73D11 - 73D14. Reserved.

Appendix 73-D

OAD P 1820.2 CHGE

73D15. Federal repository declassification file. Documents created or accumulated in furnishing assistance or advice to other Federal agencies in their records declassification programs. Included are letters from repositories requesting declassification review assistance, transmittal letters, copies of replies, and related records.

. Cut off upon completion of the project, hold 2 years, and retire. Destroy when 12 years old.

73D16 - 73D19. Reserved.

73D20. Non-Federal declassification activity file. Documents created or accumulated in coordinating declassification records activities of universities, foundations, and other non-Federal institutions to ensure that appropriate declassification review procedures have been followed in the treatment of classified documents in their custody. Included are letters from institutions requesting review of their records, copies of replies, transmittal letters, and related records.

Permanent. Cut off on completion of the project, ~~hold 2 years, then transfer to the National Archives.~~ *Offer to NARS 2 year after completion.*

73D21 - 73D24. Reserved.

73D25. Interagency declassification project files. Documents created in the process of coordinating declassification review of documents requested by Federal agencies under the mandatory review provision of Executive Order 11652 and the Freedom of Information Act. Included are copies of requests received, transmittal letters to agencies, replies, and related records.

Cut off on completion of the project, hold 2 years, and retire. Destroy when 12 years old.

73D26 - 73D29. Reserved.

73D30. Foreign declassification activity file. Documents created in the course of negotiations with the officials of international organizations and foreign governments to obtain authorization and guidance for declassifying security classified information or material originated by their government or organization concerned. Included are memoranda of meetings, correspondence with foreign government agencies, authorizations, guidance received and their interpretations, and related records.

and offer to NARS

Permanent. Cut off when no longer needed for reference, ~~then transfer to the National Archives.~~

73D31 - 73D34. Reserved.

Appendix 73-D

GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

73D35. Declassification activity inquiry file. Documents created in the course of providing general information to members of Congress and the general public about the NARS declassification program. Included are requests for information, responses, and related records.

SUBJECT Cut off annually, hold 1 year, and destroy except replies relating to significant persons or events and subjects likely to require further inquiries or unusually complex research. Destroy when ~~determined~~ obsolete, or *10 year old, whichever is sooner.*

73D36 - 73D39. Reserved.

73D40. Interagency Classification Review Committee report file. Documents created in the course of preparing the annual report and any special Interagency Classification Review Committee reports to the President or to the Congress. Included are the record copy of the reports and working papers used to prepare the reports.

(a) Cut off the record copy of the annual report when it is superseded by the next yearly report, hold 2 years, and retire. Destroy when 5 years old.

(b) Working papers: Destroy when 1 year old. Special reports: Cut off annually, hold 2 years, and destroy. Earlier destruction is authorized.

73D41 - 73D44. Reserved.

73D45. Declassification review project case files. Documents created by the review branches of the Records Declassification Division relating to the work accomplished on specific review projects. Included are declassification review worksheets, survey reports, special and final review reports, lists of withheld documents, memoranda to custodial units on problems encountered in records covered by the projects, special review determinations, copies of papers pertinent to the records under review in the project, and related records.

Cut off when all required work in a specific project is completed. Retain in Records Declassification Division review branches files until that review phase; e.g., World War II or cold war, is completed. Transfer to units that have custodial responsibility for the records covered in the project.

Custodial units: Destroy 15 years after review. Earlier destruction is authorized.

Appendix 73-D

OAD P 1820.2 CHGE

(Date)

73D46 - 73D49. Reserved.

73D50. Final determination reports. Records created in reporting to custodial units on action taken as a result of the review survey and review of its records for the purpose of declassification. Included are record copies of reports and related records.

Permanent. Cut off at the end of each review phase then ^{refer} transfer to the ~~National Archives.~~ **NARS.**

73D51 - 73D54. Reserved.

73D55. Extended classification protection file. Memoranda and lists received from agency heads that identify and certify specific documents originated or controlled by their agencies which require continued security protection. Included are endorsed copies of Standard Form 325, Listing of National Security Classified Material Requiring Protection Beyond 30 Years, other official notifications of certification, and related records.

~~Permanent.~~ Cut off annually, ~~hold 5 years,~~
~~then transfer to the National Archives.~~
*retain in office and destroy when no longer
required for administrative and legal needs.*

*RFK
8/31/77*

Appendix 73-D

CHAPTER 74. PRESIDENTIAL LIBRARIES PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for files relating to Presidential library functions. These instructions are contained in:

- a. Appendix 74-A. Reference and Museum Service Program Files.
- b. Appendix 74-B. Archival and Museum Project Files.
- c. Appendix 74-C. Acquisition Program Files.

2. Reserved.

This appendix describes files created in making available to researchers and the general public archival holdings of Presidential libraries and in admitting visitors to Presidential library museums. These files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); and the HB, Presidential Libraries (NAR P 1856.1).

[The table content is mostly illegible due to extreme fading and low contrast. It appears to be a large table with multiple columns and rows, possibly detailing file names, dates, and descriptions.]

Appendix 74-A. Reference and Museum Service Program Files

[Faded text, likely a list of file names or descriptions, including the words "1 and 2" which may refer to pages or volumes.]

74A1. Reference service correspondence files. Documents created in providing reference service by mail. Included are requests for information, copies of replies, and related records.

- a) PERMANENT : ~~Cut off annually: Replies relating to significant persons or events, replies involving unusually difficult or complex research, or other reference correspondence of administrative value to the library. Destroy when superseded, obsolete, or no longer needed for reference.~~ *offer to NARS when 10 years old.*
- b) All other records: Hold 2 years and destroy. Earlier destruction is authorized. *8/31/27*

74A2 - 74A4. Reserved.

74A5. Researcher application and authorization files. Documents created in issuing researcher identification cards and in authorizing researchers access to restricted and security-classified materials. Included are researcher applications, letters of introduction, official documents authorizing individual access to restricted material, and related records.

- a) Cut off annually: Applications for access to classified materials, including documentation asserting the researcher's clearance for such access. Destroy 5 years following declassification of such materials.
- b) Records relating to access to donor-restricted materials: Destroy 5 years following opening of such materials.
- c) Other records: Destroy when 15 years old.

74A6 - 74A9. Reserved.

74A10. 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 when 15 years old.

74A11 - 74A14. Reserved.

Appendix 74-A

OAD P 1820.2 CHGE

74A15. Records restriction case files. Documents created in interpreting deeds of gift, restriction statements, and other limitations on access to materials in Presidential libraries. Included are access precedent files and related records.

- Permanent. Cut off following expiration or removal of restrictions. ~~Transfer to the National Archives~~ ^{Other} NARS when no longer needed for current operations.

74A16 - 74A19. Reserved.

74A20. Research room reference service files. Documents created in providing materials to researchers in Presidential library research rooms. Included are reference service slips, forms indicating the materials served to a researcher, and related records.

~~Cut off annually. Files with continuing administrative value. Hold until no longer needed, but no less than 15 years, and then destroy.~~
~~hold 5 years and destroy.~~
~~Other records: Hold 15 years and destroy.~~

*RJH
8/31/77*

74A21 - 74A24. Reserved.

74A25. Museum visitors files. Documents created in admitting visitors to the library museums. Included are registers of visitors, records of museum attendance, correspondence relating to individual visitors and tours, and related records.

- Pages of visitors register with signatures of prominent visitors: Permanent. ~~Other to NARS after completion of register.~~
- Other pages of visitors registers and other records: Cut off annually, hold 2 years, and destroy.

74A26 - 74A29. Reserved.

74A30. Reproduction and authentication service files. Documents created in filling requests for photographic, photostatic, quick-copy, or other reproductions of accessioned records and donated historical materials, 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.

74A31 - 74A34. Reserved.

Appendix 74-A

GENERAL SERVICES ADMINISTRATION OAD P 1820.2 CHGE

74A35. Mandatory review case files. Documents created in filling requests for declassification review of classified documents located in the library holdings. Included are correspondence requesting the review, lists of documents reviewed, determinations of classification, appeals, and related records.

10.1 (1) Cut off following opening of requested documents, hold 5 years, and destroy.

Appendix 74-A

5 and 6

74B1. Archival project files. Documents created in planning, directing, and implementing arrangement, description, and microfilm and letterpress publication projects relating to accessioned records and donated historical materials. Included are project descriptions, authorizations, background papers, and related records.

- (a) Cut off files following completion of project.
Record copy of ^{unpublished} project product: Permanent:
~~Transfer to the National Archives when no longer needed for current operations.~~ Offer to NARS 5 years after completion.

- (b) Other records: Hold 2 years and destroy.

74B2 - 74B4. Reserved.

74B5. Preservation project case files. Documents created in planning and ordering preservation of donated historical materials or accessioned records, including documents, museum objects, and other materials in library holdings. Included are restoration proposals, contracts or forms used to order restoration service, and related records.

- a) Museum restoration records: Permanent. Cut off files following return of rehabilitated materials. ~~Transfer to the National Archives when no longer needed for current operations.~~ Offer to NARS Archives

74B6 - 74B9. Reserved.

74B10. Records storage files. Documents accumulated in controlling the assignment of stack space and the physical location of historical materials in that space. Included are shelf lists, location registers, storage equipment inventories, and related records.

Destroy when superseded or obsolete.

- b) document restoration records: (1) Permanent. Planning documents relating to significant projects, cut off every 5th year, hold 5 years and offer to NARS.
- (2) Other materials: Cut off annually following return of rehabilitated records, hold 1 year and destroy.

Appendix 74-B

3 and 4

RS
8/31/77

This appendix describes files created in planning and implementing preservation, arrangement, description, and related projects for Presidential and other donated historical materials and Federal records in Presidential libraries. These files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); and the HB, Presidential Libraries (NAR P 1856.1).

Appendix 74-B. Archival and Museum Project Files

1 and 2

This appendix describes files created in accessioning records of permanent value to the National Archives; soliciting and acquiring donated historical materials, transferring Federal records, and disposing of historical materials with insufficient value to warrant preservation. These files are created pursuant to 44 U.S.C. 21, 29, and 33; the GSA Organization Manual (OFA P 5440.1); and the HB, Presidential Libraries (NAR P 1856.1).

Appendix 74-C. Acquisition Program Files

1 and 2

*Used on first page of order ONLY.

**CHAP if a handbook page.

(Use reverse for LEFT PAGE)

(10-66) CHAPTER 75. OFFICE OF FEDERAL RECORDS CENTERS PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for files relating to the functions of the Office of Federal Records Centers. These instructions are contained in:

- a. Appendix 75-A. Federal Records Center Program Files.
- b. Appendix 75-B. Federal Archives and Records Centers Program Files.

(Use reverse for LEFT PAGE)

This appendix describes records accumulated in approving, scheduling, storing, and servicing noncurrent records of Federal agencies stored in the Federal Archives and Records Centers (FARC). The FARC program files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); the HB, Records Center Operations (NAR P 1864.1A).

Appendix 75-B. Federal Archives and Records Centers Program Files

1 and 2

Use on first page of order ONLY.

CHAP if a handbook page.

(Use reverse for LEFT PAGE)

75B1. Federal Archives and Records Center's 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.

Cut off annually, hold 4 years, and destroy.
Earlier disposal is authorized.

75B2 - 75B4. Reserved.

75B5. Reference service correspondence file. Documents created or accumulated in the process of providing information and reproductions to the general public as well as original documents to Federal agencies. Included are correspondence and related records.

Cut off at the end of the fiscal year, hold 1 year, and destroy.

75B6 - 75B9. Reserved.

75B10. Research application file. Documents accumulated in obtaining access to the records in custody of the center by private individuals and Federal employees for the purpose of research. Included are forms and related records.

Cut off at the end of the fiscal year, hold 1 year and retire.
~~15 years, and destroy.~~ Destroy when 15 years old.

75B11 - 75B14. Reserved.

75B15. Research identification card log. Documents created to record date of visit and researcher's identification card number. Included are forms, logs, and related records.

Cut off at the end of the fiscal year, hold 1 year and retire.
~~15 years, and destroy.~~ Destroy when 15 years old.

75B16 - 75B19. Reserved.

75B20. Register of visitors. Documents accumulated to record name of visitor and date of visit. Included are logs and related records.

Cut off at the end of the fiscal year, hold 1 year, and retire. Destroy ~~after 14 additional years~~ when 15 years old.

Appendix 75-B

OAD P 1820.2 CHGE

75B21 - 75B24. Reserved.

75B25. Authorization access file. Documents accumulated in granting researchers access to records both Federal and private in the custody of the center. Included are letters of access authorization and related records.

Cut off annually, hold 1 year, and retire.
Destroy ~~after 14 additional years.~~ when *15 years old.*

75B26 - 75B29. Reserved.

75B30. Security clearance certification file. Documents accumulated in ascertaining the security clearance of military personnel involved in the Declassification Program. Included are requests for security clearance letters, responses, and related records.

Cut off at the end of the fiscal year, hold 2 years, and destroy.

75B31 - 75B34. Reserved.

75B35. Research room reference service files. Documents created in providing records to researchers in FARC 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.

75B36 - 75B39. Reserved.

75B40. Finding aid files. Documents accumulated to assist researchers and National Archives staff members to locate accessioned records. Included are nonrecord copies of published and unpublished findings aids, description of archives, books, pamphlets, and other publications.

Destroy when superseded or obsolete.

75B41 - 75B44. Reserved.

75B45. 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 1 year, and destroy.

Appendix 75-B

GENERAL SERVICES ADMINISTRATION

JAD P 1820.2 CHGE

75B46 - 75B49. Reserved.

75B50. Accession Register. Documents prepared by Federal records centers to log incoming shipments of records retired by Federal agencies containing the following entries: accession number, agency, agency address, date accession number assigned, date records received (pending), date records shelved and Standard Form 135 signed and returned (completed), anticipated volume, actual volume received, and records center location.

Cut off at end of fiscal year. Destroy 1 year after cutoff provided all holdings have been converted to NARS-5 system.

75B51 - 75B54. Reserved.

75B55. Records transmittal and receipt file. Documents prepared by Federal agencies in retiring records to a Federal record center containing the following entries: accession number, record group number, description of records, inclusive dates, and disposition authority or comparable information. Included are forms, shelf lists, and related records.

(a) Destroy SF 135 and 135A on records destroyed after receipt and acceptance of end of fiscal year accession master list (report 01) provided all holdings have been converted to NARS-5 system.

(b) Destroy signed GSA Form 439, Report of Disposition Of Records, and GSA Form 7015, Notice of Intent To Dispose Of Records, (used only by Central Office) 10 years after final disposition of records described therein provided all center holdings have been converted to NARS-5 system.

75B56 - 75B59. Reserved.

75B60. Completed disposal file. Records accumulated in documenting the disposition of accessioned records. Included are copies of GSA Forms 439 and 7015 and related records.

Destroy on final disposition action in the related accession.

75B61 - 75B64. Reserved.

Appendix 75-B

75B65. NARS-5 records disposal reports (except Report 22 - see item 75B70 below). Includes: Disposal Concurrence Report (Report 23); Disposal Accomplished Report (Report 88); and Automatic Disposal Change Report (Report 89).

Hold until end of fiscal year in which disposal is accomplished. Destroy when annual NARS-5 Withdrawal Report (Report 11) is received and accepted.

75B66 - 75B69. Reserved.

75B70. Disposal pull list. The copy of the Disposal Approved Report (Report 22) annotated with signed certifications indicating that disposable records were removed from the shelves and, where required, that the destruction of the records was witnessed.

Destroy when 10 years old.

75B71 - 75B74. Reserved.

75B75. Locator file. Documents created or accumulated in the establishing of a system for locating accessioned records and providing information such as accession log numbers, records group, scheduled disposition, and other information related to the accession. Included are forms and related records.

Destroy on final disposition action in the accession.

75B76 - 75B79. Reserved.

75B80. Record accession files. Documents accumulated in accessioning permanent records into the National Archives ^{Records Service}. Included are record transfer offers, registers recording receipt of such offers, appraisal reports, accession inventories, and related records.

(a) Office with custody of the record: Permanent. *offer to NARS*
When no longer needed for current operations.
~~transfer to the National Archives.~~

(b) Other offices: Destroy when no longer needed for reference.

75B81 - 75B84. Reserved.

75B85. 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.

75B86 - 75B89. Reserved.

75B90. Reference service files. Documents accumulated in making records available to the originating agency. Included are external loan receipts and related records.

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

75B91 - 75B94. Reserved.

75B95. 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.

75B96 - 75B99. Reserved.

75B100. 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} ~~Transfer~~ ^{NARS} to the National Archives
when no longer needed for current operations.

75B101 - 75B104. Reserved.

75B105. Source documents files. Documents accumulated in the converting of hard copy source data into machine generated records, such as punch cards, printouts, and tapes. Included are forms, input documentation, cards, and related records.

Destroy upon receipt of printout and acceptance.

75B106 - 75B109. Reserved.

Appendix 75-B

75B110. 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.

- (a) Document Preservation Branch: ⁽¹⁾ Permanent. ^{Planning documents relating to significant projects} Cut off in 5 year blocks, hold 5 years, then ~~trans-~~ offer to NARS. ~~fer to the National Archives.~~
- (b) Other materials: Destroy when 20 years old.
- (c) Other offices: Cut off annually following return of rehabilitated records, hold 1 year, and destroy.

75B111 - 75B114. Reserved.

75B115. 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 following completion of project, hold 2 years, and destroy.

75B116 - 75B119. Reserved.

75B120. Archives project files. Documents created in planning, directing, and implementing arrangement, description, microfilm, and letterpress publication projects relating to records accessioned into the regional National Archives. Included are project descriptions, authorizations, background papers, any completed publications, and related records.

- (a) Cut off files following completion of project. Record copy of ^{unpublished} project product: Permanent. ~~Transfer to the National Archives when no longer needed for current operations.~~ offer to NARS 5 years after completion.
- (b) Other records: Hold 2 years and destroy.

NOTE: Working papers, including galley and page proofs, are not included and may be destroyed as nonrecord material when no longer needed for reference.

76A1. Contract reimbursement file. Documents accumulated in preparation for and arrangement of records management analysis and technical assistance to Federal, State, and local governments. Included are project proposals, contracts, and related records.

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

76A2 - 76A4. Reserved.

76A5. Project lists file. Documents accumulated in reflecting the status of reimbursable and nonreimbursable projects. Included are lists and related records.

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

*BS
8/21/77*

76A6 - 76A9. Reserved.

76A10. Reimbursable billing file. Documents accumulated in recording billing of accounts. Included are nonrecord 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 and recommending changes in records management systems for Federal, State, and local governments, regardless of whether such actions resulted from a formal or informal arrangement with the affected organization. Included are contracts, interagency agreements, project outlines, final reports, agency plans for systems implementation, copies of surveys, and related records.

Cut off after final report is published, hold 2 years, and retire. Destroy ~~after 10 additional~~ ^{when} years ~~old,~~

76A16. Records management program inspection file. Documents accumulated in records management program evaluations and in analyzing individual agency or Government-wide paperwork systems. Included are correspondence, final evaluation and followup reports, agency action plans, action plan briefing papers and appraisals, backup materials, and related reports.

OAD P 1820.2 CHGE

(a) Master set of reports. Permanent. Place in an inactive file upon completion of the report. Cut off the inactive file at the end of 5 years, hold 5 additional years, then ~~transfer to the National Archives~~ offer to NARS.

(b) All other documents. Cut off after final report is published, hold 5 years, and retire. Destroy after 10 additional years.

76A17 - 76A19. Reserved.

76A20. Standard and Optional 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.

Permanent. Place in an inactive file upon cancellation or discontinuance of the form. Cut off the inactive file at the end of ~~5~~ 5 years, hold ~~5~~ 5 additional years, then ~~transfer to the National Archives~~ offer to NARS.

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 notices, 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~~ 3 years, hold ~~3~~ 3 additional years, then ~~transfer to the National Archives~~ offer to NARS.

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.

Appendix 76-A

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 or obsolete.

76A41 - 76A44. Reserved.

76A45. Federal advisory committee management file. Documents accumulated and created in preparing, reviewing, clearing, and approving Government-wide annual reports to Congress for the President on Federal advisory committees. Included are agency inputs, clearance actions, transmittal memoranda, and related records.

Permanent. Cut off at the end of the fiscal year concerned, hold 5 years, then ~~transfer to the~~ offer to NARS, National Archives.

Appendix 76-A

5 and 6

CHAPTER 79. TECHNICAL SERVICES PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for files relating to the technical services program. These instructions are contained in appendix 79-A.
2. Reserved.

This appendix describes records created in providing and maintaining NARS preservation functions and internal personal property files and in providing agencies and the public with general information. The records are created in carrying out functions assigned in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 1800 - 1899 subject classification series.

Appendix 79-A. Technical Services Program Files

(Use reverse for LEFT PAGE)

1 and 2

Used on first page of order ONLY.

CHAP if a handbook page.

Insert OAD Form 1820-2 (Rev. 1-67) above for top on all odd pages with the exception of...

(Use reverse for LEFT PAGE)

FEDERAL BUREAU OF INVESTIGATION

OAD P 1820.2 CHGE

79A1. National Bureau of Standards (NBS) paper research file. Documents accumulated in the formulation and conduct of a reimbursable paper research program at NBS. Included are copies of research proposals, annual and semiannual reports, periodic project reports, interagency correspondence, and related records.

Permanent. Cut off after the project is completed and final reports are issued, hold 5 years, then ~~transfer to the National Archives.~~ offer to NARS.

79A2 - 79A4. Reserved.

79A5. Research laboratory file. Documents accumulated in recording the activities of the research laboratory. Included are program plans, work proposals, work schedules, laboratory work books, project status reports, and related records.

Permanent. Place in an inactive file upon completion, cancellation, or discontinuance of work. Cut off the inactive file at the end of 5 years, hold 5 additional years, then ~~transfer to the National Archives.~~ offer to NARS.

79A6 - 79A9. Reserved.

79A10. Residual thiosulfate test files. Documents created in performing hypo tests for other government agencies in accordance with FPMR 101-11.5. Included are copies of purchase orders, test samples, test reports, and related records.

Cut off annually, hold 3 years, and destroy.

79A11 - 79A14. Reserved.

79A15. Shrine vault file. Documents accumulated in the construction, maintenance, and operation of the Shrine Vault that provides the security of the Constitution and the Bill of Rights. Included are copies of construction contracts, drawings of electrical and mechanical details, periodic inspection reports, and related records.

Permanent. Place in an inactive file until the Shrine Vault becomes obsolete or no longer secure. Cut off the inactive file at the end of 5 years, hold 5 additional years, then ~~transfer to the National Archives.~~ offer to NARS.

79A16 - 79A19. Reserved.

Appendix 79-A

*Used on first page of order ONLY.

**CHAP if a handbook page.

***Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1

(See reverse for LEFT PAGE)

OAD P 1820.2 CHGE

79A20. Watermark files. Copies and samples of watermarks accumulated in the process of inspection, repair and preservation, and examination of questioned documents.

~~Permanent. Retain in the office of the
NARS-preservation officer files.~~

Destroy when no longer needed for reference.

6/31/77

Appendix 79-A