

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<b>NC 1-64-77-8</b>
DATE RECEIVED	<b>23 MAR 1977</b>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	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	<i>4-4-77</i> <i>James E. O'Neill</i> acting 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  
**Office of Federal Records Centers**

4 NAME OF PERSON WITH WHOM TO CONFER

Ronald L. Heise

5 TEL EXT  
724-1698

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 5 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	D SIGNATURE OF AGENCY REPRESENTATIVE	E TITLE	7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
<i>3/24/77</i>	<i>[Signature]</i>	Director, Records Disposition Division		<p align="center"><b>GENERAL RECORDS SCHEDULE 16 (Revised)</b></p> <p align="center"><u>Administrative Management Records</u></p> <p>The attached schedule superseded GRS 16, Administrative Management Records, approved in 1953, as revised.</p>		<i>22 items</i>

## GENERAL RECORDS SCHEDULE 16

Administrative Management Records

This schedule provides for the retention or disposal of certain records relating to administrative management activities in Federal agencies. These activities involve the direction and control of those staff and management improvement programs not under line personnel directing and controlling substantive operations and programs. They exclude records of operating personnel, budget, accounting, and printing functions, which are covered by other General Records Schedules, but include records of related specialized procedural and management staffs. Included within the scope of the schedule are the most frequently found files which are created in the course of organizational planning, development and simplification of procedures, records management activities, and administration of management improvement programs. General Records Schedule 1 (items 12 and 13) provide for the disposition of case files on individuals involved in incentive award and similar types of management improvement programs. Any records created prior to January 1, 1939, must be offered to the National Archives before applying these disposition instructions.

The organizational locations and titles of administrative management units vary from agency to agency. They may be scattered at numerous levels or locations, or may be centralized. For the purposes of this schedule and nomenclature standards set forth by the Senate Committee on Government Operations in Senate Report No. 245, 80th Congress, 1st session, are followed: the first organizational level within an agency is the bureau level, subordinate components are successively division, branch, section, and unit.

This schedule is based on the presumption that management activities are carried on by a specialized person or unit with at least division-wide and usually bureau-wide or agency-wide responsibilities or by a group of such persons or units in an agency, although its provisions are applicable to exactly comparable records of agencies without such formal assignments of responsibility. Many similar or comparable records created at lower organizational levels or in field offices vary so greatly in content, value, and arrangement that they are not covered by this schedule.

Because of the nature of the activities documented by administrative management records, a relatively large proportion of them are of continuing value. Files pertaining to a management program in a well defined area, such as reports management, consist primarily of detailed case files on each form or report and for a limited period of time are of administrative importance. Files of programs covering broader and more diverse fields, such as organizational planning studies, normally consist largely of project files, which are established for each separate problem assigned for investigation; the resulting case file is usually of continuing value in documenting the history of how the agency conducted its business. In

GENERAL RECORDS SCHEDULE 16

either event there is a residue of ephemeral materials. These may include working papers that do not have a direct bearing on the transaction, preliminary or intermediate drafts of documents and preliminary work sheets that do not represent significant basic steps in the preparation of final drafts, letters or memoranda of transmittal and acknowledgement, routing slips, and extra copies of documents.

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
1.	<p><u>Directive Case Files.</u></p> <p>Internal directives issued at the agency, bureau or division level.</p>	<p>Submit SF 115, Request for Records Disposition Authority.</p> <p>See item 10 of this schedule.</p>
2.	<p><u>Publications.</u></p> <p>Pamphlets, reports, leaflets, file manuals, or other published or processed documents, or the last manuscript report if not published, relating to management projects.</p>	<p>Submit SF 115, Request for Records Disposition Authority.</p> <p>See item 10.</p>
3.	<p><u>Records Disposition Files.</u></p> <p>Descriptive inventories, disposal authorizations, schedules and reports.</p>	<p>Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.</p>

Do not use for drawing changes.

GENERAL RECORDS SCHEDULE 16

ITEM NO.	<u>DESCRIPTION OF RECORDS</u>	<u>AUTHORIZED DISPOSITION</u>
	b. Extra copies and routine correspondence and memoranda.	Destroy when no longer needed for reference.
	c. Working papers and background material.	See item 10 of this schedule.
4.	<u>Forms Files.</u>	
	a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.	Submit SF 115, Request for Records Disposition Authority.
	b. Working papers, background materials, requisitions, specifications, processing data, and control records.	Destroy when related form is discontinued, superseded, or cancelled.
5.	<u>Management Improvement Reports.</u>	
	Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.	Submit SF 115, Request for Records Disposition Authority.
6.	<u>Records Holdings Files.</u>	
	Statistical reports of agency records holdings required by the General Services Administration, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.	Destroy when 3 years old.
7.	<u>Project Control Files.</u>	
	Memoranda, reports and other records documenting assignments, progress and completion of projects.	Destroy 1 year after the year in which the project is closed.
8.	<u>Reports Control Files.</u>	
	Case files maintained for each agency report created, cancelled or superseded.	Destroy 2 years after the report is discontinued.

Do not destroy for drawing check 1/10/74

GENERAL RECORDS SCHEDULE 16

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
9.	Superseded by item 4b of this schedule.	
10.	<p><u>Working Papers.</u></p> <p>Project background records such as studies, analyses, notes, drafts, and interim reports.</p>	<p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>
11.	<p><u>Records Management Files.</u></p> <p>Reports, correspondence, authorizations, techniques and related records concerning the development and improvement of the management of records in the agency. Includes the management of files, forms, correspondence, mail, reports, microfilm, automatic data processing, vital records, and related records not covered elsewhere in this schedule.</p>	<p>Destroy when 6 years old.</p>
12.	<p><u>Committee and Conference Records.</u></p>	
	<p>a. Records relating to establishment, organization, membership and policy.</p>	
	<p>(1) Interagency, advisory or international committees.</p>	<p>Submit SF 115, Request for Records Disposition Authority.</p>
	<p>(2) Internal committees.</p>	<p>Destroy 2 years after termination of committee.</p>
	<p>b. Records created by committees.</p>	
	<p>(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.</p>	

Use broken line for drawing change lines.

GENERAL RECORDS SCHEDULE 10

ITEM NO.	DESCRIPTION OF RECORDS	AUTHORIZED DISPOSITION
	(a) Records of the sponsor or Secretariat.	Submit SF 115, Request for Records Disposition Authority.
	(b) All other copies.	Destroy when 3 years old or when no longer needed for reference.
	(2) All other committee records.	Destroy when 3 years old or when no longer needed for reference.
13.	<u>Organizational Records.</u>	
	Official organization charts, narrative histories, and related records which document the organization and functions of the agency.	
	a. Record copy.	Submit SF 115, Request for Records Disposition Authority.
	b. All other copies.	Destroy when superseded or obsolete.

Use bracket line for drawing change lines.