

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NC 1 137 77 2	
DATE RECEIVED 8 MAR 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
3-9-77 Date	<i>James B. Blood</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

Federal Supply Service

3. MINOR SUBDIVISION

Printing and Publications Management

4. NAME OF PERSON WITH WHOM TO CONFER

Raymond 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 3 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 3-3-77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> Michael G. Barbour	E. TITLE Chief, Records Management Branch (RRAR)
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	Files descriptions and proposed changes to disposition authorizations are contained in the attached chapter of the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). Chapter 17, Printing and Publications Management Program Files	NN168-89 NN173-42	

16 items

Dist to all ARL, agency & NARS staff plus

OAD P 1820.2 CHGE

Central Office: Hold 3 years and retire. Destroy after 5 additional years.

Regional offices: Hold 1 year and destroy.

Files relating to plants not established:

Cut off at the end of fiscal year following disapproval.

Central Office: Hold 3 years and retire. Destroy after 5 additional years.

Regional offices: Hold 3 years and destroy.

17A11 - 17A14. Reserved.

17A15. Plant operation planning. Documents accumulated from studies and plans designed to improve plant layout, printing and duplicating services, procurement, equipment, costing, and administrative operations. Included are studies, project plans, recommendations, and related records.

Cut off at end of fiscal year following completion of project or study, hold 3 years, and destroy.

17A16 - 17A19. Reserved.

17A20. Plant inspections. Documents accumulated from inspecting GSA printing plants and duplicating facilities for the purpose of recommending or directing actions to increase efficiency and reduce cost of operations. Included are inspection reports, recommendations, and related records.

Cut off annually following completion of next comparable inspection, hold 1 year, and destroy.

17A21 - 17A24. Reserved.

17A25. Printing plant folders. Documents accumulated in offices responsible for printing plant and duplicating facility operations that relate to specific plants or facilities and cannot logically be filed with other files described elsewhere in this chapter. These files are usually arranged by printing plant or duplicating facility number.

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

17A26 - 17A29. Reserved.

* GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

17B1. Publications management studies. Documents created in the study and evaluation of publication operations, systems, procedures, and equipment for the purpose of developing and installing improvements. Included are studies and survey reports, plans, project reports, and related records.

* SUBJECT Cut off at end of fiscal year following completion of the study, hold 2 years, and retire. Destroy after 5 additional years.

17B2 - 17B4. Reserved.

17B5. Publication cases. Documents providing a complete history of the development (insofar as printing techniques are concerned), consideration of necessity, approval, publication, distribution, and cost of each publication. Included are justifications, approvals, cost statistics for publications and reprints, documents reflecting copy requirements, and related records.

Cut off at end of fiscal year following cancellation of publication, hold 1 year, and retire. Destroy after 4 additional years.

NOTE: Excluded are "Instruction files" described in app. 9-C of this handbook.

17B6. Stationery master copies. Master copies of stationery published by or procured through GSA.

Destroy when revised or discontinued.

17B7 - 17B9. Reserved.

17B10. Distribution lists. Documents accumulated in the establishment and maintenance of automatic distribution and specific purpose mailing lists for distribution of GSA publications. Included are authorizations to establish lists, announcements of intent to establish lists, requirement requests and changes thereto, requests for inclusion on lists, and related records.

Destroy when superseded, canceled, or obsolete.

17B11. Reports file. Documents accumulated and forwarded monthly to the appropriate accounting center for a report of materials and supplies on hand and supply expenses.

Cut off annually, hold 1 year, and destroy.

17B12 - 17B14. Reserved.

17B15. Withdrawn by CHGE

* Distribution Center Appendix 17-B NUMBER in box ** PAR

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