

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

LEAVE BLANK	
JOB NO <b>NC 1 137 78 1</b>	
DATE RECEIVED <b>23 JAN 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>1-24-78</i> <i>James E. O'Neil</i> Date 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

Federal Supply Service

3. MINOR SUBDIVISION

Self-Service Store

4. NAME OF PERSON WITH WHOM TO CONFER

Ray 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 7 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
<u>1-19-78</u>	<i>Michael H. Barbour</i>	Chief, Records Management Branch

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Changes to files descriptions and dispositions contained in the enclosed chapter 64-A to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).	NN-171-104 Items 64A1 chw 64A125	<i>29 items</i>

*Sent to agency, NCW- and all FRC's - 1/26/78 P*

This appendix provides descriptions of and maintenance and disposition instructions for files created in operating self-service stores established to provide common-use merchandise and merchandise ordering assistance to authorized agencies and entities. These files are accumulated as a result of responsibilities set forth in the GSA Organization Manual (OFA P 5440.1) and pursuant to the provisions of orders and handbooks in the 2900 subject classification series.

Appendix 64-A. Self-Service Store Program Files

64A1. Store general files. Documents relating to self-service store items, services, and operations in general, exclusive of specific files described elsewhere in this chapter. Included are quality complaints, inquiries, and related records.

Cut off annually, hold 2 years, and destroy.

64A2 - 64A4. Reserved.

64A5. Store establishment files. Documents relating to the organization, expansion, relocation, or discontinuance of the store.

Destroy on discontinuance of the store; earlier destruction may be authorized by Central Office.

64A6 - 64A9. Reserved.

64A10. Store visits files. Documents related to scheduling, conducting, reporting on, and following up on recommendations made as a result of staff visits to self-service stores. Included are schedules, visit notifications and arrangement documents, visit reports, follow-up actions, and related records.

Cut off annually, hold 2 years, and destroy.

64A11 - 64A14. Reserved.

64A15. Store identification badge files. Documents accumulated in issuing and controlling the issue of identification badges to self-service store employees.

Destroy on separation or transfer of the employee, or when badge is superseded or obsolete.

64A16 - 64A19. Reserved.

64A20. Shopping plate controls. Documents relating to the control and use of self-service store shopping plates, such as reports and lists of lost, misplaced, and found plates; correspondence; and related records.

Lists: Destroy when superseded or no longer needed.

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

64A21 - 64A24. Reserved.

64A25. Catalog change listings. Computer listings, self-service item records, and related records used to change cataloging data pertinent to store items; change selling prices, units of issue, and stock numbers of store items; or accomplish other required changes.

Destroy when changes have been posted.

64A26 - 64A29. Reserved.

64A30. Store purchase case files. Case files created at stores delegated the authority to make local purchases. Included within these files are purchase orders, orders for supplies and services, quotation requests, and similar records, exclusive of imprest fund files described in ch. 16.

Place in inactive file on delivery and acceptance of all materials or services or on cancellation of the order, hold 3 years, and destroy.

64A31 - 64A34. Reserved.

64A35. Store order/replenishment files. Documents accumulated in ordering and maintaining replenishment data on items stocked by the store. Included are order cards, replenishment record cards, and related documents. (Order cards are withdrawn and forwarded for supply action when replenishment is required.)

Cards for discontinued items: Withdraw and destroy on discontinuance of item.

Cards for replaced items: Attach old card to new replenishment record card for 1 year or until an economic order quantity (EOQ) is established, then destroy old card.

64A36 - 64A39. Reserved.

64A40. Purchase/replenishment registers. GSA purchase forms, including documents used to record and control numbers assigned to all store purchase and replenishment actions.

Cut off annually, hold 3 years, and destroy.

64A41 - 64A44. Reserved.

64A45. Multi-item order files. Standard Form 344, Multiuse Standard Requisitioning/Issue System Document, including related records, used in ordering more than one line item.

Cut off annually following reconciliation of annual inventory, hold 2 years, and destroy.

64A46 - 64A49. Reserved.

64A50. Due-in files. Copies of GSA Form 1348-1, Single Line Item Release/Receipt Document, or equivalent, mailed to notify store of shipment and then suspended by the store pending receipt of shipment.

Withdraw and destroy due-in files upon verification of the merchandise received with the GSA Form 3000, Manifest-GBL/Continuation Sheet.

64A51 - 64A54. Reserved.

64A55. Shipment status card files. Punched card used by the control activity to inform the store of the supply or shipment status of an order. Included are shipment status cards, summary cards, or similar cards.

Withdraw and destroy on receipt of an updated status card or receipt of the merchandise or on verification with the GSA Form 3000.

64A56 - 64A59. Reserved.

64A60. Quarterly demand listings. Listings reflecting merchandise demand (issue) activity and used for item stocking and inventory management purposes by store managers.

Destroy on receipt of the next listing.

64A61 - 64A64. Reserved.

64A65. Store receiving files. Packing list copies of receiving reports, copies of discrepancy in shipment reports, and related records accumulated in receiving store merchandise.

GSA Form 1348-1 (except Parcel Post): Destroy after checking in merchandise unless needed to support in-shipment report or when used in place of a GSA Form 3000.

GSA Form 1348-1 for Parcel Post, GSA Form 3000, and related records: Cut off at the end of the inventory period, hold 1 year, and destroy.

64A66 - 64A69. Reserved.

64A70. Out-of-balance listing files. Listings, including related records, reflecting out-of-balance manifests.

Destroy on completion of reconciliation action and the receipt of the next listing.

64A71 - 64A74. Reserved.

64A75. Store GBL files. Memorandum copies of Government bills of lading (GBL), including discrepancy in shipment reports and related records for shipments received by the store.

Cut off annually, hold 1 year, and retire. Destroy after 3 additional years.

64A76 - 64A79. Reserved.

64A80. Store item files. Documents created in requesting or commenting on the addition or deletion of, in the testing of, and in taking other actions (not referred to elsewhere in this chapter) in connection with items carried in the store. Included are requests, comments, test documents, and related records.

Cut off annually, hold 2 years, and destroy.

64A81 - 64A84. Reserved.

64A85. Price cards. Documents, normally cards, used to provide a ready reference to the prices of store items, particularly items too small to be individually marked.

Destroy cards or documents when canceled, obsolete, or when item is discontinued.

64A86 - 64A89. Reserved.

64A90. Inventory card files. GSA Form 2052, Inventory Card (Self-Service Store), used to maintain identification and inventory data on each item stocked in the store.

Withdraw and destroy on completion of reconciliation action.

64A91 - 64A94. Reserved.

64A95. Store stock disposal files. Documents created in requesting disposition instructions on and taking action in connection with the transfer or disposal of stock unsuitable or unneeded for issue. Included are copies of property transfer authorizations, reports of excess property, disposal instructions, and related records.

Cut off annually, hold 3 years, and destroy.

64A96 - 64A99. Reserved.

64A100. Store inventorying files. Documents related to planning, scheduling, conducting, and following up on inventories to reconcile store property accounting records with the physical inventory on hand. Included are inventory schedules and notifications, inventory monitor designations, certified inventory listings, property writeoff documents, board of survey reports, and related records.

Cut off annually, hold 3 years, and destroy.

64A101 - 64A104. Reserved.

64A105. Transaction summary files. Documents created in reporting summarized information on all stock increases, decreases, and other transactions. Included are transaction summaries, sales slips, credit memos, retained register tapes, price change listings, and related records.

Cut off annually following expiration of the applicable inventory period, hold 3 years, and destroy.

64A106 - 64A109. Reserved.

64A110. Messenger delivery registers. Registers used to record and control store transmittals normally delivered by bonded messengers to the GSA Accounting Division or other places.

Destroy 1 year after register book or sheet is filled.

64A111 - 64A114. Reserved.

64A115. Messenger receipts. Receipts for store transmittals given to and normally retained by messengers.

Destroy after 90 days.

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64A116 - 64A119. Reserved.

64A120. Catalog order desk files. Documents accumulated by catalog order desks in assisting customer agencies in ordering merchandise not available in the store or in quantities larger than handled by the store. Included are copies of requisitions and orders, correspondence, and related records.

Cut off annually, hold 1 year, and destroy.

64A121 - 64A124. Reserved.

64A125. Store layout files. Drawings, photographs, and related documents describing and depicting store layouts.

Destroy when superseded or obsolete.