

FEDERAL ENTITY CEASED OPERATIONS

Schedule Number: NC-174-000103

Federal entities may cease operations when they are established as a temporary entity, are abolished, or functions are transferred to state or local government or private control.

Description:

On December 30, 1969, Public Law 91-181 (83 Stat. 838) established the Cabinet Committee on Opportunities for Spanish-Speaking People to replace the Inter-Agency Committee on Mexican-American Affairs (IACMAA). The Cabinet Committee on Opportunities for Spanish Speaking People was terminated on December 30, 1974.

Date Reported: 06/22/2020

FEDERAL ENTITY CEASED OPERATIONS

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 220

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT) Spanish Speaking People,
Cabinet Committee on Opportunities for

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
George Upshaw

5. TEL. EXT.
382-2533

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED <u>11/20/73</u> NC	JOB NO. <u>184-103</u>
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 "with-drawn" in column 10.	
<u>1-4-74</u> Date	<u>James B. Rhoads</u> Archivist of the United States

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

11-9-1973

(Date)

George Upshaw
(Signature of Agency Representative)

Office Serv. Spec.

(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Records to be disposed are described in Chapter V111 "RECORDS CONTROL SCHEDULE" of RECORDS CONTROL MANUAL for Cabinet Committee on Opportunities for Spanish Speaking People.</p> <p>CCOSSP wishes to dispose of the agency records as outlined in the "RECORDS CONTROL SCHEDULE" in order to remove inactive records so that costly office space may better utilized.</p> <p>Inclosed are three copies of CHAPTER V111 RECORDS CONTROL SEHEDULE.</p>		

76 items

CHAPTER VI

SELECTING SAMPLE CONTRACT/PROJECT/PROGRAMS AND/OR GRANT CASE FILES

- A. Purpose: A history of the Cabinet Committee on Opportunities for ~~Spanish Speaking~~ People would be incomplete without a record of the activities of Contractors, Projects, Programs and Grantees. Therefore, it is necessary to preserve those papers which reflect these activities. However, not all Contract/Project/Programs and/or Grant case files need be preserved permanently in order to have an accurate picture of the procedures, goals, operations, accomplishments, and failures of projects, contractors and grantees. Select sample Contract/Project/Programs and/or Grant case files chosen judiciously and maintained permanently, will contain the necessary historical information.
- B. Responsibility: The Division Director in the Office of Administration, is responsible for insuring that sample case files are selected and maintained permanently. The Chiefs of each Division which administer Contracts/Projects/Programs/ and/or Grants, participate in the selection of sample cases to insure that all the selection criteria are completely and accurately met.
- C. Selection Criteria: Select Contract/Project/Programs and/or Grant case files ~~which~~ which
- (1) Serve as an example of a particular program (e.g.) Project BETA).
 - (2) Result in developments of political and historical significance.
- Sample case files should amount to no more than 3% of the total number of case files.
- D. Procedure: At the end of every other fiscal year, Contract/Project/Programs and/or Grant case files on which the final decision has been made or phased out, e.g. Educational Projects, are removed from the active file and placed in the inactive file. Two years later, the Director of Management will meet with the Chiefs of the Divisions which administer Contracts/Projects/Programs and/or Grants to select the cases that have archival value and are to be retained permanently. At this time those cases selected for ~~permanent~~ retention should be separated in the inactive file and filed separately.

A SF 115 (See Exhibit D) should be prepared to formally request for authority to dispose of COSSP records.

CHAPTER VIII
RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
1. <u>Administrative Services</u> Records relating to services needed to administer COOSSP. Included are records relating to ADP, Civil Defense and Emergency Preparedness, space, and travel.	1. At the end of every other fiscal year.	1. 1 year after file break.	1. DESTROY 4 years after file break. <u>DISPOSAL APPROVED</u>
2. Mailing lists and related materials.			2. DESTROY when updated list is prepared or received. <u>DISPOSAL APPROVED</u>
3. Procurement Requests.	3. Place in inactive file on final payment. Break inactive file at the end of every other fiscal year.	3. 2 years after file break.	3. DESTROY 5 years after file break. <u>DISPOSAL APPROVED</u>
4. Requisitions for Printing.		<u>DISPOSAL APPROVED</u>	4. DESTROY when costs estimates are no longer needed.
5. Telephone Statements and Tollslips.		<u>DISPOSAL APPROVED</u>	5. DESTROY 4 years after period covered by SCHEDULE related account.
6. Backup Information for Reports and Papers.		<u>DISPOSAL APPROVED</u>	6. DESTROY 1 year after information is consolidated in report paper.

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
<p>7. <u>Budget and Fiscal</u> (See Footnote on page 24*). Records relating to the preparation and presentation of the budget which show agency policy and procedure and reflect expenditures policies for agency programs.</p>	<p>7. At the end of every other Fiscal Year.</p>		<p>7. <u>PERMANENT.</u> Offer to National Archives 1 year after file break. <small>DISPOSAL NOT APPROVED SCHEDULE</small></p>
<p>8. Accounting lists of non expendable property showing depreciation and documents on the acquisition and inventory of property.</p> <p>(a) Originals</p> <p>(b) Copies.</p>	<p>8.</p> <p>(a) At the end of every SCHEDULE 1 fiscal year.</p> <p>(b) At the end of every SCHEDULE 1 fiscal year.</p>	<p>8.</p> <p>(a) 1 year after file break. <small>DISPOSAL APPROVED</small></p> <p>(b) <small>DISPOSAL APPROVED</small></p>	<p>8.</p> <p>(a) DESTROY 4 years after file break.</p> <p>(b) DESTROY 2 years after file break. <small>SCHEDULE</small></p>
<p>9. Payroll records (such as SF 1125 and SF 1126) used in General Accounting Office audits.</p>	<p>9. At the end of every SCHEDULE 1 other fiscal year.</p>	<p>9. 1 year after file break. <small>DISPOSAL APPROVED</small></p>	<p>9. DESTROY 2 years after audit of related pay records by the General Accounting Office.</p>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
10. Periodic reports on the status of appropriation Accounts and Apportionments.	10.	10.	10.
(a) End of fiscal year report.	(a) At the end of 3rd fiscal year.	DISPOSAL NOT APPROVED	(a) PERMANENT. Offer to National Archives when no longer needed by COOSSP.
(b) Back up reports.	(b) At the end of every SCHEDULE 1 year after file break.	DISPOSAL APPROVED	(b) DESTROY 4 years after file break.
11. Bonds and Contributions.	11.		11.
(a) Authorization for purchase of Bonds, Request for Reissuance or Cancellation of Bonds, Notice of Returned Bonds, Claim for Loss of Bonds Stolen or Destroyed and Request and Authorization for Voluntary Allotment UGF.		DISPOSAL APPROVED	(a) DESTROY when superseded by new card of separation of employee. Upon transfer, forward card to new agency.
(b) Bonds registration form and request for issuance of U.S. Bonds.	(b) At the end of every fiscal year.	DISPOSAL APPROVED	(b) DESTROY 2 years SCHEDULE after file break.
12. Employee Payroll Status and Activity Reports.		DISPOSAL APPROVED	12. DESTROY 1 year after report to Census.
13. Payroll Earning Register.	13. At the end of every SCHEDULE fiscal year.	DISPOSAL APPROVED	13. DESTROY 3 years after file break.

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
14. Individual Earning History	14. At the end of every fiscal year.	14. 3 years after file break transfer to FRC, St. Louis, Mo. (See Chapter <u>II</u>).	14. Not authorized by this schedule. See GAO Records Retention and Disposal Schedule No. 5, Item 1.
15. Check Issue Listing.	15. At the end of every other fiscal year.	<u>DISPOSAL APPROVED</u>	15. DESTROY 3 years after file break.
16. Retirement reports including Register of Separation and Transfer and W-2 Summary Check List.	16. At the end of fiscal year.	16. 1 year after file break.	16. DESTROY 4 years after file break. <u>DISPOSAL APPROVED</u>
17. Administrative reports, correspondence and data relating to payrolling operations and pay administration.	17.	17.	17.
(a) Reports, correspondence and data used for workload and personnel management purposes.	(a) At the end of every fiscal year.	<u>DISPOSAL APPROVED</u>	(a) DESTROY 2 years after file break.
(b) All other reports and data.	(b) At the end of every fiscal year.	<u>DISPOSAL APPROVED</u>	(b) DESTROY 4 years after file break.

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
18. Original obligating documents including vouchers, schedules, invoices, and other papers documenting the collection and disbursement of agency funds.	18. Place accounts which are closed in inactive file. Break inactive file at the end of every fiscal year.	18. 3 years after file break. (See Footnote on Page 24 *).	18. Not authorized by this schedule. Transfer to FRC as GAO Records DISPOSAL NOT APPROVED
19. Copies of obligating documents including vouchers, schedules, invoices, and other papers documenting the collection and disbursement of agency funds.	19. At the end of every fiscal year.		19. DESTROY 3 years after file break. DISPOSAL APPROVED
20. General account ledgers and allotment records including those used as internal control and showing total depreciation.	20. At the end of every fiscal year.	20. 1 year after file break.	20. DESTROY 10 years after file break. DISPOSAL APPROVED
21. Records used as posting and control media, but subsidiary to the general and allotment ledgers.	21. At the end of every fiscal year.		21. DESTROY 3 years after file break. DISPOSAL APPROVED

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
22. Records relating to the availability, collection, custody, and deposit of funds, including appropriation warrants (other than records covered by Item 18).	22. At the end of every fiscal year.		22. DESTROY 3 years after file break. <u>DISPOSAL APPROVED</u>
23. General Accounting office notices of exception (formal or informal) and related correspondence.		DISPOSAL APPROVED	23. DESTROY 1 year after exception as reported as cleared by the General Accounting Office.
24. Allotment records showing status of obligations and allotments under each authorized appropriation.	24. At the end of every fiscal year	24. 1 year after file break	24. Destroy 10 years after file break. <u>DISPOSAL APPROVED</u>
25. Administrative correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	25. At the end of every fiscal year.	25. 1 year after file break	25. DESTROY 2 years after file break. <u>DISPOSAL APPROVED</u>
26. Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	26. At the end of every fiscal year. ;		26. DESTROY 2 years after file break. <u>DISPOSAL APPROVED</u>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>27. Freight records consisting of copies of export certificates, transit certificates demurrage car record books, shipping documents pertinent to freight classification, copies of Government or Commercial bills of lading, storage and demurrage reports, and all supporting documents including files relating to the shipment of household effects.</p>	<p>27. At the end of every fiscal year.</p>		<p>27. DESTROY 3 years after file break.</p> <p><u>DISPOSAL APPROVED</u></p>
<p>28. Freight records relating to the Administration of Government Losses in Shipment Act, consisting of schedules of valuables shipped and related papers and reports.</p>	<p>28. At the end of every fiscal year.</p>		<p>28. DESTROY 3 years after file break.</p> <p><u>DISPOSAL APPROVED</u></p>
<p>29. Passenger transportation records, consisting of memorandum copies of vouchers (Standard Form 1171a), memorandum copies of transportation requests (Standard Form 1169a), travel authorizations, transportation request registers, and all supporting papers.</p>			

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
29. (Con't)	29. (Con't)		29. (Con't)
(a) Issuing Office memorandum copy.	(a) At the end of every fiscal year.	DISPOSAL APPROVED	(a) DESTROY 3 years after file break.
(b) Obligation copy, if different from copy in 3a.		DISPOSAL APPROVED	(b) DESTROY when funds are obligated.
(c) Unused ticket redemption forms.		DISPOSAL APPROVED	(c) DESTROY when administrative needs have been satisfied.
30. Passenger transportation records pertaining to reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, transportation requests, hotel reservations and all supporting papers relating to official travel of officers, employees, dependants, or others authorized to travel by law (exclusive of records covered by Item 29.	30.		30.
(a) Travel administrative unit copies.	(a) Break file every 2 years.	DISPOSAL APPROVED	(a) DESTROY 3 years after file break.
(b) Obligation Copies.		DISPOSAL APPROVED	(b) DESTROY when funds are obligated.

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
31. Records pertaining to travel and transportation not otherwise covered in this schedule, General Records Schedule 9.	31.		31.
(a) Correspondence, forms, and related papers pertaining to agency travel and transportation functions.	(a) At the end of every fiscal year.		DISPOSAL APPROVED (a) DESTROY 2 years after file break.
(b) Accountability records.	(b) At the end of every fiscal year.		DISPOSAL APPROVED (b) DESTROY 1 year after all entries on the records are cleared.
32. Work papers, cost statements, and rough data accumulated in preparation of annual budget estimates, including duplicates of papers included in file copies of budget estimated.	32. At the end of every fiscal year.		DISPOSAL APPROVED 32. DESTROY 1 year after file break.
<p>* Consult the GSA Liaison Division for disposal of duplicate folders and related papers pertaining to fiscal matters. Also coordinate with the GSA Liaison Division procedures for obtaining permission from GAO (See Part II Chapter I, Paragraph D) to transfer those OCSSP records that are not duplicated 1 year after file break. If permission is denied, hold in office and destroy 3 years after file break.</p>			

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<u>Personnel Records</u> (See Footnote on Page 27 *).			
33. Application for Employment.	33. At the end of every other fiscal year.	DISPOSAL APPROVED	33. DESTROY 6 months after file break.
34. Application for leave and supporting papers (Note: Applications for leave taken immediately prior to separation are placed in the Official Personnel Folder).	34. At the end of every calendar year.	DISPOSAL APPROVED	34. DESTROY 1 year after file break.
35. Change slips and change cards.	35. At the end of every fiscal year.	DISPOSAL APPROVED	35. DESTROY 3 years after file break.
36. Correspondence, letters and telegrams, offering appointments to potential employees.		DISPOSAL APPROVED	36. (a) DESTROY immediately, if appointment is accepted. (b) If appointment is declined, return to Civil Service Commission with reply and application, if name was received from Certificate of eligibles. If offered as a result of application for temporary or excepted appointment,

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
36. (Continued)			36. SCHEDULE (Cont.)
37. Duplicate individual personnel folders that include Notification of Personnel Action (SF-50) within grade notices and official correspondence. (Note: COOSSP Official Personnel folders for individual employees are maintained in the Personnel Office of GSA).	37. Upon separation of employee, consult the GSA Personnel Office for disposal of duplicate folder and related papers.	DISPOSAL APPROVED	file inside application and dispose of in accordance with provisions. See GRS Records Retention and Disposal Schedule No. Item 15. All others; DESTROY immediately. 37. DESTROY duplicate folders 3 years after separation, upon coordination of COOSSP's individual personnel folders with the GSA Personnel Office.
38. Federal and State Tax Exemption forms (w-4's and w-2's), Health Benefits Registration (SF-2810), Waiver of Life Insurance (SF-53), Designation of Beneficiary (SF-54), Authorization for Charitable Contribution cards.	38. Place superseded forms in inactive file. Break inactive file at the end of every calendar year.	DISPOSAL APPROVED	38. DESTROY 3 years after file break.

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
39. Position Descriptions.			39. DISPOSAL APPROVED (a) DESTROY one copye 5 years after position is abolished or description is superseded. DISPOSAL APPROVED (b) DESTROY other copies when position is abolished or description is superseded.
40. Time and Attendance Reports used for time, attendance, and leave.	40.		40.
(a) Reports submitted each pay period.	(a) At the end of every calendar year.		DISPOSAL APPROVED (a) DESTROY 3 years after file break.
(b) Copy of final card (1150) showing accumulated leave on separation (NOTE: Original 1150 is placed in the Official Personnel Folder)e	(b) At the end of every calendar.		DISPOSAL APPROVED (b)e DESTROY 3 yearse after file break.
* Official Personnel Folders are maintained in the Personnel Office of GSA, consult the GSA Personnel for disposal of duplicate folders and related paperse Those duplicate and related papers not pertinent to the GSA Official Personnel Office, destroy 3 years after separation.e DISPOSAL APPROVED			

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
41. COOSSP - Office of the Chairman. Records reflecting the mission, function, and operation of the COOSSP. Include 1 copy of each management issuance, i.e., Directives, Orders. Also includes records relating to congressional relations.	41. At the end of every other fiscal year.	SCHEDULE DISPOSAL NOT APPROVED	41. <u>PERMANENT.</u> Offer to National Archives when no longer needed by COOSSP
42. Chairman's Chronological and Reading Files.	42. At the end of every other fiscal year.	SCHEDULE DISPOSAL NOT APPROVED	42. <u>PERMANENT</u> Offer to National Archives when no longer needed by COOSSP
43. Chairman's General Correspondence files.	43. At the end of every other fiscal year.	SCHEDULE DISPOSAL NOT APPROVED	43. <u>PERMANENT.</u> Offer to National Archives when no longer needed by COOSSP
44. COOSSP - Records of the Executive Director that are not in duplication of the Office of the Chairman.	44. At the end of every other fiscal year.	SCHEDULE DISPOSAL NOT APPROVED	44. <u>PERMANENT</u> Offer to National Archives when no longer needed by COOSSP
45. COOSSP General Chronological Filestt	45. At the end of every other fiscal year.	SCHEDULE DISPOSAL APPROVED	45. DESTROY 2 years after file break.

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>46. Committees and Organizations records relating to COOSSP participation in conference and meetings - records includes minutes, agenda, reports and related papers.</p>	<p>46. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>46. <u>PERMANENT.</u> Offer to National Archives 1 year after file break.</p>
<p>47. Government Records relating to the COOSSP relationship with the Federal, State, and Local Government.</p>	<p>47. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>47. <u>PERMANENT.</u> Offer to National Archives 1 year after file break.</p>
<p>48. Legal and Legislative Records relating to Bills, Laws, legal opinions, decisions, congressional correspondence, testimony, resolutions, hearings, conference reports, amendments, and other papers relating to legislation affecting COOSSP. (Excluded from this item are those papers relating to Legislation accumulated in the immediate Office of the Chairman, See Item 44).</p>	<p>48. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>48. <u>PERMANENT.</u> Offer to the National Archives.</p>
<p>(a) Congressional Records.</p>		<p>DISPOSAL APPROVED</p>	<p>(a) Every 6 months DESTROY those not</p>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
48. (Con't)			48. (Con't)
		DISPOSAL APPROVED	relating to COOSS Those relating to COOSSP destroy at the end of each Congress.
(b) Miscellaneous Copies of Bills.		DISPOSAL APPROVED	(b) DESTROY at the end of each Congress.
49. Organization & Management Records relating to COOSSP organization and related assignment of functions to organizational units, delegations of authority, records management, improve- ment programs, surveys and studies.	49. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	49. PERMANENT Offer to the National Archives.
50. Correspondence with Staff Advisory Council Board Members for "COOSSP".	50. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	50. PERMANENT Offer to the National Archives.
51. Correspondence of non- policy nature.	51. At the end of every other fiscal year.	DISPOSAL APPROVED	51. DESTROY 2 years after file break.
52. Public Information Camera Copy of cover designs and small publications not printed by COOSSP.	52. At the end of every 5th fiscal year.	52. 2 years after file break. DISPOSAL APPROVED	52. DESTROY 5 years after file break.

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
53. Camera copy of "hoy" Newsletter.	53. At the end of every other fiscal year.	DISPOSAL APPROVED	53. DESTROY 1 year after file break.
54. Galley Proofs Publications.		DISPOSAL APPROVED	54. DESTROY when published.
55. COOSSP "Hoy" Newsletter, maintain <u>one</u> copy of each issue.	55. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	55. <u>PERMANENT.</u> Offer to the National Archives.
56. Manuscript Material submitted for publication.			56. (a) If material is <u>not</u> published return to author. (b) If published, DESTROY 6 months after publication.
57. COOSSP, Master Publication Files.	57. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	57. <u>PERMANENT.</u> Offer to National Archives.
58. Newspaper clippings concerning COOSSP or areas of interest to COOSSP.	58. At the end of every fiscal year.	DISPOSAL NOT APPROVED	58. <u>PERMANENT.</u> Offer to National Archives.
59. COOSSP Publications published by private organizations or translated into Foreign Languages. Maintain <u>one</u> copy of each publication.	59. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	59. <u>PERMANENT.</u> Offer to National Archives.

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
60. COOSSP Photographs Still photographs, (negatives and one positive print) Tape Recording, motion picture film (master negative and positive print) that reflect the functions and history of the Commission with related background material.	60. At the end of every other fiscal year.	DISPOSAL NOT APPROVED /	60. PERMANENT. Offer to National Archives SCHEDULE
61. COOSSP News Releases, maintain one copy of each with related background material.	61. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	61. PERMANENT. Offer to National Archives.
62. SCHEDULE Education Reorder Files including Reprints.		DISPOSAL APPROVED	62. DESTROY 3 to 6 months.
63. Request for Publications.	63. At the end of every other fiscal year.	DISPOSAL APPROVED	63. DESTROY at file break.
64. Speeches by key COOSSP Officials includes magazines and newspaper articles by key officials, maintain one copy of each.	64. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	64. PERMANENT. Offer to National Archives SCHEDULE
65. Bulky source material for possible use in "Education-Training", of the Spanish, Speaking Americans, non-record.		DISPOSAL APPROVED	65. Send to Library, interested agency, or destroy when no longer needed.

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
66. Training material developed by COOSSP for possible training of the "Spanish Speaking Americans," maintain one copy of each. Including COOSSP Internal Training relating to career development, leadership development and other programs.	66. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	66. PERMANENT. Offer to National Archives.
67. Automatic Data Processing (ADP) Records. Social Statistics. Master Files include magnetic media containing data created by the merging of prior master file with valid transaction data to create a new master file.			
(a) Cumulative social and demographic data concerning births, deaths, SCHEDULE 1 income taxes paid; social security accounts; employment information; SCHEDULE 1 enforcement, crime and civil disturbance, and other social indicators.		DISPOSAL APPROVED DISPOSAL NOT APPROVED	67. (a)(1) DESTROY after 3rd update cycle. (2) Maintain at the end of a program, last 3 tapes for PERMANENT retention. Offer National Archives.

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>67. (Con't)</p> <p>(b) Noncumulative data used to prepare reports covering a limited period of time.</p>		<p>DISPOSAL NOT APPROVED</p>	<p>67. (Con't)</p> <p><u>(b) PERMANENT.</u> Offer to National Archives.</p>
<p>68. <u>Program Development.</u></p> <p>These files document the Contracts, Projects, Programs and/or Grants of the COOSSP involvements SCHEMATIC of Research, Evaluation and Program Development. Presently underway are projects relating to accreditation, certification, planned variation curriculum development, community participation in development and implementation of projects and programs for the Mexicans, Puerto Ricans, Indians, Cubans and related Spanish Speaking Americans, Migrants, Parent and Child Centers, Nutrition, Health, Dental Care SCHEMATIC Prevention, Volunteer Services,</p>			

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>68. (Con't)</p> <p>Parent involvement and Social Services. Records documenting these activities, and similar activities undertaken in the future, will be maintained permanently. Records relating to the overall operations of SCHEDULE</p>	<p>68.</p> <p>(a) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.</p> <p>(b) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.</p>	<p>68.</p> <p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>	<p>68.</p> <p>(a) ⁽¹⁾ <u>PERMANENTLY retain sample case files (See Chapter VI).</u></p> <p>(2) Remainder of working case files DESTROY 6 years after file break.*</p> <p>(b) ⁽¹⁾ <u>PERMANENTLY retain sample case files (See Chapter VI).</u></p> <p>(2) Remainder of working case files SCHEDULE DESTROY 6 years SCHEDULE after file break.*</p>

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
68. (Con't)	68. (Con't)		68. (Con't)
(c) Community Action and Resource Development.	(c) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(c)(1) <u>PERMANENTLY retain</u> <u>sample case files</u> <u>(See Chapter VI).</u>
		DISPOSAL APPROVED	(2) Remainder of working case files DESTROY 6 years after file break.*
(d) Conditions and Environment.	(d) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(d)(1) <u>PERMANENTLY retain</u> <u>sample case files</u> <u>(See Chapter VI).</u>
		DISPOSAL APPROVED	(2) Remainder of working case files DESTROY 6 yearst after file break.*
(e) Employment - Labor-Training.	(e) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(e)(1) <u>PERMANENTLY retain</u> <u>sample case files</u> <u>(See Chapter VI).</u>
		DISPOSAL APPROVED	(2) Remainder of working case files DESTROY 6 years after file br.*

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
68. (Con't)	68. (Con't)		68. (Con't) SCHEDULE
(f) Human Development	(f) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(f)(1) <u>PERMANENTLY retain sample case files (See Chapter VI).</u>
		DISPOSAL APPROVED	(2) <u>Remainder of working case files DESTROY 6 years SCHEDULE after file break.*</u>
(g) Immigration - Naturalization	(g) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(g)(1) <u>PERMANENTLY retain sample case files (See Chapter VI).</u>
		DISPOSAL APPROVED	(2) <u>Remainder of working case files DESTROY 6 years SCHEDULE after file break.*</u>
(h) Minority Enterprise	(h) Place in inactive file when Contract/Project/Programs and or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(h)(1) <u>PERMANENTLY retain sample case files (See Chapter VI).</u>
		DISPOSAL APPROVED	(2) <u>Remainder of working case files SCHEDULE DESTROY 6 years SCHEDULE after file break.*</u>

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
68. (Con't)	68. (Con't)		68. (Con't)
(i) Program Coordination.	(i) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(i) <u>PERMANENTLY retain sample case files (See Chapter VI).</u>
		DISPOSAL APPROVED	(2) Remainder of working case files DESTROY 6 years after file break.*
59. Rejected or withdrawn Contract/Project/Programs and/or Grants case files.	69. At the end of every other fiscal year.	DISPOSAL APPROVED	69. DESTROY 1 year after file break.*
70. Program Evaluations - Grants Records relating to the letting and administering of grants or Contracts for the evaluation of COOSSP Programs. Includes Fiscal Reportst	70.		70.
(a) Sample of Historical and SCHEDULED FOR DISPOSITION significance.	(a) Place in inactive file when final action is completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(a) <u>PERMANENTLY retain sample case files (See Chapter VI).</u>
		DISPOSAL APPROVED	(b) <u>Remainder of working case files DESTROY 6 years after file break.*</u>

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
<p>70. (Con't)</p> <p>* Obtain permission from the GSA Agency Liaison Division (See Part II Chapter I, Paragraph D) to destroy working case files and those records requiring GAO permission pertaining to fiscal matters. If permission is denied, hold in office and destroy with remainder of working case files 6 years after file break, See: Disposition Schedule, Item 68.</p>			<p>DISPOSAL APPROVED</p>
<p>71. Program Development Projects. Narrative and Statistical reports on accomplishments, reports on studies, surveys, and audits, with related papers showing their inception, scope, procedure, and results.</p>	<p>71. At the end of every SCHEDULE other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>71. PERMANENT. Offer to SC National Archives.</p>
<p>72. Program Inspection Records relating to the review and inspection of COSSP programs including correspondence dealing with <u>complaints</u> about COSSP programs.</p>	<p>72. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>72. PERMANENT Offer to National Archives.</p>
<p>73. Research and Demonstration of Projects and Programs (excluding grant/contract case files).</p>	<p>73. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>73. PERMANENT. Offer to National Archives.</p>

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZ
74. Final Reports on Research and Program Development Projects. (a) Back-up reports.	74. At the end of every other fiscal year. (a) At the end of every other fiscal year.	DISPOSAL NOT APPROVED DISPOSAL APPROVED	74. <u>PERMANENT</u> . Offer to National Archives (a) DESTROY 4 years after file break.
75. Regional Support Records relating to the support, guidance, and direction given to the Regions by the COOSSP. Also include each Regional Director's correspondence file. NOTE: If the Regional records deal with a program of the office, then apply schedule for program records, i.e., Mental Care, Parent Involvement, etc.)	75. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	75. <u>PERMANENT</u> . Offer to National Archives
76. Regional Training Records relating to the development of training in the field.	76. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	76. <u>PERMANENT</u> . Offer to National Archives

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