

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO: GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO. N1-269-86-2	DATE RECEIVED 5-14-86
1. FROM (Agency or establishment) General Services Administration		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of Administrative Services		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3. MINOR SUBDIVISION Records and Forms Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Gladys G. Franklin	5. TELEPHONE EXT. 535-7974		
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 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 5/14/86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D. TITLE Chief, Records and Forms Management Branch	
7. ITEM NO.	8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN <i>(NARS USE ONLY)</i>
	<u>INFORMATION MANAGEMENT RECORDS</u> Records description and proposed disposition schedules are in the attached revised chapter 11 to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).		<i>1 item</i>

115-108 **5-12-87 Agency NNF**

DATE

OAD P 1820.2 CHGE

11A1. **Form registers (NC1-269-80-5).** Registers used to record and control the numbers and other identifying data assigned to each form.

Destroy when no longer needed.

11A2 - 11A4. **Reserved.**

11A5. **Forms case files (GSA agencywide forms, GSA forms numbered in the 6,000 thru 12,000 series, and GSA-issued standard and optional forms) (GRS 16/4a).** Case files created in analyzing, designing, evaluating and clearing GSA forms. Included are requests for management services, papers relating to the development of forms, drafts of directives prescribing forms, or written statements explaining their purpose, clearances, printed copies of each edition, forms status notices, camera copy, record of all actions taken, and related records.

a. Forms Management Branch: Place in an inactive file on cancellation of the form. Cut off the inactive file at the end of the year and retire to FRC. Destroy when 5 years old.

b. Other offices: Place in an inactive file on canceling of the form. Cut off the inactive file at the end of the year, destroy when 1 year old.

11A6. **Forms case files (regional forms) (NC1-269-80-5).** Numerical case files created during the analysis, design, clearance, and evaluation of regional forms. Included are requests for forms management services, papers relating to developing the forms, drafts of directives prescribing the forms or written statements explaining their purpose, clearances, printed copies of each edition of the form, forms action notices, current approved camera copy, record of all actions taken, and related records.

a. Information Management Branches: Place in an inactive file on cancellation of the form. Cut off the inactive file at the end of the year, destroy when 3 years old.

b. Other offices: Destroy on cancellation of the form.

11A7. **Forms case files (GSA one-time forms with form numbers containing "T" prefix) (NC1-269-80-5).** Numerical case files created during the analysis, design, clearance, and evaluation of GSA one-time forms. Included are requests for forms management services, papers relating to development of the forms, drafts of directives prescribing the forms or written statements explaining their purpose, clearances, printed copies of the form, forms action/status notices, current approved camera copy (composition copy or GPO proof), record of all actions taken, and related records.

a. Central Office: Cancel 6 months after development, unless otherwise indicated, destroy when 1 year old.

b. Information Management Branches: Cancel 6 months after development, unless otherwise indicated, destroy when 1 year old.

11A8 11A9. **Reserved.**

Appendix 11-A

11A10. **Forms classification files (NC1-269-80-5).** Central Office prescribed GSA, Standard, and Optional forms, and regional numbered forms (grouped by function) used in evaluating, simplifying, combining, or eliminating existing forms. Also used to preclude the creation of new forms that duplicate existing forms and other forms management actions.

Destroy individual forms when canceled or discontinued.

11A11 - 11A14. **Reserved.**

11A15. **Forms representative designation files (NC1-269-80-5).** Documents reflecting the designation of service and staff office forms liaison representatives. Included are letters of designation and related records.

Destroy when superseded by a new designation or when obsolete.

11A16 - 11A19. **Reserved.**

11A20. **Forms management activities (NC1-269-80-5).** Documents created in reporting accomplishments under the forms management programs, such as reports of savings realized in printing, handling, storing, and using forms; forms consolidated or eliminated; or similar forms management activities.

Cut off annually, destroy when 2 years old.

11A21 - 11A24. **Reserved.**

11A25. **Forms management training files (NC1-269-80-5).** Documents used in preparing and conducting training in forms management, including forms and format standards. Included are requests for training, arrangements, notifications, and number of people trained.

Cut off annually, destroy when 2 years old.

11A26 - 11A29. **Reserved.**

11A30. **Forms management training materials (NC1-269-80-5).** Documents relating to the preparation and use of training materials for forms management. Included are outlines, texts, handouts, training aids, and related records.

- a. Office preparing GSA-wide training materials: Destroy when superseded or obsolete.
- b. Information Management Branches: Destroy when superseded or obsolete.

11A31 - 11A35. **Reserved.**

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11B1. **Directives management surveys (NC1-269-80-5).** Documents accumulated in the surveying directives practices of the services, staff offices, and regions. Included are survey reports, replies, and related records.

Office responsible for directives management surveys: Destroy after the next comparable survey.

11B2 - 11B4. **Reserved.**

11B5. **Directives management training files (NC1-269-80-5).** Documents relating to conducting of training sessions in directives writing and format standards and related directives management subjects. Included are requests for, notifications of, and arrangements for training; number of people trained; and similar records.

Cut off annually, destroy when 2 years old.

11B6 - 11B9. **Reserved.**

11B10. **Directives management training materials (NC1-269-80-5).** Documents relating to the preparation and use of training materials on writing and format standards and other directives management subjects. Included are outlines, texts, handouts, training aids, and related records.

- a. Office preparing GSA-wide training materials: Destroy when superseded or obsolete.
- b. Information Management Branches: Destroy when superseded or obsolete.

11B11 - 11B14. **Reserved.**

11B15. **Federal Register liaison materials (NC1-269-80-5).** Documents accumulated as a result of GSA liaison with the Office of the Federal Register. Included are copies of GSA materials for inclusion in the U.S. Government Organization Manual, requests for additions to, deletions from, or copies of the Code of Federal Regulations, Federal Register, Weekly Compilation of Presidential Documents, Public Papers of the Presidents, or similar Federal Register publications, and related records.

Cut off annually, destroy when 3 years old.

11B16 - 11B19. **Reserved.**

11B20. **Directive masters binders** ^(NC1-269-80-5) Master binders or record, sets of external and internal directives maintained by Central Office and Regional office units clearing directives. Included are Federal Procurement Regulations superseded by Federal Acquisition Regulations; General Services Administration Procurement Regulations superseded by General Services Administration Acquisition Regulations; Federal Property Management Regulations; GSA bulletins, orders, notices, handbooks, and manuals; and miscellaneous external directives. A copy of each regional directive is included in the GSA master binder.

a. Central Office Directives Management Branch responsible for maintaining of the GSA master binders (GRS 16/1): Permanent. Offer to NARA when no longer needed for reference, in 5 year blocks when 20 years old.

b. Central Office service and staff offices responsible for maintenance of master binders (NC1-269-80-5): Destroy when no longer needed for reference.

c. Information Management Branches in regions (NC1-269-80-5): Destroy when no longer needed for reference.

11B21 - 11B24. **Reserved.**

11B25. **Directive case files (NC1-269-80-5).** Documents reflecting the preparation, review, clearance, and publication of directives, such as GSA materials submitted for the Federal Register, the CFR, and the U.S. Government Manual. Included are directive proposal brief; permissions for use of copyrighted material; clearance sheets; memorandums reconciling comments; comments of other Federal agencies, industrial firms, and professional groups; published directives; printing requisitions; and related records.

a. Central Office Directive Management Branch: One copy of each directive with background materials (exclusive of requisitions). Permanent. Cut off annually when superseded or canceled and retire to FRC. Offer to NARA 10 years after that.

b. Information Management Branches in regions: Cut off annually when superseded or canceled, hold 2 years, and retire to FRC. Destroy after 3 more years, except files containing copyright authorizations, which are to be destroyed after 56 years.

11B26 - 11B29. **Reserved.**

11B30. **Directive controls (NC1-269-80-5).** Documents used to control the numbering, processing, and distribution of directives. Included are directive number assignment cards, logs, registers, mailing list cards, or similar records.

Destroy when superseded or obsolete.

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NCI-269-20-5
11C1. **Records officer designations** (~~GRS-1611~~). Documents reflecting names and information about individuals designated to perform records management duties.

Destroy when superseded or obsolete.

11C2 - 11C4. **Reserved.**

NCI-269-20-5
11C5. **File plans** (~~GRS-1611~~). Documents retained by records management officials that reflect file categories, file subdivisions, and other information about the files accumulated at individual file stations. Included are file plans, record inventories, and related records.

Destroy on receipt of a revised plan or on discontinuance of the plan or the requirement.

11C6 - 11C9. **Reserved.**

NCI-269-20-5
11C10. **Disposition campaigns** (~~GRS-1611~~). Documents accumulated in planning, conducting, and providing special reports on records disposition drives or campaigns. Included are copies of orders or notices announcing and publicizing the campaigns, reports reflecting disposition accomplishments, and related papers, but not record volume and activity reports described elsewhere in this appendix.

Cut off annually following completion of the drive or campaign:

a. Records Management Branch: Cut off annually, hold 5 years or until completion of a subsequent campaign, whichever is sooner, and destroy.

b. Other offices: Destroy when 2 years old.

11C11 - 11C13. **Reserved.**

NCI-269-20-5
11C14. **Disposition instruction request files** (~~GRS-1613b~~). Documents (accumulated by records officers) relating to requests for changes or additions to, exemptions from, replies to, or similar actions applicable to official records maintenance and disposition instructions.

Cut off annually, destroy when 2 years old, except that exemption and special authorizations shall be destroyed when superseded, canceled, or obsolete.

NCI-269-20-5
11C15. **Disposition authorizations** (~~GRS-1613b~~). Documents created by the Records Management Branch in requesting authority from NARA and GAO for the disposal of records. Included are Standard Form 115, Request for Records Disposition Authority; clearances, including GAO clearances; and related records.

Destroy when superseded or obsolete.

11C16 - 11C19. **Reserved.**

NCI-269-80-5
11C20. **Records retirement** (~~GRS-16/3a~~). Documents created in retiring records to the National Archives or to Federal records centers. Included are Standard Form 135, Records Transmittal and Receipt; accession agreements; copies of approved disposal requests; and related records.

Destroy 2 years after all records listed therein have been destroyed or when no longer needed.

11C21 - 11C24. **Reserved.**

NCI-269-80-5
11C25. **Records donation and transfer** (~~GRS-16/3a~~). Documents created in reviewing, clearing, approving, and arranging for the donation of GSA records to organizations, institutions, and the transfer of records internally or between GSA and other Federal agencies. Included are requests or proposals for the donation or transfer of GSA records, clearance actions, approvals, and related records.

- a. Records Management Branch: Destroy 2 years after files are donated or transferred.
- b. Offices of records officers: Destroy 1 year after files are donated or transferred.

11C26 - 11C29. **Reserved.**

NCI-269-80-5
11C30. **Records maintenance and disposition reports** (~~GRS-16/6a~~). Documents accumulated in consolidating, reporting, and evaluating information on the volume of records on hand, retired, transferred, and destroyed. Included are reports and related records.

Cut off annually, hold 3 years in current files area, and destroy.

11C31 - 11C34. **Reserved.**

NCI-269-80-5
11C35. **Information management program surveys** (~~GRS-16/4a~~). Documents accumulated in auditing or surveying the supervision and execution of information management programs of Central Office and regional services, staff offices, or elements thereof. Included are survey or audit reports, replies and related records.

- a. Records Management Branch: Cut off annually following completion of the survey, hold 3 years in the current files area, and destroy.
- b. Other offices: Destroy after the next comparable survey or after 3 years, whichever is sooner.

NCI-269-80-5
11C36. **Information management project files** (~~NCI-269-80-5~~). Documents accumulated in planning, conducting, assisting in, reporting on, and taking other action in connection with information management projects and studies that do not result in the preparation of a directive or other instruction. Included are requests, coordinating actions, reports with recommendations, and related records.

Cut off annually following completion of the project or study, destroy when 3 years old.

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11C37 - 11C39. Reserved.

NCI-269-80-5
11C40. **File equipment and supplies (NCI-269-80-5)**. Documents created in the records management review of requests for file equipment and nonstandard supplies for the purpose of recommending approval or disapproval of supply action. Included are requests for equipment or supplies; approvals, disapprovals, and clearance actions, and other papers about specific items or equipment or supply.

Cut off annually, destroy when 2 years old.

11C41 - 11C44. Reserved.

11C45. **Records management training files (NCI-269-80-5)**. Documents relating to providing and conducting training in correspondence, mail, files, or other areas of records management. Included are requests for training and papers concerning arrangements, notifications, and number of people trained.

Cut off annually, destroy when 1 year old.

11C46 - 11C49. Reserved.

11C50. **Records management training materials (NCI-269-80-5)**. Documents relating to the preparation, clearance, and issuance of materials for use in correspondence, mail, files, or other records management training. Included are outlines, texts, handouts, training aids, and related records.

- a. Office preparing GSA-wide training materials: Destroy when superseded or obsolete.
- b. Office of records officers: Destroy when superseded or obsolete.

11C51 - 11C59. Reserved.

11C60. **Emergency operating records controls (NCI-269-80-5)**. Documents accumulated by records officers to control the identification, transmission, maintenance, and disposition of emergency operating records. Included are inventories not incorporated in handbooks and similar records.

Destroy when superseded or obsolete.

11C61 - 11C65. Reserved.

11C66 - 11C69. Reserved.

11C70. **Privacy Act general administrative files (GRS 14/20).** Documents created in implementation of the Privacy Act within the Agency. Included are GSA orders, notices, minutes of meetings, agenda, correspondence, and related records.

Cut off annually, hold 2 years, and destroy if no longer needed for administrative use.

Note.—Files that provide the basis for, or result in the preparation of a directive or other instruction, should be withdrawn and filed in 9C2; Instruction file, or forwarded to the directives clearance officer for inclusion in the official directives file, whichever is appropriate.

11C71 – 11C74. **Reserved.**

11C75. **Privacy Act reports files.** Documents accumulated in preparing reports and providing information relating to the implementation of the Privacy Act within the Agency. Included are one-time reports, feeder reports, annual reports to the Congress of the United States, the Office of Management and Budget, reports on new systems, letters canceling old systems, and related records.

a. Annual reports (GRS 14/29a): Office responsible for administration of the program within GSA. Permanent. Cut off annually; hold 5 years, and retire to FRC. Offer to NARA when 15 years old.

b. Other reports (GRS 14/29b): Cut off annually; destroy when 2 years old.

c. Other offices (NC1-269-80-5): Cut off annually; destroy when 2 years old.

11C76. **Reserved.**

11C77. **FOIA administrative files (GRS 14/20).** Documents relating to the implementation of the FOIA by GSA. Included are notices, routine correspondence, and related records.

Cut off annually; destroy when 2 years old. Earlier destruction is authorized if no longer required for administrative purpose.

11C78. **FOIA control files.** Documents maintained for control purposes in responding to requests. Included are registers and similar records listing date, nature of request, and name and address of requester.

a. Registers or listings (GRS ^{14/18a} ~~14/20~~): Destroy 5 years after date of last entry.

b. Other files: ^{CGAS 14/18a} Destroy 5 years after final action by GSA or after final adjudication by the courts, whichever is later.

11C79. **FOIA reports files.** Recurring reports and one-time information requirements relating to GSA's implementation of the Freedom of Information Act. Included are annual reports to the Congress and related records.

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a. Central Office (GRS 14/19): Permanent. Cut off annually; hold 5 years and retire to FRC. Offer to NARS when 15 years old in 5-year blocks.

b. Other offices (NC1 269-80-5): Cut off annually; destroy when 2 years old. If not required, earlier destruction is authorized.

11C80. **Information management studies.** Documents accumulated in planning, administering, conducting, assisting in, reporting on, and taking other action in connection with information management studies for developing, recommending, and assisting in the installation of improvements to paper-work operations, systems, procedures, and methods. Included are requests, coordinating actions, reports with recommendations, and related records.

a. Office responsible for conducting and clearing the study (GRS 16/14): Cut off annually; destroy when 5 years old.

b. Other offices (NC1-269-80-5): Hold 2 years and destroy.

11C81 11C84. **Reserved.**

11C85. **Micrographics project files** (^{NC1-269-80-5}). Documents accumulated in planning, conducting, and reporting on, micrographics projects and studies. Included are requests, coordinating actions, reports with recommendations, and related records.

Cut off annually following completion of the project or study, destroy when the related system no longer exist.

11C86 - 11C89. **Reserved.**

11C90. **Micrographics equipment (NC1-269-80-5).** Documents created in the management review of requests for micrographics equipment for the purpose of recommending approval or disapproval of supply action. Included are requests for equipment; approvals, disapprovals, and clearance actions; and other papers about specific items of equipment of supply.

Cut off annually; destroy when 2 years old.

11C91 11C94. **Reserved.**

11C95. **Information processing project files (NC1-269-80-5).** Documents created in planning, administering, conducting, assisting in, reporting on, and taking other actions in connection with information processing for developing, recommending, and assisting in the installation of information processing projects, systems, standards, procedures, and methods. Included are requests, coordinating actions, reports, standards, recommendations, and related records.

Cut off annually; destroy when 5 years old.

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~~11D1. Report management case files (GRS 16/8). Documents created in analyzing, approving, controlling, and canceling (a) individual internal GSA reporting requirements, (b) reporting requirements imposed on GSA by law, committees of the Congress, or other Federal departments and agencies, (c) reporting requirements imposed on the public sector by GSA, and (d) reporting requirements imposed on other Federal agencies by GSA. Included are requests for approval of reporting requirements, estimates of reporting costs, reporting instructions and supporting statements, clearances of other agencies, and related records.~~

~~Withdraw and place in an inactive file on discontinuance of the report. Cut off the inactive file at the end of the year, hold 2 years and destroy.~~

11D2 - 11D3. Reserved.

11D4. Federal Information Locator System Files (). Documents used to identify duplicate reporting requirements. Included are reference materials, OMB guidelines, the FILS User's Handbook, billings, the GSA/DOD interagency agreement, FILS checklists, and related records.

Destroy when no longer needed.

~~11D5. Reporting requirement registers (NC1-269-76-1). Documents used for a perpetual inventory of all reports issued under the reports management system. Included are cards, registers, sheets, or similar documents.~~

~~Withdraw and place in an inactive file on discontinuance of the reporting requirement or on revision of the reports control symbol. Cut off the inactive file at the end of the year, and destroy when no longer needed for controlling the assignments of new reports control symbols.~~

11D6 - 11D7. Reserved.

11D8. Reports Management General files (GRS 14/11). Documents created in administering the Reports Management Program. Included are annual reviews, evaluations, inventories, and related records.

Cut off annually, destroy when 2 years old.

11D9. Information Collection Budget (). Documents created in reporting to OMB the burden hours imposed on the public. Included are the annual information collection budget (ICB), quarterly followup reports to OMB, OMB guidelines, and related information.

Cut off annually, destroy when 3 years old.

Appendix 11-D