

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

*Rec'd. rec'd 8/24/80*

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

General Services Administration

2. MAJOR SUBDIVISION

Administrators Office

3. MINOR SUBDIVISION

Information Business Service, Legislative Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

R. Hershberger

5. TEL EXT

566-0673

LEAVE BLANK	
JOB NO.  NCL-269-80-12	
DATE RECEIVED September 11, 1980	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<u>4-18-83</u> Date	<i>Robert K. Ware</i> Archivist of the United States

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 19 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 <u>9/15/80</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>John C. Gonda Jr.</i>	E. TITLE Acting Chief, Records Management Branch
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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
	<p><u>Information, Business Service, Legislative Affairs and Congressional Relations, Federal Information Center, and State and Local Government Assistance Program Records.</u></p> <p>File descriptions and requested disposition authorizations are contained in the attached proposed changes to chapter 20, of the HB, GSA Records Maintenance and Disposition System.</p>	<p>NN168-107</p> <p>NN172-223</p>	<p><i>58 items</i></p>

5-107 *copy copy sent 9/24/80. NNI, NNF, NNB*

**MASS DATA CHANGE SHEET ATTACHED**

CHAPTER 20. INFORMATION, BUSINESS SERVICE,  
LEGISLATIVE AFFAIRS AND CONGRESSIONAL  
RELATIONS, FEDERAL INFORMATION CENTER,  
AND STATE AND LOCAL GOVERNMENT ASSISTANCE  
PROGRAM RECORDS

1. General. This chapter describes records relating to information, business services, legislative affairs and congressional relations, Federal information center and State and local government assistance programs. These instructions are contained in:

- a. Appendix 20-A. Information Program Records
- b. Appendix 20-B. Business Service Program Records
- c. Appendix 20-C. Legislative Affairs and Congressional Relations Program Records
- d. Appendix 20-D. Federal Information Center Program Records
- e. Appendix 20-E. State and Local Government Assistance Program Records

2. Reserved.

This appendix provides documentation, maintenance, and disposition instructions for information program records. The information program is concerned with assisting in the development of information and also involves the coordination and dissemination of information to the media and public. Information files are created pursuant to the provisions of GSA orders and handbooks in the 1035 subject classification series. Information records are accumulated in the Office of External Affairs, Office of the Administrator, in the Central Office and in the Office of External Affairs in each regional office. Related documents accumulated by other offices are not information program records. Instead, they pertain to the programs of the offices concerned and should be identified for filing in accordance with the appendixes of this handbook pertinent to the particular programs concerned.

20A1. News releases. Documents created by the releasing offices in coordinating and disseminating information to any public communications media, whether in written or verbal form. Included are drafts, clearance actions, copies of the formal news releases, and related records.

a. Central Office:

- (1) Final copy of published item. Permanent. Cut off annually, hold 3 years, and retire to FRC. Offer to NARS when 10 years old *in 5 yr. blocks.*
- (2) Other papers: Cut off annually, destroy when 3 years old.

b. Regional Office:

- (1) Final copy of published item. Cut off annually, destroy when 4 years old.
- (2) Other records: Cut off annually, destroy when 2 years old.

20A2 - 20A4. Reserved.

20A5. News release copies. News release copies of information which have been coordinated and released by another office of GSA performing the information program functions. In the Central Office, they include copies of regional office releases. In regional offices, they include Central Office releases and those of other regions.

Cut off monthly, destroy when 3 months old. However, earlier destruction is authorized.

20A6 - 20A9. Reserved.

20A10. Speeches. Documents created in the process of reviewing and clearing speeches given by GSA officials. Included are clearance actions, copies of the speeches, and related records.

- a. Speeches delivered by the Administrator, Deputy Administrator, Assistant Administrators, Commissioners, and the Archivist. Final copy (record set). Permanent. Cut off annually, hold 3 years, and retire to FRC. Offer to NARS when 10 years old *in 5 yr. blocks.*
- b. Other speeches: Destroy when 4 years old.

20A11 - 20A14. Reserved.

20A15. Information projects. Documents reflecting significant topics or happenings, but not documents required for filing in the news release files. These files are accumulated to provide a source of information for potential and actual news releases.

Cut off annually following completion or cancellation of the project, destroy when 1 year old. Earlier cutoff and destruction is authorized.

20A16 - 20A19. Reserved.

20A20. Dedications. Documents accumulated through participation in dedication ceremonies conducted by GSA and other agencies. Included are invitations extended to officials, papers relating to routine arrangements, copies of speeches, and related records.

Cut off annually, destroy when 4 years old.

20A21 - 20A24. Reserved.

20A25. Biographies. Biographical sketches, photographs, and related documents concerning leading personalities in GSA or non-GSA personalities of possible significance to GSA.

- a. Record set at Central Office: Permanent. Hold 2 years and retire to FRC. Offer to NARS when 10 years old *17 5 yr. blocks.*
- b. All other copies: Destroy when purpose has been served, the individual leaves GSA, or when no longer needed, whichever is appropriate.

20A26 - 20A29. Reserved.

20A30. Information requests. Documents accumulated in receiving and answering inquiries from the public for general information pertaining to GSA.

Cut off annually, destroy when 1 year old. Earlier cut off and destruction is authorized.

20A31 - 20A34. Reserved.

20A35. Employee news. Documents created to keep GSA employees currently informed of major accomplishments, changes, programs, plans, or information on personnel which may be of interest or value to the employees. Included are

newspapers, newsletters, or similar periodicals; papers used to submit articles or information for inclusion in the news; and related records.

- a. Record copies of the GSA News: Permanent. Cut off annually, hold 2 years and retire to FRC. Offer to NARS when 10 years old *in 5 yr. blocks.*
- b. Record copies of GSA regional employee news publications: Permanent. Cut off annually, hold 2 years and retire to FRC. Offer to NARS when 10 years old *in 5 yr. blocks.*
- c. All other Central Office files: Cut off annually, destroy when 1 year old.

20A36 - 20A39. Reserved.

20A40. Annual report to the Congress. Documents accumulated in collecting and compiling summary data on GSA activities and achievements for, and in preparation of, the Administrator's annual report to the Congress. Included are copies of feeder reports or supporting case files, record copies of the published reports, and related records.

~~a. Record copy of the published report: Permanent. Cut off annually, hold 5 years, and retire to FRC. Offer to NARS when 15 years old.~~

~~b. Other records: Cut off annually, destroy when 5 years old. (Record copy received by NARS for permanent retention from GPO).~~

- a. *Unpublished Reports. PERMANENT, offer to NARS when 5 yrs. old.*
- b. *Published Reports, Printed and distributed by GPO. Destroy when no longer needed for reference.*
- c. *Background Materials. Cutoff annually. Destroy when 5 yrs. old.*

*Account for  
Retention  
2/1/83*

This appendix provides documentation, maintenance, and disposition instructions for business service program records. Business service program records are accumulated as a result of developing and executing plans, policies, and procedures to maximize interest and participation in GSA procurement and disposal programs. Business service program files are created pursuant to the provisions of GSA orders and handbooks in the 1010 subject classification series. They are accumulated at the Central Office by the Office of Industry and Customer Relations, Office of the Administrator, and its counterparts in the regional offices. Related documents accumulated by other offices are not business service program files. Instead, they pertain to the programs of the offices concerned and should be identified for filing in accordance with the appendixes of this handbook pertinent to the particular programs concerned.

20B1. Contracting service. Copies of documents created in furnishing contracting services to business concerns and which are not returned to contracting offices with bids and related records. Included are copies of bid abstracts, tabulations, and related records.

Cut off annually, destroy when 1 year old.

20B2 - 20B4. Reserved.

20B5. Business counseling and assistance. Case files created in providing counseling, assistance, and followup to encompass the interest and problems of business concerns, including small businesses, and to obtain and maintain the greatest possible interest and participation in GSA procurement and disposal programs.

Cut off annually, destroy when 1 year old.

20B6 - 20B9. Reserved.

20B10. Handout materials. Documents created in preparing, clearing, and publishing handout material which provide information and assistance to business concerns interested in participating in procurement and disposal programs. Included are clearance actions; copies of the booklets, brochures, pamphlets, and handouts; and related records.

Cut off annually following supersession or discontinuance, destroy when 2 years old.

20B11 - 20B14. Reserved.

20B15. Commerce Business Daily. Documents created in reporting information regarding proposed procurement and disposal transactions to the Commerce Business Daily. Included are memorandums and related records.

Cut off annually, destroy when 2 years old.

20B16 - 20B19. Reserved.

20B20. Advertising. Documents created in giving advice and assistance on advertising GSA programs and activities, including the selection of advertising agencies and media, and coordination of all agency advertising. Included are authorizations, layouts, individual advertisements, and related records.

Cut off annually, destroy when 1 year old.

20B21 - 20B24. Reserved.

20B25. Promotional records. Documents created in arranging and participating in conferences, meetings, or clinics with business concerns, trade associations,



chambers of commerce, or other groups to promote and provide information on procurement and disposal programs. Included are agenda or plans for the meetings, presentation outlines, reports or minutes of the meetings, and related records.

Cut off annually, destroy when 3 years old.

20B26 - 20B29. Reserved.

20B30. New or improved products coordination. Documents created in coordinating applications for evaluation of new products. Included are requests or applications for evaluation, evaluation reports, notifications to manufacturers of evaluation results, and related records.

Place in inactive file upon completion of the evaluation. Cut off the inactive file annually, destroy when 3 years old.

Note.—When an evaluation case is reopened, all previous communications included in the inactive file will be withdrawn and filed with the latest action in the active file.

20B31 - 20B34. Reserved.

20B35. Freedom of Information Act (FOIA) request files. Documents created in response to requests from the public pursuant to the Freedom of Information Act (FOIA) (5 U.S.C. 552).

a. Initial FOIA requests. Correspondence and supporting documents, excluding official file copy of the records requested:

- (1) Granting access to all requested records: Cut off annually, destroy 2 years after date of reply.
- (2) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay GSA's reproduction fees:
  - (a) Not appealed: Cut off annually, destroy 2 years after date of reply.
  - (b) Appealed requests: See item 20B35b.
- (3) Denying access to all or part of the records requested:
  - (a) Request not appealed: Cut off annually, destroy 5 years after date of reply.
  - (b) Appealed requests: See item 20B35b.

b. Freedom of Information Act appeals. Documents created in responding to administrative appeals under the FOIA for release of information denied by GSA, consisting of the appellant's request, a copy of the reply thereto, excluding the official file copy of the denied records:

Cut off annually, hold 4 years and destroy after final determination by GSA; or hold 3 years and destroy after final adjudication by the courts, whichever is later.

c. Official file copies of requested records. Dispose of in accordance with existing standards contained in ~~this Handbook~~ *GRS 14, Items 16b and 17a*,

d. 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 requestor.

- (1) Registers or listings: Destroy 5 years after date of last entry.
- (2) Other files: Destroy 5 years after final action by GSA or after final adjudication by the courts, whichever is later.

20B36 - 20B39. Reserved.

20B40. 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.

- a. Central Office: Permanent. Cut off annually, hold 5 years and retire to FRC. Offer to NARS when ~~10~~ *5 yr. blocks* years old.
- b. Other offices: Cut off annually, destroy when 2 years old. If not required, earlier destruction is authorized.

20B41 - 20B44. Reserved.

20B45. FOIA administrative files. 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.

20B46 - 20B49. Reserved.

20B50. Market research. Documentation covering efforts to secure additional sources of supply on those supplies and services for which there have been few bidders. Included are regional forms, covering letters, case histories, reports, and related records.

Cut off annually, destroy when 1 year old.

20B51 - 20B54. Reserved.

20B55. Business service center activity report. GSA Form 1919, Business Service Center Activity Report, with related backup data.

Cut off annually, destroy when 4 years old.

20B56 - 20B59. Reserved.

20B60. Small business files. Documents accumulated relating to Central Office and Presidential policy and programs concerning small business, including goals statements and guidelines. These files are created under section 211 of Public Law 95-507 relating to subcontracting to small business. Included are GSA Form 2689, Procurement Not Set Aside for Small Business, goal statements, guidelines and reports, and related records.

Cut off annually, destroy when 3 years old.

20B61 - 20B64. Reserved.

20B65. Socioeconomic disadvantaged business files. Documents accumulated relating to socioeconomic disadvantaged business (minority) programs and reports issued under the Small Business Act, section 8a, including goal statements and guidelines. Included are reports issued on GSA Form 2677, Minority Contract Fact Sheet, goal statements, guidelines, and related records.

Cut off annually, destroy when 3 years old.

This appendix provides documentation, maintenance, and disposition instructions for legislative affairs and congressional relations records. These records are accumulated as a result of formulating, developing, and presenting the legislative programs of GSA; keeping GSA officials informed of current pertinent legislative developments; and maintaining relations with members and committees of the U.S. Congress. They are accumulated in the Central Office by elements of the Office of External Affairs responsible for congressional liaison and coordination of legislation and counterpart elements of regional offices. GSA legislation case files and non-GSA legislation files are also accumulated by offices of individuals responsible for coordinating legislation on a Central Office service-wide or staff office-wide basis. In certain instances they may also accumulate in offices of individuals who are assigned similar responsibility on an office-wide basis; i.e., Assistant Commissioner or equivalent level. Related documents accumulated by other offices are not legislative affairs or congressional relations program records. Instead, they pertain to the program of the office concerned and should be identified for filing in accordance with the appendixes of this handbook pertinent to the particular programs concerned.

Appendix 20-C. Legislative Affairs and Congressional  
Relations Program Records

~~20C1. Congressional relations files. Documents created in coordinating replies to inquiries from Members of Congress on behalf of other individuals or themselves concerning GSA programs and activities. Included are inquiries, replies to Members of Congress and to individuals referred by Members of Congress, clearance actions, and related records.~~

Permanent. Cut off annually, hold 1 year, and retire to FRC.  
Offer to NARS when 15 years old.

WITHDRAWN

20C2 - 20C4. Reserved.

20C5. Legislation case files. Case files created in formulating, developing, and presenting proposed legislation of GSA. Included are drafts of bills, clearance actions, reports, testimonies of GSA officials at hearings, and related records.

Permanent. Cut off at the end of <sup>each</sup> ~~the second session of the~~ Congress concerned, hold 4 years, and retire to FRC. Offer to NARS when 15 years old *in 4 yr. blocks.*

20C6 - 20C9. Reserved.

20C10. Non-GSA legislation files. Documents created in coordinating and reporting the GSA position on legislative programs of other Federal agencies. Included are reports, congressional bills, clearance actions, and related records.

- a. Office of Congressional Affairs: Permanent. Cut off at the end of <sup>each</sup> ~~the second session of the~~ Congress concerned, hold 4 years, and retire to FRC. Offer to NARS when 15 years old *in 4 yr. blocks.*
- b. Other offices: Cut off at the end of the second session of the Congress concerned, hold 4 years, and retire to FRC. Destroy when 8 years old.

20C11 - 20C14. Reserved.

20C15. Annual legislation program files. Documents created in preparing and disseminating information reflecting content and status of the GSA legislative program. Included are reports of general information on, or status of, the legislative program and related records.

Permanent. Cut off annually, hold 4 years, and retire to FRC.  
Offer to NARS when 15 years old *in 4 yr. blocks.*

This appendix provides documentation, maintenance, and disposition instructions for program records of Federal Information Centers (FIC's). FIC's serve as central points for providing immediate and accurate information to the public on all Federal programs and referring inquiries, suggestions, recommendations, and complaints from the public to the proper Government official or agency. These records are accumulated in the office of the Administrator, in the office of the Assistant Regional Administrator for External Affairs, the Coordinator's Office Director of Business Affairs, and in FIC's.

Appendix 20-D. Federal Information Center  
Program Records

20D1. FIC establishment files. Case files accumulated in determining the need to establish (or not to establish), relocate, consolidate, reorganize, or discontinue FIC's. Included are requests for establishment, feasibility studies, justifications, final determinations, announcements, photographs, news articles, and related records.

- a. Central Office: Place in inactive file on disapproval of the proposal to establish the FIC or on discontinuance of the FIC. Cut off the inactive file annually, hold 2 years, and retire to FRC. Destroy when 7 years old.
- b. Other offices: Place in inactive file on disapproval of proposal to establish or on discontinuance of the FIC. Cut off the inactive file annually, hold 2 years and retire to FRC. Destroy when 5 years old.

20D2 - 20D4. Reserved.

20D5. FIC communication files. Documents accumulated by FIC's in providing information on Federal programs to the general public.

a. Information request files. Requests for information and copies of replies thereto, involving no administrative actions, no policy decisions, and no special compilations or research, requests for and transmittals of publications, photographs, and other informational literature.

Destroy <sup>when 3 months old or when no longer needed whichever is</sup> ~~1 year~~ after transmittal or reply, <sup>sooner (GAR's 14/9).</sup>

b. Acknowledgment files. Acknowledgment and transmittals of inquiries and requests that have been referred elsewhere for reply.

Destroy <sup>3 months</sup> ~~1 year~~ after acknowledgement and referral. (GAR's 14/4).

c. Commendation/complaint correspondence files. Anonymous letters, letters of commendation, complaint, criticism and suggestions, and replies thereto, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.

Destroy when <sup>3 months</sup> ~~1 year~~ old (GAR's 14/7).

d. Indexes and check lists. Bibliographies, check lists, indexes of agency publications, and releases.

Destroy when superseded or obsolete.

20D6 - 20D9. Reserved.

20D10. FIC report files. Documents accumulated in collecting, compiling, and reporting summary data on activities of FIC's. Included are reports and related records.

Cut off annually, destroy when 2 years old.

20D11 - 20D14. Reserved.

20D15. FIC information files. Documents accumulated reflecting organization, programs and services of Federal agencies. Included are agency news releases, brochures, fact sheets, news clippings, and related records.

Cut off and destroy when information is no longer current or required.



This appendix provides documentation, maintenance, and disposition instructions for State and local government assistance program records. GSA State and local government assistance program is concerned with providing information or services, and coordinating requests, from the States, political subdivisions thereof, and combinations or associations of such governments or their agencies. State and local government assistance records are created pursuant to the provisions of GSA orders and handbooks in the 1071 classification series. State and local government assistance records are accumulated in the Office of External Affairs, Office of the Administrator in the Central Office. Related documents accumulated by other offices concerned are not State and local government assistance records. Instead, they pertain to the programs of the offices of this handbook pertinent to the particular programs concerned.

Appendix 20-E. State and Local Government Assistance  
Program Records

20E1. Information or service files. Documents accumulated in receiving, answering, and coordinating actions on, inquiries from State and/or local government entities for information or services provided by GSA.

Cut off annually, destroy when 3 years old.

20E2 - 20E4. Reserved.

20E5. Report files. Documents accumulated in collecting and compiling summary data on the scope of services provided by GSA to State or local governmental entities. Included are copies of feeder reports, supporting documents, record copy of the published report, and related records.

*Final Reports*

g. Permanent. <sup>Final Reports</sup> Cut off annually, hold 3 years, and then retire to FRC. Offer to NARS when 10 years old *in 5 yr. blocks.*

*Review  
and  
submit*

h. *Feeder reports and related background materials, cutoff annually. Hold 3 yrs, and transfer to FRC. Destroy when 10 yrs. old.*