

WCD 272nd 8/1/81

REQUEST FOR REC
(See Ins.)

DISPOSITION AUTHORITY
(reverse)

LEAVE BLANK

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

NC1-453-81-1

1. FROM (AGENCY OR ESTABLISHMENT)

DATE RECEIVED

July 23, 1981

U. S. Commission on Civil Rights

2. MAJOR SUBDIVISION

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4. NAME OF PERSON WITH WHOM TO CONFER

5. TEL EXT

Victoria P. Thomas

254-6507

Dec 17 87 [Signature]
Date / 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 49 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
7/20/81	<i>Victoria P. Thomas</i>	Management Technician

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1-220	<p>Attached are descriptions and disposition standards for records of the U.S. Commission on Civil Rights.</p> <p>Disposition is not authorized for any machine-readable records created for, or used by, the Commission, whether created by the Commission or under contract for the Commission. The Commission should submit an SF-258 for any such records.*</p> <p>*Incorporation of statement covering disposition of machine-readable records authorized by Mary C. Grose, Management Analysis Division, CCR, per telecom of Dec. 16/82. <i>fw, 12/16/82</i></p>		270 items

115-107

*Closed
3 Feb 82*

Copy to agency under cover of letter of 12/18/82.

MASS DATA CHANGE SHEET WILL BE
FORWARDED WITH RELATED CHANGE

APPENDIX II
PROPOSED
RECORDS CONTROL SCHEDULE
U. S. Commission on Civil Rights

OFFICE OF THE STAFF DIRECTOR (OSD)

1. Commission Meeting Files
Agenda, reports and minutes and supporting papers of Commission meetings.

Filed by meeting number chronologically.
Permanent.
Cut off files at end of fiscal year.
Transfer to FRC two years after cut off.
Offer to Archives when 20 years old in five year blocks.

2. Transcripts of Commission Meeting Files
 - a. Original copy of meeting transcript.

Filed by meeting number, chronologically.
Permanent.
Cut off at end of fiscal year.
Transfer to FRC two years after cut off.
Offer to Archives when 30 years old in five year blocks.

- b. Sound recording of meeting.

Erase or destroy as soon as transcribed.

3. Commissioners' Correspondence Files
Correspondence sent to or signed by Commissioners on a variety of subjects which pertains to Commission business.

Filed alphabetically by name of Commissioner.
Permanent.
Cut off at end of each fiscal year.
Transfer to FRC one year after cut off.
Offer to Archives when 10 years old in five year blocks.

4. Headquarters Office Files
Correspondence to and from subject office, including copies of monthly activity reports submitted to OSD relating to program accomplishments and program issues.

Filed alphabetically by Headquarters office.
Permanent.
Cut off at end of fiscal year.
Transfer to FRC 2 years after cut off.
Offer to Archives when 20 years old in five year blocks.

5. Organization Planning and Management Files
Files dealing with agency personnel management and policy, financial management, reorganization etc., which contain correspondence, decisions made at the executive level.

Filed alphabetically by subject.
Permanent.
Cut off at end of fiscal year.
Transfer to FRC 2 years after cut off.
Offer to Archives when 20 years old in five year blocks.
6. Executive Correspondence Files
Copies of incoming and outgoing correspondence with the White House, the President, Vice President, and OMB. Correspondence may in some cases, be cross-referenced with project or subject files when pertaining to an on-going or involved activity or action.

Filed alphabetically by person or group with whom the Commission is corresponding.
Permanent.
Cut off annually.
Transfer to FRC 2 years after cut off.
Offer to Archives when 10 years old in five year blocks.
7. Governmental Agency Files
Files containing correspondence between CCR and Federal Government agencies on a wide range of subjects relevant to the operation or program of the Commission. Also contain informational material. Correspondence may, when appropriate, be cross-referenced to project or subject files.

Filed alphabetically by agency.
Permanent
Cut off annually.
Transfer to FRC 2 years after cut off
Offer to Archives when 20 years old in five year blocks.
8. Special Project Files
Correspondence and reports pertaining to an OSD-conducted project relating to either programmatic or organizational management issues.

Filed alphabetically by project.
Permanent.
Transfer to FRC two years after completion of project.
Offer to Archives when 20 years old in five year blocks.

9. Program Management Files

Correspondence and reports relating to the coordination and management of agency programs, and projects development and implementation.

Filed alphabetically by responsible office, subject and/or project

Cut off annually.

Destroy 5 years after completion of project.

10. Administrative Subject Files

Files containing OSD internal housekeeping correspondence on such subjects as staff travel, budget, personnel, procurement, etc.

Filed alphabetically by subject.

Cut off annually.

Destroy 2 years after cut off.

11. Chronological Files

Duplicate copies of correspondence initiated by OSD.

Filed chronologically by month and fiscal year.

Cut off annually.

Destroy 2 years after cut off.

EQUAL EMPLOYMENT OPPORTUNITY UNIT (EEOU)

12. Equal Employment Opportunity Records

a. EEO Compliance Reports to EEOC, OPM and CCR Management.

Filed by subject.

Destroy when 3 years old.

b. Employment statistics relating to race and sex.

Filed by subject.

Destroy when 5 years old.

c. Agency Affirmative Action Plan.

Filed by subject.

Destroy 5 years from date of plan.

d. EEO General Files on such subjects as internal EEO Posture Report, Affirmative Action, EEO Counselors, Staff Composition Monitoring System.

Filed by subject.

Cut off at end of calendar year.

Destroy 3 years after cut off.

13. Special Emphasis Programs

- a. File maintained by the Director of the EEO Unit pertaining to administration/coordination of the Federal Women's Program and Hispanic Employment Program.

Filed by subject.
Cut off at the end of fiscal year.
Destroy 5 years after cut off.

- b. Files maintained by the Program Managers which deal with implementation of each special emphasis program.

Filed by subject.
Cut off at end of fiscal year.
Destroy 5 years after cut off.

14. Upward Mobility Case Files

Individual files on each Upward Mobility participant. Also includes data on selection committee and participant.

Filed alphabetically.
Cut off when individual completes program.
Destroy when individual leaves agency or 5 years after completing program whichever is sooner.

15. Employment Counselling Case Files

Filed alphabetically.
Cut off when employee participation in program has been terminated.
Destroy 3 years after termination of counseling.

16. Discrimination Complaint Case Files

Individual files on Commission employees which have alleged discrimination. Contain reports of investigations and related information.

Filed alphabetically.
Cut off when complaint disposition has been determined.
Cases resolved within agency, by EEOC, or a U.S. Court,
Destroy 4 years after final settlement.

17. General Subject Files

Files which pertain to the general functional responsibilities of the EEOU. May relate to special assignments, sexual harrassment; information regarding Office of Special Counsel; program planning and policy; etc.

Filed alphabetically by subject.
Cut off as needed or every 2 years.
Transfer to FRC 1 year after cut off.
Destroy 5 years after cut off.

18. Administrative Subject Files

Internal EEOU housekeeping files on such subjects as budget, staff travel, time and attendance, personnel actions, procurement, etc.

Filed alphabetically by subject.
Cut off at end of fiscal year.
Destroy 2 years after cut off.

19. Chronological Files

Duplicate copies of correspondence generated by EEOU.

Filed chronologically by month.
Cut off at end of fiscal year.
Destroy 1 year after cut off.

SOLICITOR'S UNIT (SU)

20. Contract Files

Pertinent information on contracts let by the Commission. Included are RFP, bid, contract, monitoring information and payment authorization.

Filed alphabetically by contract.

Cut off when final payment has been made.
Transfer to FRC 2 years later.
Destroy 6 years, 3 months after final payment.

21. Executive Session Files

a. Correspondence, transcripts of meeting.

Filed by meeting number and fiscal year.
Permanent.
Cut off annually
Transfer to FRC 2 years after cut off.
Offer to Archives when 10 years old in five year blocks.

b. Audio tapes - not transcribed.
Permanent
Offer to archives when 5 years old.

c. Audio tapes - transcribed
Cut off annually
Transfer tapes to OM/MAD for reuse once transcript has been published

22. Government in Sunshine Files

Correspondence relating to Federal Register notice of Commission meeting. Included are copy of notice prepared by SU and copy of Federal Register.

Filed by Commission Meeting Number and Fiscal Year.

Cut off annually.

Transfer to FRC 1 years after cut off.

Destroy 4 years after cut off.

23. Privacy Act Files

Refer to General Records Schedule 14, items 25 through 30.

24. Freedom of Information Act Files

Refer to General Records Schedule 14, items 16 through 20.

25. Staff Discrimination Complaint Files

Legal advisory correspondence concerning discrimination complaints registered by CCR staff (Restricted files kept under lock and key in Solicitor's private office).

Filed alphabetically by name of complainant.

a. Cases that are resolved within agency, destroy 4 years after resolution.

b. Cases referred to the EEOC, dispose of 4 years after final settlement.

26. Staff Grievance Disciplinary and Adverse Action Files

Legal advisory correspondence concerning grievances filed by CCR staff (Restricted files kept under lock and key by Solicitor).

Filed by name of individual concerned.

a. Grievance, appeals files - Destroy 3 years after case is closed.

b. Adverse action files - Destroy 4 years after case is closed.

27. Financial Disclosure Files

Statements of Financial Interests filed by Commission staff who occupy Senior Executive positions (Restricted files kept under lock and key by Solicitor.)

Filed by name of individual concerned.

Destroy when 6 years old.

28. General Subject Files

Incoming and outgoing correspondence pertaining to the legal program of the Solicitor's Unit, and not specifically included in legal reference, legal case files or administrative subject file. Also may include a chronological miscellaneous subject file for which there is no need to set up individual subject folders.

Filed by subject.

Cut off at end of fiscal year. ~~(NARS suggested disposition.)~~

Destroy when 5 years old.

29. Administrative Subject Files

Files which pertain to SU internal housekeeping matters such as budget, staff travel, procurement, etc.

Filed by subject.

Cut off at end of fiscal year.

Destroy 2 years after cut off.

30. Chronological Files

Duplicate copies of correspondence originated by the Solicitor's Unit maintained on a temporary basis which can also be found in case or subject files.

Filed chronologically by month and year.

Cut off at end of fiscal year.

Destroy 2 years after cut off.

OFFICE OF THE GENERAL COUNSEL (OGC)

31. Defame/Degrade Reviews and Legal Sufficiency Reviews of and comments on Commission publications

Request for review, review, draft copy of Publication, correspondence to affected persons, etc.

Filed by title of publication

Cut off when publication is issued.

Transfer to FRC one year after cut off.

Destroy 5 years after publication.

32. Legal reviews and comments on Congressional testimony by Commission staff

Copy of draft testimony, request for review, OGC's written comments; copy of final testimony, and other related correspondence.

Filed by subject.

Cut off after testimony is delivered.

Destroy 5 years after cut off.

33. Legal sufficiency reviews of and comments on Commission studies and reports

Request for review, review comments, draft copy of report or transmittal memorandum, correspondence with other CCR offices involved in study or report.

Filed by title of report

Cut off when report is published.

Transfer to FRC 1 year after publication.

Destroy 5 years after publication.

34. Legal opinions, interpretations and reviews of legislation, regulations and cases pertinent to Commission's area of interest
Copy of request or OGC's initiating correspondence, copy of legislative histories on civil rights issues, other related correspondence and documents.
- Filed by subject.
Cut off at end of fiscal year.
~~Indefinite retention for OGC use~~
Destroy when no longer needed.
35. Legal jurisdictional opinions/interpretations of the Commission
Copy of request, copy of opinion/interpretation, other related documents or correspondence.
- Filed by subject.
Permanent.
Cut off at end of fiscal year.
Transfer to FRC 5 years after cut off.
Offer to Archives when 30 years old in five year blocks.
36. Sound Recordings of Hearings and Consultation Proceedings
Cassette or reel tape recordings of Commission hearings and consultation proceedings.
- Filed by project (Case)
Transfer to OM/MAD for reuse once transcript has been published.
37. Transcripts of Sound Recordings of Hearings and Consultations
Published transcript of Commission hearing or consultation.
- Filed by project (Case)
Destroy when 5 years old or no longer needed for administrative purposes.
38. Hearing Project Files
- a. Hearing proposals, interview reports, correspondence with individuals and Government agencies, and transcript relating to hearings held on civil right issues and administration of justice also includes hearing book (located separately).
- Filed by project (case)
Cut off when project completed.
Transfer to FRC 1 year after publication of report.
Destroy when 10 years old.
- b. Hearing book
- Filed by project title.
Destroy when 10 years old.
39. Hearing Working Papers
Charts, maps, bulletins, and other correspondence and reference material collected by hearing attorney which is related to hearings on civil rights issues and administration of justice.
- File by project (Case)
Cut off when project completed.
Destroy 2 years after publication of report.

40. OGC Reports on Jurisdictional Issues
Copy of report, internal correspondence concerning project including legal or editorial reviews which may have been done.

File by project (Case)
Cut off when project completed.
Transfer to FCR one year after closing file.
Destroy 5 years after publication or report.
41. General Subject Files
Correspondence and related papers on the legal program of the Commission not described as a specific legal series and not specifically reserved to the Solicitor. Administrative or housekeeping subjects would be found under OGC's administrative series.

Cut off files at end of fiscal year.
transfer to FRC 2 years after cut off.
Destroy 5 years after cut off.
42. Administrative Subject Files
Files on internal housekeeping matters such as budget, travel procurement, personnel, etc.

Filed by subject.
Cut off at end of fiscal year.
Destroy 2 years after cut off.
43. Chronological Files
Duplicate copies of correspondence originated by OGC, official file copies may be found in OGC subject and case files.

Filed chronologically by month and fiscal year.
Cut off at end of fiscal year.
Destroy 2 years after cut off.

OFFICE OF PROGRAM PLANNING AND EVALUATION (OPPE)

44. Monthly Report Files
Copies of monthly office activity reports received from each headquarters office and unit, and from the regional offices to the Staff Director, Also contain copy of the Staff Director's report to the Commissioners which is a selected compilation of the individual office/unit reports.

Filed by month and alphabetically by office or unit.
Permanent.
Cut off at end of fiscal year.
Transfer to Records Center 2 years after cut off.
Offer to Archives when 10 years old in five year blocks.
45. National Office Projects
Copies of project proposal and design (CCR Form 3) request for account code; monthly project reports; copy of final project product/publication; used to prepare Staff Director's Monthly Report to Commissioners. Copies are also contained in case files in other Commission offices responsible for the project.

Filed alphabetically by jurisdictional category and chronological by account code.

Cut off when project has been completed.

Destroy 3 years after project is completed.

46. Program Analysis Files

Documents and charts which track the Commission's ongoing program, including summary data (timelines) on current national and regional Office projects; publication charts; calendar of Editorial Policy Reviews; AI revisions related to program reports; and materials on external and internal information storage and retrieval systems.

Filed alphabetically by subject of analysis.

Permanent.

Cut off files at end of fiscal year.

Transfer to FRC 2 years after cut off.

Offer to Archives when 10 years old in five year blocks.

47. Program Evaluation Files

One-time reports prepared at the request of the Staff Director to evaluate specific program activities for effectiveness or impact.

Filed alphabetically by subject or evaluation.

Permanent.

Cut off when evaluation has been completed.

Transfer to Records Center 2 years after cut off.

Offer to Archives when 10 years old in five year blocks.

48. Program Planning Files

Documents prepared semi-annually for Commission meetings during which fiscal year program planning is discussed. Included are: agenda; project proposals; and documents relating to decisions reached during meetings.

Filed by year/month and meeting.

Permanent.

Cutoff at end of fiscal year it pertains to.

Transfer to Records Center 3 years after cut off.

Offer to Archives when 10 years old in five year blocks.

49. Working Papers

Unpublished reports prepared by contractors or staff on emerging civil rights issues. Sometimes used as basis for a Commission project.

Filed by subject.

Destroy when obsolete or no longer needed.

50. Commission Jurisdiction Reference Files

Correspondence or documents collected on a variety of subjects pertaining to the Commission's jurisdiction - including age discrimination, sexual preference, affirmative action, etc. From groups or individuals requesting that issue be included in Commission's jurisdiction.

Filed alphabetically by subject.
Destroy when obsolete or no longer needed.

51. Special Projects Case Files

Correspondence and documents pertaining to projects carried out by OPPE such as research data; project proposal; papers and documents pertaining to planning and conduct of the study; contractor interim reports; survey questionnaires; and published reports.

Filed alphabetically by subject.
Cut off after publication of report.
Transfer to FRC 2 years after cut off.
Destroy 5 years after publication of report.

52. Special Project Working Files

May contain duplicate copies of documents and correspondence included in special project case file; background notes; interim drafts of reports, and research data.

File is usually maintained by project staff. After publication of the project report, file is screened to insure that case material is included in the special projects case files, and the remainder of the working file is destroyed.

53. General Subject Files

Internal miscellaneous correspondence and other papers and documents received or sent by OPPE which relate to the functional responsibilities of OPPE.

Filed by subject.
Cut off at end of fiscal year.
Transfer to Records Center 1 year after cut off.
Destroy 5 years after cut off.

54. Administrative Subject Files

Correspondence pertaining to internal housekeeping matters of OPPE, such as timekeeping, budget, procurement, personnel, staff travel, etc.

Cut off each fiscal year.
Destroy 3 years after cut off.

55. Chronological Files

Duplicate convenience copies of correspondence prepared by OPPE which may also be found in subject or case files.

Filed chronologically by month.
Cut off at end of fiscal year.
Destroy 2 years after cut off.

OFFICE OF FEDERAL CIVIL RIGHTS EVALUATION (OFCRE)

56. Project Case Files

- a. Internal correspondence regarding preparation and progress of published reports dealing with appraisals of Federal policies, orders, programs and policy and procedural issuances of other Federal agencies; correspondence relating to agency reviews; copy of final report; release letter; press release.

Filed alphabetically by title of reports.

Cut off when report is published.

Transfer to Federal Records Center 1 year after publication of report.

Destroy 7 years after publication of report.

- b. Source materials used in development of report: existing studies, testimony, analysis of raw data.

Destroy when obsolete or no longer needed.

57. Monitoring Files

- a. Files which contain comments on regulations of Federal agencies and reports or monographs which are sent out to affected agencies for comment, all signed by either the Staff Director or the Commissioners.

Filed alphabetically by agency.

Cut off files every two years.

Permanent.

Transfer to Federal Records Center 4 years after cut off.

Offer to Archives when 10 years old in five year blocks.

- b. Files which contain internal briefing papers and/or informational correspondence on monitoring activities.

Filed alphabetically by agency.

Cut off files every two years.

Transfer to Federal Records Center 4 years after cut off.

Destroy 7 years after cut off.

- c. Research data on Federal agencies collected by monitors such as: Agency organizational structure, budget documents, copies of press releases, Congressional testimony, press clips, etc.

Filed alphabetically by agency or subject.

Purge files periodically of obsolete data.

58. Complaint Referral Files

Complaints received from the general public alleging denial of civil rights.

- a. Logs maintained chronologically.

- b. Files maintained alphabetically by name, state, basis for complaint, and subject.
- c. Complaint referral correspondence and reports filed chronologically.

Cut off files at end of fiscal year.
Destroy 5 years after cut off.

59. General Subject Files

Contain incoming and outgoing correspondence and information related to the overall functional responsibilities of OFCRE or the Commission: included are OFCRE program planning correspondence, activity reports, special assignments, and other general internal programmatic correspondence or documents.

Filed alphabetically by subject.
Cut off every two years.
Transfer to Federal Records Center 4 years after cut off.
Destroy 7 years after cut off.

60. Administrative Subject Files

Contain correspondence pertaining to internal housekeeping matters such as budget, procurement, timekeeping, personnel, etc.

Filed alphabetically by subject.
Cut off every 2 years.
Destroy 3 years after cut off.

61. Chronological Files

Contain duplicate copies of correspondence originated by OFCRE which may also be found in case or subject files.

Filed chronologically by subject and by month.
Cut off every two years.
Destroy 2 years after cut off.

OFFICE OF CONGRESSIONAL AND PUBLIC AFFAIRS (OCPA)

Office of the Assistant Staff Director

62. General Subject Files

Correspondence pertaining to functional responsibilities of OCPA which includes correspondence with the Staff Director's office, subordinate divisions, and other offices of the Commission.

Filed by subject.
Cut off at end of fiscal year.
Transfer to FRC 2 years after cut off.
Destroy 5 years after cut off.

63. Project Case Files
Planning documents, transcript of proceedings, invitations to speakers, confirmation letters, agenda, travel, staffing and site arrangements, contract arrangements, publicity documents, letters to participants and any other groups, and any resulting reports or follow-up correspondence.

Filed by project title, alphabetically.
Cut off file when project is completed and/or the report is published.

Transfer to FRC 2 years after cut off.

Destroy 5 years after cut off.

64. Project Working Files
Background and preliminary planning documents collected and used by project officer. These files may duplicate case file and are usually maintained by the project officer.

Filed by project title, alphabetically.
Cut off and destroy file 2 years after project is completed and/or the report is published.

65. Administrative Subject Files
Correspondence pertaining to internal housekeeping matters such as travel, budget, procurement, etc.

Filed by subject.
Cut off at end of fiscal year.
Destroy 2 years after cut off.

66. Chronological Files
Duplicate copies of correspondence prepared by the Assistant Staff Director which may also be found in subject files.

Filed chronologically by month.
Cut off at end of fiscal year.
Destroy 1 year after cut-off.

Congressional Liaison Division (CLD)

67. Congressional Correspondence Files
Copies of incoming and outgoing correspondence with members of Congress.

Filed alphabetically by name of member, divided by House and Senate, and cross-referenced with subject, or case file, and with Committee file if appropriate.

Cut off file when Congressperson leaves office.

Transfer to FRC at the end of Congress.

Destroy when 10 years old.

68. Congressional Committee Files

Copies of all correspondence received from, or sent to, subject committee concerning legislative proposals and information.

Filed by committee alphabetically divided by House and Senate and may be cross-referenced into subject, case or Congressional correspondence files. Begin new files at the start of each Congress (every 2 years).

Permanent.

Transfer to FRC 2 years after cut off.

Offer to Archives when 15 years old in five year blocks.

69. Congressional Testimonies

Copies of testimony given by officials of the Commission and related correspondence.

Filed by subject and cross-referenced into legislative case files and/or Congressional committee files. Begin new file at the start of each Congress (every 2 years).

Destroy when 5 years old

70. Briefing Books

Materials prepared and gathered in preparation for testimony to be given by key Commission officials before Congress.

Filed chronologically.

Destroy when obsolete or no longer needed to conduct daily business.

71. Legislative Case Files

Correspondence and other related papers on legislation which impacts on or deals with civil rights. May include correspondence with Congressional committees/Congresspersons and other Federal agencies or departments and CCR testimony. May also include copies of draft legislation and final, if passed.

Filed by subject and if appropriate cross-referenced with Congressional correspondence and/or Congressional committee files.

Cut off when Congress changes.

Transfer to FRC 2 years after cut off.

Destroy 7 years after cut off.

72. Legislative Status File

Collection of status reports prepared by CLD on House and Senate bills which are of interest to the Commission.

Filed by subject; reports arranged in chronological order.

Cut off every 2 years (end of each Congress).

Destroy two years after new Congress commences.

73. Executive Branch/Federal Agency Liaison
Correspondence between the Commission and other Federal Government agencies regarding pending or proposed CCR legislation or civil rights legislation.
- Filed by Federal agency - cross filed with case or subject files.
Begin new files at the start of each Congress.
Destroy when 5 years old.
74. Commission's Legislative History Files
Copy of Commission's Authorization Bill and Extension History. Included is correspondence with Congressional Committee, copies of Congressional Record materials, etc.
- Filed by subject and year.
Permanent.
Transfer to FRC when no longer needed to conduct business.
Offer to Archives when 30 years old in five year blocks.
75. General Subject Files
General correspondence initiated or collected relating to functional or monitoring responsibilities of the Congressional Liaison Division.
- Filed by subject.
Begin new files at start of each Congress.
Transfer to FRC 2 years after closing files.
Destroy 5 years after closing files.
76. Liaison Files
Correspondence pertaining to civil rights legislation to and from various civil rights organizations and agencies. Correspondence is informational in nature.
- Filed by agency or group.
Begin new files at the start of each Congress.
Transfer to FRC 2 years after cut off.
Destroy 5 years after cut off.
77. Publication Distribution to Congress
Copy of publication, covering letter, distribution list, and acknowledgements.
- Filed by publication alphabetically. Covering letter cross-filed into Committee and/or Congressperson files.
Destroy when Congress changes.
78. Administrative Subject Files
Correspondence pertaining to internal housekeeping matters of CLD such as budget, personnel, travel, procurement, etc.
- Filed by subject.
Cut off at end of fiscal year.
Destroy 2 years after cut off.

79. Chronological Files

Duplicate copies of correspondence created by CLD which may also be found in subject and case files.

Filed chronologically by month.

Cut off at end of fiscal year.

Destroy 1 year after cut off.

Community Relations Division

80. Consultation and Conference Case Files

Planning documents, transcript of proceedings, invitations to speakers, confirmation letters, agenda, travel, staffing and site arrangements, contract arrangements, publicity documents, and any resulting reports or follow-up correspondence, letters and mailing lists which accompany published document to participants and any other groups.

Filed by subject.

Cut off when conference/consultation proceedings are published.

Transfer to FRC 2 years after cut off.

Destroy 5 years after cut off.

81. Consultation and Conference Working Files

Background and preliminary planning documents collected and used by project officer. These files may duplicate case file and are usually maintained by the project officer.

Filed by conference title, alphabetically.

Cut off when conference/consultation proceedings are published.

Destroy 2 years after cut off.

82. Exhibit Case Files

Request to use exhibit, purchase order for shipment and all other documents relating to that particular use of exhibit, correspondence with regional offices, and exhibit form.

Filed by title of function at which exhibit was used.

Cut off when exhibit is over.

Destroy 3 years after cut off.

83. General Exhibit Files

Exhibit maintenance records, exhibit schedules, shipping procedures, request logs/letters, other general information pertaining to exhibit, repair/refurbish documents.

Filed by subject, arranged alphabetically or chronologically.

Cut off files when necessary or every 2 years whichever occurs first.

Destroy when no longer needed.

84. Consumer Affairs Liaison Files
Requests for information, reports to Consumer Affairs Council on Commission activities, and other related documents.
- Filed by general subject.
Cut off at end of fiscal year.
Transfer to FRC 2 years after cut off.
Destroy 3 years later.
85. Liaison Files
Information collected from and provided to Federal, State and local governmental agencies and national private agencies involved in civil rights. Also contain general correspondence relating to the liaison program.
- Filed by Federal or State agency alphabetically and by national private civil rights organization by jurisdictions: Asian, Black, Handicapped, Hispanic, etc.
Cut off when necessary or every 2 years, whichever occurs first.
Destroy when no longer needed.
86. International Human Rights Liaison Files
Copies of communications with national and international human rights organizations which primarily exchange information in the area of international civil rights/human rights. Included are Helsinki Watch Committees, Joint Committee for International Consultation on Human Rights, Canadian Association of Statutory Human Rights Agencies, etc.
- Filed by Committee/Organization.
Cut off when necessary or every two years, whichever occurs first.
Transfer to FRC two years after cut off.
Destroy 6 years after cut off.
87. Civil Rights Directory Update Files
Information collected to update the Civil Rights Directory, internal administrative memoranda concerning approval of edition, printing negotiations/ orders, copy of final manuscript.
- Filed by edition.
Cut off when edition published.
Destroy 3 years after publication.
88. USCCR Briefing File
Copies of requests for CCR briefings and speakers (by civil rights or private agencies, organizations, groups, responses), participants, and publications distributed.
- Filed by general subject chronologically arranged.
Cut off at end of fiscal year and purge previous years material.

89. General Subject Files

Files which pertain to CRD's functional responsibilities which are not otherwise covered in specific program series and are not appropriate in the administrative series.

Filed by subject.

Cut off at end of fiscal year.

Transfer to FRC 2 years after cut off.

Destroy 5 years after cut off.

90. Administrative Subject Files

Files which pertain to CRD internal housekeeping matters such as budget, personnel, staff travel, procurement, etc.

File by subject.

Cut off at end of fiscal year.

Destroy 2 years after cut off.

91. Chronological Files

Duplicate copies of correspondence prepared by CRD which may also be found in case files or subject files.

Filed chronologically by month.

Cut off at end of fiscal year.

Destroy one year after cut off.

Press and Communication Division (PCD)

92. Press Informational Files

Record set of press releases, press advisories, and press statements issued by the Commission.

Filed chronologically by calendar year.

Start new file when Administration changes.

Permanent.

Transfer to FRC 2 years after change of Administration.

Offer to Archives when 10 years old in five year blocks.

93. Press Informational Case Files

Copies of press releases, press advisories, press statement and press clips on Commission activities such as conferences, hearings, testimony. May also contain other informational material collected by PCD which relates to the activity.

Filed by title of activity.

Cut off after completion of activity.

Transfer to FRC 2 years after cut off.

Destroy 10 years after cut off.

94. Cassette tapes of press conferences.

File by title of activity.

Permanent

Offer to Archives when 5 years old.

95. Speech Files

Record set of speeches given by Commissioners and key CCR officials.

Filed by speaker, cross referenced by activity.

Start new file when Administration changes.

Permanent.

Transfer to FRC 2 years after change of Administration.

Offer to Archives when 5 years old. *in five year blocks.*

96. Biographical Data Files

Record set of biographical sketches of Commissioners and key Commission staff. Also contain extra copies of sketch.

Filed by name of individual; arranged alphabetically.

Permanent. Transfer to FRC one year after separation or transfer of individual. Offer to Archives when 5 years old in five year blocks.

97. Publication Production Working Files

Background and preliminary information concerning production of Commission informational publications. Includes printing arrangement.

Filed by title and issue of publication.

Cut off when published.

Destroy 3 years after cut off.

100. Publication Production File

Copies of payment/copyright-related correspondence with authors of articles, contracts/purchase orders, and first and final manuscript of articles, defame/degrade reports, etc.

Filed by title and issue of publication.

Cut off when publication is released, contracts settled, and defame/degrade reviews and actions completed.

Transfer to FRC 2 years after cut off.

Destroy 5 years later.

101. Photograph Files

Prints of Commissioners and Staff Director. (Record set and negative is maintained in the Office of Management, Publications Management Division.)

Filed by name of individual.
Destroy when no longer needed.

102. Weekly Press Report Files

The press report is made up of press clippings on civil rights subjects and is disseminated to Regional and Headquarters Offices and is filed as follows:

- a. Complete copies of each Press Report are filed chronologically.
Cut off at end of calendar year.
Destroy 6 months after cut off.
- b. Individual clips are filed chronologically by civil rights subject.
Cut off at end of calendar year.
Destroy 6 months after cut off.
- c. Cross file individual clips which pertain to Commission activities into press informational case files.
Cut off and dispose of according to case file instructions.

103. General Subject Files

Correspondence concerning the public relations program of PCD which are not already included in specific public relations series, above. May include general media contact information.

Filed by subject.
Cut off at end of calendar year.
Transfer to FRC 2 years after cut off.
Destroy 5 years after cut off.

104. Administrative Subject Files

Correspondence concerning internal PCD housekeeping matters such as budget, procurement, personnel, staff travel, etc.

Filed by subject.

Cut off at end of fiscal year.

Destroy 2 years after cut off.

105. Chronological Files

Duplicate copies of correspondence prepared by PCD which may be found in subject or case files.

Filed chronologically by month.

Cut off at end of calendar year.

Destroy 1 year after cut off.

OFFICE OF PROGRAM AND POLICY REVIEW (OPPR)

106. Project Working Files

Contain project proposal; research design; correspondence related to planning and conducting project; questionnaires; interview reports; contract records and related correspondence; consultant records and related correspondence; articles and other printed materials used in literature reviews; status of project report (copies of report at each review stage and related correspondence); copy of published reports, proceedings, or monograph.

Filed alphabetically by project; separated by division.

Within two months after publication, project working files are reviewed by project director with concurrence of division chief and office director. The purpose of the review is to purge material no longer of use and to create a project case file and project follow-up/technical assistance file (to be discussed below).

107. Project Case Files

Contain essential final documents relevant to planning and execution of project (proposal, design of questionnaire, interview reports, contract records, etc., copies of interoffice and Commissioner correspondence on the report and copies of all source material); source material used to document and support the findings in the report filed by chapter; copy of published report, monograph on proceedings.

Filed alphabetically by project; separated by division.

Transfer to FRC three years after publication.

Destroy 8 years after publication.

108. Project Follow-up/Technical Assistance and Monitoring Files
Contain materials related to the project follow-up press release; articles and editorials written on the report, monograph or proceeding/consultation; correspondence related to these articles and editorials; copies of testimony or comments based on the report, monograph or proceedings; briefing books; correspondence and materials related to public appearance by Commission staff or Commissioners; materials related to technical assistance (background articles and current papers, documents and other materials related to the project - filed by topic; correspondence and telephone logs related to technical assistance offered; copies of materials prepared); materials related to monitoring (same as above except may not be project related).

Filed alphabetically by project or subject if not project related; separated by division.

Reviewed by project director or monitor; concurred in by division chief and office director annually for currency of materials.

Destroy after determination is made that Commission will no longer provide technical assistance on subject matter of report.

109. General Subject Files
Contain correspondence, activity reports and related papers sent or received by OPPR which are relevant to the functional responsibilities of OPPR. Includes correspondence on such activities as monitoring of civil rights programs of Federal departments and agencies.

Filed alphabetically by subject or Federal agency.

Cut off at end of fiscal year.

Transfer to FRC 2 years after cut off.

Destroy 5 years after cut off.

110. General Administrative Files
Contain materials related to the operation of office such as timekeeping, travel, budget, procurement, personnel, and other internal correspondence.

Filed alphabetically by subject.
Cut off at end of fiscal year.
Destroy three years after cut off.

111. Chronological Files
Contain extra convenience copies prepared by OPR.

Filed chronologically.
Cut off at end of fiscal year.
Destroy three years after cut off.

OFFICE OF REGIONAL PROGRAMS (ORP)

112. Regional Project Files
Files which contain Regional Office and State Advisory Committee project planning documents, monthly project reports, action memoranda and other correspondence pertaining to the project.

Filed by Region and by Project.
Cut off at completion of project and/or publication of report.
Transfer to FRC 2 years after cut off.
Destroy 6 years after report is published or project cut off.

113. State Advisory Committee Files
a. Correspondence with Regional Directors regarding membership of State Advisory Committees and programs involving the SACs. Also include files containing FACA reports.

Filed by State
Cut off at necessary.
Destroy when 5 years old.

- b. Rechartering Files - includes bio data forms and recommendations for membership on State Advisory Committees.

Filed numerically by region and alphabetically by Region and State.

Cut off files after every recharter period.

Destroy when 6 years old.

- c. Files containing Federal Register meeting and conference notices, agenda and supporting papers of SAC meetings held at the Regional level to inform SAC members of agency procedures regarding their programs.

File chronologically by Region and State.

Transfer to FRC when 2 years old.

Destroy when 5 years old.

114. Regional Monthly Activity Reports

Contain activity reports submitted by Regional Offices to ORP which are consolidated into single Monthly Activity Report to the Staff Director.

Filed chronologically by Regional Office

Cut off at end of fiscal year.

Destroy 3 years after cut off.

115. National Project Files

Contain project planning documents, internal correspondence, arrangements for consultations, transcript of proceedings, agendas, press notices, clips, other related background and source material.

Filed by subject.

Transfer to FRC 2 years after completion of project or publication of report.

Destroy 6 years after project is completed, or report is published.

116. General Subject Files

Contain correspondence and information pertaining to ORP functional responsibilities or on civil rights subjects.

Filed by subject.

Cut off at end of fiscal year.

Destroy 5 years after cut off.

117. Administrative Subject Files

Contain internal housekeeping correspondence on such matters as budget, timekeeping, personnel, procurement, travel, etc.

Filed alphabetically by subject.

Cut off at end of fiscal year.

Destroy 3 years after cut off.

118. Chronological Files

Contain duplicate copies of correspondence which may also be found in subject or case files.

Filed chronologically.

Cut off at end of fiscal year.

Destroy 2 years after cut off.

REGIONAL OFFICES

119. State Advisory Committee Files

Files containing correspondence between Headquarters, the SAC members and the Regional Office regarding policy and planning for SAC activities; meeting authorizations, notices, agendas, and minutes; membership bio info and rechartering; vouchers; newsclippings, etc.

File by State and file chronologically according to subject.

Cut off files every two years.

Transfer to Regional FRC when 2 years old or no longer needed to conduct current business.

Destroy 5 years after cut off.

120. Complaint Files

Complaints from general public alleging denial of civil rights.

File chronologically by month.

Cut off at end of fiscal year.

Destroy 2 years after cut off.

121. Regional Project Files

Consist of concepts and proposals and interviews with individuals and other relevant source material; reports from staff, monthly project reports; correspondence with government and private agencies; and hearing transcripts.

File by State and project title.

Transfer to FRC one year after publication of report or after completion of project or when no longer needed for follow-up.

Destroy 6 years after publication of report or completion of project.

122. General Subject Files

Files consisting of general correspondence between Headquarters and the Region; current civil rights issues/subject; program planning; monitoring, etc. (not otherwise covered on this schedule).

Filed alphabetically by subject.
Cut off every two years.
Transfer to FRC when 2 years old.
Destroy 5 years after cut off.

123. Administrative Subject Files

Files pertaining to internal housekeeping matters such as travel, budget, timekeeping, procurement, etc.

Filed alphabetically by subject.
Cut off every 2 years.
Destroy 3 years after cut off.

124. Chronological Files

Duplicate copies of correspondence originated by Region which may also be found in subject files.

Cut off annually.
Destroy 2 years after cut off.

OFFICE OF MANAGEMENT (OM)
Assistant Staff Director

125. Budget Policy Files

Papers pertaining to policy decisions made with regard to agency budget formulation decisions; information regarding hearings; budget instructions; agency's operating budget; appeals; supplementals, etc.

Filed by subject.
Cut off at end of fiscal year.
Transfer to FRC 2 years after cut off.
Destroy 10 years after cut off.

126. Budget Working Papers
Narrative program - descriptions submitted to OM by other offices for annual ZBB formulation.
- Filed by subject.
Cut off at end of fiscal year.
Destroy 3 years after cut off.
127. Commission Meeting Files
Copies of material distributed at monthly Commission meetings.
- Filed Chronologically.
Cut off at end of fiscal year.
Destroy 1 year after close of fiscal year.
128. Labor Management Files
- a. Correspondence and agreements pertaining to negotiations of contracts, current copy of approved contract.
- Filed by subject.
Cut off as often as necessary.
- Destroy when no longer needed or obsolete.
- b. Labor Arbitration Case Files
Correspondence, background papers relating to labor arbitration cases.
- Filed by subject.
Destroy 5 years after resolution of case.
129. Federal Agency Files
General correspondence or information received or sent to other Federal agencies pertaining to Office of Management functions. Excluded are agreements or contracts for services and related correspondence.
- Filed alphabetically by agency.
Cut off at end of fiscal year.
Destroy 3 years after cut off.
130. Office/Division Files
Correspondence and information sent to or received from the other Commission offices and divisions, including divisions within OM.
- Filed alphabetically by office/division.
Cut off at end of fiscal year.
Destroy 3 years after cut off.

131. Contracts/Agreements for Services and Equipment
Correspondence, contracts, agreements for services which OM entered into. Does not include fiscal copy of requisition or contract, if any.
- Filed by subject.
Cut off when agreement or contract is no longer in effect.
Destroy 3 years after cut off.
132. Executive and Congressional Correspondence Files
General correspondence/information received from these sources which does not warrant specific action. Correspondence requiring action is filed with the appropriate subject or case file.
- Filed by executive department or congressional.
Cut off at end of fiscal year.
Destroy 3 years after cut off.
133. General Management Files
Correspondence, information, pertaining to the formulation and direction of programs or functions for which OM has responsibility for the Commission: Personnel, Administrative Services, Budget and Fiscal Operations; Library Services; Publication Services; Mailroom Services; Duplicating Services; Travel; Procurement; Wordprocessing and others.
- Filed alphabetically by major area of responsibility and subordinate subjects as well.
Cut off files at close of fiscal year.
Transfer to FRC 2 years after cut off.
Destroy 5 years after cut off.
134. Organization Files
a. Record set of organization charts.
- Filed chronologically.
Cut off when necessary.
Permanent.
Offer to Archives when 20 years old in five year blocks.
- b. Reorganization working files. Correspondence, proposals, and related background information.
- Filed by year of reorganization.
Cut off when reorganization has been implemented.
Transfer to FRC 2 years after cut off.
Destroy 5 years after file is closed.

135. General Subject Files
Correspondence, reports, projects, and information collected which pertain to Commission activity in general used mainly for informational purposes.
- Filed by subject.
Destroy when no longer needed or obsolete.
136. Administrative Subject Files
Correspondence, documents pertaining to OM internal house-keeping matters such as personnel, budget, procurement, time and attendance, travel, etc.
- Filed by subject.
Cut off at end of fiscal year.
Destroy 3 years after cut off.
137. Chronological Files
Duplicate copies of all correspondence initiated or signed by the Assistant Staff Director or his Deputy which may also be found in appropriate subject or case files in OM.
- Filed chronologically by fiscal year.
Destroy 1 year after close of fiscal year.

Administrative Services Division (ASD)

138. Time and Attendance Records for Agency
- a. Authorizations for paid overtime and/or holiday and for compensatory overtime.
- Filed by leave year.
Destroy 1 year after GAO audit or when 3 years old, whichever is sooner.
- b. Applications for leave, restored leave requests, leave carryover, GSA 873.
- Filed by office and leave year.
Destroy 1 year after GAO audit or when 3 years old whichever is sooner.
- c. Timekeeper Designations and Authorizing signature cards (GSA Form 19).
- Destroy when superseded.

139.

Agency Space Files

- a. Space assignments - requests for space, assignment data and related correspondence with offices and GSA regarding use, acquisition, cost, etc.

Filed by Regional Office and Headquarters.

Destroy 2 years after termination of space assignment or when lease is cancelled, or when plans are superseded or obsolete.

- b. Floor plans.

Destroy 2 years after termination of assignment or when lease is cancelled, or when plans are superseded.

- c. Space Assignment Reports, Space Survey Report from GSA; and Federal Building Fund Standard Level Users Charge; and agency census report to GSA of space occupied.

Destroy when 2 years old.

- d. Work Orders (GSA Form 2957). Requisitions, floor plans, correspondence and related documents for construction or renovation services.

Filed chronologically by subject.

Destroy 3 years after work has been completed.

- e. Building Service Files. Lease agreements, request for services and maintenance.

Destroy requests for services and maintenance 3 months after work has been performed.

Destroy lease agreement when superseded or cancelled.

- f. Building Manager services requests for services in Washington offices and authorizations for payment.

Destroy 3 months after work has been completed.

140.

Hearing and Consultation Support Services

Contain correspondence purchase orders; information on office space, hearing sites and other related documents pertaining to procurement or availability of space, equipment or services.

Filed alphabetically by hearing or consultation by fiscal year.

Destroy when 3 years old or when no longer needed for reference purposes.

141. Telephone Service Files
a. Records relating to requests for installation changes, removals, reports to GSA to verify equipment inventory, FTS service, etc.
- Filed by subject and fiscal year.
Destroy 3 years after close of fiscal year.
- b. Telephone Credit Card listing. Listing of individuals issued credit cards.
- Revise or destroy when obsolete.
142. Motor Vehicle Management Files
a. Light Truck Forecast Report to GSA (how many, number of cylinders, average miles per gallon for commercially leased vehicles.
- Report from GSA verifying number of credit cards issued for leased vehicles
- Mileage reports to GSA on leased vehicles.
- Filed by general subject.
Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate government owned vehicle, whichever comes first.
143. Identification Card Records
Records pertaining to issuance of ID cards to agency employees.
- a. Credentials.
- Destroy 3 months after return to issuing office.
- b. Accountable records.
- Destroy or revise when all credentials are accounted for.
144. Occupational Health and Safety Files
a. Annual Report to Labor Department of injuries and manhours lost.
- Filed by fiscal year.
Transfer to FRC 1 year after close of fiscal year.
Destroy when 5 years old.
- b. Internal correspondence and information sent to and received from agency offices regarding the Occupational Health and Safety Program.
- Destroy when obsolete and no longer needed for reference.

145. Card Key Records
Memoranda requesting court reporter and requisitions. Does not include fiscal copy of requisition for Commission meetings.
- Filed by Headquarters requests and each Regional Office by fiscal year.
Destroy 1 year after close of fiscal year.
146. Court Reporter Requests
Memos requesting court reporter and requisitions. Does not include fiscal copy of requisition for Commission meetings
- Filed by Headquarters requests and each Regional Office by fiscal year.
- Destroy 1 year after close of fiscal year.
147. Occupant Emergency Plan
Contain evacuation plan to be followed in case of an emergency within the Headquarters building; internal correspondence pertaining to assignment of responsibilities.
- Destroy when superseded.
148. Telecopier Report
Annual report to GSA on number of telecopiers in agency
- Filed by subject by fiscal year.
Destroy 1 year after close of fiscal year.
149. GPO Publication Orders
Orders received and distributed by ASD for publications requisitioned from GPO through PMD. Does not include fiscal copy of requisition.
- Filed by fiscal year.
Destroy 1 year after close of fiscal year.
150. General Subject Files
All other general subject files containing correspondence logs or reference information pertaining to functional responsibilities of ASD such as safety; motor vehicle management; telecommunications; security; parking fees; time and attendance; space, etc.
- Filed by subject.
Cut off at end of fiscal year.
Destroy 3 years after cut off or when obsolete.
151. General Administrative Files
Contain correspondence and information concerning internal housekeeping matters such as Division budget, staff travel, time and attendance, procurement, personnel etc.
- Filed by subject.
Cut off at end of fiscal year.
Destroy 2 years after cut off.

152. Chronological Files
Duplicate copies of correspondence which may also be found in specific subject or case files.

Filed chronologically by fiscal year.
Destroy 1 year after close of fiscal year.

Budget and Fiscal Division (BFD)

153. General Subject Files
Correspondence and documents pertaining to a variety of budget-related activities such as employment, travel, procurement and other Government agencies.

Filed by object class.
Cut off as needed or every 3 years whichever occurs first.
Destroy when obsolete or no longer needed to conduct current business.

154. Budget Reports and Apportionment Schedules Files
Periodic reports and schedules prepared by the Budget Officer to Congress, OMB, OPM, or GSA on status, proposed spending, or analysis of specific costs. Included are: Pay Cost Report to OMB; Work Year Report to OPM; Budget Accurals Report to GSA; Project Costs Report to the Staff Director; Hearings Costs Reports; Allotment Advice Report to GSA; Quarterly Estimate of Proposed Spending to OMB, Report of Budget Execution to GSA.

Filed chronologically by subject report.
Cut off every 3 years.
Destroy when no longer needed or 5 years after cut off.

155. Appropriation Allotment Files
Allotment records showing status of obligations and allotments (printouts) under each authorized appropriation.

Filed by fiscal year.
Destroy 10 years after close of the fiscal year.

156. Budget Estimates and Justifications Files
Includes appropriation language sheets, narrative statements and related schedules and data.

Filed in binders by fiscal year.
Permanent.
Offer to Archives when no longer needed in five year blocks.

157. Expenditure Accounting, Posting and Control Files
Records used as posting and control media such as Accounting History Printouts and Monthly Time Account Reports, Library Expenditure Log, SAC Meeting Expenditures, consultant payroll costs and other related ledgers or documents not elsewhere covered in this schedule.

Filed by subject and by fiscal year.
Destroy 3 years after close of file.

158. Budget Background Records
Decision package containing cost estimates; working papers, and rough data accumulated in the preparation of annual budget estimates.

Filed by fiscal year.
Destroy 3 years after close of fiscal year.

159. Appropriation Hearing Transcripts and Appropriation Hearing Backup Books for House and Senate

Filed by fiscal year.
Destroy when no longer needed.

160. Routine Procurement Files
Contracts, requisitions, purchase orders, leases, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment including training requisitions.

- a. Transactions of more than \$10,000 and all construction contracts after July 25, 1974 which exceed \$2,000.

Filed by requesting office and object class or subject,
by fiscal year.
Transfer to FRC 2 years after final payment.
Destroy 6 years and 3 months after final payment.

- b. Transactions of \$10,000 or less and all construction contracts after July 25, 1974 which exceed \$2,000; and all contracts prior to July 26, 1974.

Filed by requesting office, object class or subject, by fiscal year.
Cut off at end of fiscal year unless pending (bring forward to new fiscal year).
Destroy 3 years after cut off.

161. Public Printer Files
Records relating to printing requisitions.

Filed by fiscal year and divided by GSA and GPO.
Destroy 3 years after period covered.
162. Telephone Records
Long distance telephone statements and authorizations.

Filed by fiscal year.
Destroy 3 years after end of fiscal year.
163. Payroll Files
Comprehensive Payroll Printouts, overtime payroll deduction authorizations, reports, and related documents used as checklists, verification or for budget purposes.

Filed by pay period, subject and by leave year.
Destroy when obsolete or at end of leave year, whichever comes first.
164. Miscellaneous or Contractual Services
Requisitions for services such as laborers, duplicating, carpet cleaning, etc.

Filed by requesting office or subject by fiscal year.
Destroy 2 years after close of fiscal year.
165. Supplies and Equipment Requisitions

Filed chronologically by fiscal year.
Destroy 2 years after cancellation of requisition.
166. Supply Management Files
Quarterly reports to GSA of procurement above and below \$10,000.

Filed in binder by subject and fiscal year.
Destroy 2 years after end of fiscal year.
167. Equipment and Furniture Inventory List
Computer list of equipment and furniture.

Filed chronologically.
Destroy 2 years from date of list.
168. Equipment and Furniture Inventory Survey Records
Records of survey and other evidence of adjustment of inventory records.

Filed by subject
Destroy 2 years after date of survey action or date of
posting medium.

169. Personal Property Subject Files

Correspondence reports and documents pertaining to excess
personal property, disposal of personal property.

Filed by subject and by fiscal year.
Destroy 3 years after close of fiscal year.

170. Freight Files

Records pertaining to shipment of household goods moved by
freight forwarders.

Filed by fiscal year and by subject.
Destroy 6 years after the period of the account.

171. Travel Files

Vouchers, transportation requests, travel authorizations,
transportation request registers and all supporting papers
for staff travel, invitational travel or SAC travel.

Filed by fiscal year and name or by state for SAC travel.
Destroy when 3 years old.

172. Imprest Fund Files

Copies of reimbursement vouchers and supporting vouchers for
taxi fares and other out-of-pocket expenditures made by em-
ployees on official business and monthly report to Treasury
of Imprest Fund Expenditures.

Filed by fiscal year.
Transfer to FRC 1 year after end of fiscal year.
Destroy 4 years after end of fiscal year.

Management Analysis Division (MAD)

173. Management Studies and Reports

- a. Copies of studies or reports conducted by the Management
Analysis Division

Filed by subject.
Transfer to FRC 5 years after completion of study or report.
Permanent.
Offer to Archives when 10 years old in five year blocks.

- b. Background papers, statistical compilations and research.

Filed by subject
Destroy 3 years after completion of study or report.

174. Agency Directives Files

- a. Record set of each directive issued and signed by the Staff Director or the Assistant Staff Director for Administration.

Filed sequentially by transmittal number.

Permanent.

Cut off periodically.

Offer to Archives when 20 years old, in 5-year blocks.

- b. Case files for each directive containing background papers
File numerically by directive number. Purge file annually of background material on published directives which is 3 years old.

175. Records Disposition Files

- a. Descriptive inventories, disposal authorizations, schedules and reports including SF 115, SF 135.

Destroy when related records are destroyed, or when no longer needed for reference purposes.

- b. General correspondence and memoranda relating to records disposition program.

Destroy when action completed or no longer needed for reference.

176. General Records Management Files

Reports, correspondence, authorizations techniques and related records concerning the management of agency files, forms, correspondence, mail, reports, etc.

Cut off every 2 years.

Destroy when 6 years old.

177. Records Holdings Files

Statistical Reports of Records Holdings including Feeder Reports.

Destroy when 3 years old.

178. OMB Clearance Files

- a. Reports for OMB approval of survey proposed by the agency of ten or more persons as mandated by the Paperwork Act.

Filed by fiscal year.

Destroy 3 years after close of fiscal year.

- b. General correspondence and information pertaining to the Paperwork Act.

Filed by general subject by fiscal year. Cut off at end of fiscal year.
Destroy 3 years after cut off.

- c. Verification of approved surveys. Printouts received from GSA for verification of current and expiring surveys being conducted by the agency.

Filed by subject.
Destroy when superseded.

179. Forms Files

Forms Case Files which include analysis, instructions, and related working papers as well as the copy of the form and revisions.

Destroy 5 years after related form is superseded, or cancelled.

180. Postal Records

Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.

Filed by subject and fiscal year.
Destroy when one year old.

181. Penalty Mail Report Files

Official penalty mail reports and all related papers.

Transfer to FRC 3 years after period covered.
Destroy when 6 years old.

182. Duplicating Service Correspondence

Correspondence pertaining to operation of duplicating facility.

Filed by subject.
Cut off every 2 years.
Destroy when 2 years old.

183. Messenger Service Files

- a. Daily logs, messenger requests.
Destroy when 6 months old.

- b. Files established for each messenger service used to collect general information concerning cost, service, etc.

Filed alphabetically by name.
Destroy when service cancelled.

184. Office of Management Timekeeping Files

(All of OM except the Library and Publications Management Division)

- a. SF 873, Annual Attendance Record

Filed by calendar year alphabetically by employee.
Transfer to agency timekeeper at end of year.
Destroy according to item 138 b.

- b. Copies of approved time cards (GSA Form 856-B)

Filed chronologically by pay period by calendar year.
Destroy after GAO Audit or when 3 years old.

- c. Flexitime Accounting Sheets (sign-in and sign-out logs)
for current year.

Filed by office by calendar year.

Transfer original copies to file in agency review (see item 1806)
at end of calendar year.

Destroy duplicate copies 6 months after end of pay period.

185. Salary Change Overtime Tables

Tables for GS and Merit Pay employees stating maximum amount
of overtime hours which can be earned.

Filed by subject.

Destroy when superseded.

186. Agency Flexitime Accounting Sheets

- a. Sheets submitted for each calendar year.

Filed by office.

Destroy when 7 years old.

- b. Annual Report of Review of Sign-in and Sign-out
Flexitime Logs.

Filed by subject.

Destroy when 7 years old.

187. Monthly Reorganization Activity Report to OMB

Filed by subject.

Destroy 2 years after date of report.

188. General Subject Files

Files pertaining to the overall functional responsibilities of
MAD such as mail services, duplication, messenger, records
management.

Filed by subject.

Cut off every two years.

Destroy 2 years after cut off.

189. Administrative Subject Files

Files pertaining to internal housekeeping matters such as
budget, personnel, procurement, time and attendance, etc.

Filed by subject.

Cut off every 2 years.

Destroy 2 years after cut off.

190. Chronological Files

Duplicate copies of correspondence initiated by MAD.

Filed by fiscal year.

Destroy 1 year after close of fiscal year.

Personnel Division

191. Official Personnel Folder

Contain official record of civilian employment of named individual.

Filed alphabetically.

Transfer of folders governed by the Federal Personnel Manual.

- a. Right side of folder - Transfer closed folder to the National Personnel Center (CPR), St. Louis, Missouri 30 days after separation. NPRC will destroy 75 years after birth date of employee or 60 years after the earliest document in the folder if the date of birth cannot be ascertained, provided the employee has been separated for at least five years.
- b. Left side of folder - All correspondence and forms of a temporary nature in accordance with the Federal Personnel Manual. Dispose of upon separation or transfer of employee.

192. Service Record Cards

Filed alphabetically.

Destroy 3 years after separation or transfer of employee.

193. Personnel Correspondence and Subject Files

- a. Files relating to the general administration and operation of personnel functions including: employee clearance; within-grades; health benefits, health services; blood donor program; FEGLI; student hiring; summer employment program; handicap hiring; applicant files; veterans hiring, etc.

File by subject and/or chronologically.

Cut off files as necessary.

Destroy 3 years after cut off or when obsolete.

- b. Files containing reports, correspondence, memoranda and other records relating to employment programs and functions, and manpower management and evaluation including experts, consultants, employee transfer and detail. Also includes Report of Manpower Payroll and Turnover; Monthly Report to Executive Staff for Commission Meeting of Personnel Status; Staffing Chart; Weekly Statistics; Notification of Vacant Positions; Report of Bargaining Unit Employees to OPM; etc.

Filed by subject and calendar year.

Transfer to FRC 2 years after close of calendar year.

Destroy 5 years after close of calendar year.

194. Position Classification Case Files

- a. Contain initial request for audit, previous position description, proposed position description, evaluation and any other related correspondence.

Filed by office, position title, and/or name of individual.
Cut off at completion of audit.
Transfer to FRC 2 years after cut off.
Destroy 5 years after cut off.

- b. Chronological log of audit requests and their disposition.

Arranged by calendar year.
Destroy when no longer needed.

195. Position Description

Record set of established position descriptions.

Filed by office.
Transfer to inactive file when abolished or superseded.
Destroy 5 years after abolished or superseded.

196. Employee Awards Files

- a. Correspondence and forms pertaining to nominations for awards.

Filed by subject and by calendar year.
Destroy when 2 years old.

- b. Listings of awards recipients; ceremony arrangements.

Filed by calendar year.
Destroy 3 years after close of calendar year.

- c. Incentive Awards Report to OPM.

Filed by fiscal year. Destroy 3 years after close of calendar year.

197. Request for Personnel Action

Duplicate Standard Form 52 documenting personnel actions.

Filed chronologically by calendar year.
Destroy 1 year after close of calendar year.

199. Notification of Personnel Action
Duplicate Standard Form 50 documenting Personnel actions.
- Filed chronologically by calendar year.
Destroy 2 years after close of calendar year.
200. Statistical Reports
Periodic Computer Print-outs of agency employees which include: alphabetical listing; Employee Master List; Employment Staffing Report; Organization Roster. Reports are used to develop one-time reports or recurring reports for personnel management or informational purposes.
- Filed by subject.
Destroy 2 years from date of issuance.
201. Retention Registers
- a. Register from which reduction in force actions have been taken.
Destroy when 2 years old
 - b. Registers from which no reduction in force has been taken.
Destroy when superseded or obsolete.
202. Adverse Action Case Files
Records pertaining to an adverse action against an employee excluding letters of reprimand. Includes copy of proposed adverse action with supporting papers. Statements of witnesses; employees replies; hearing notices; reports and decisions; reversal of action and appeal records.
- Filed alphabetically by name of individual and year of action.
Destroy 4 years after case is closed.
203. Grievance Files
Records originating in the review of employee grievances (including reprimands), but excludes EEO complaints. These case files include statement of witnesses, reports of interviews, examiners findings and recommendations, related correspondence and grievance decision. Also included are records related to a reconsideration request based on a denial of within grade.
- Filed alphabetically by name of individual.
Destroy 3 years after case is closed.
204. Personal Injury Case Files
Contains reports, correspondence, and documentation relevant to an injury claim.
- Filed alphabetically by name of employee.
Destroy 5 years after settlement of claim.

204. Injury Compensation Report

Quarterly report to the Labor Department regarding continuation of pay.

Filed by subject, arranged chronologically.
Disposition to be provided by NARS.
Destroy when 2 years old.

205. Merit Promotion Files

Files containing correspondence, vacancy announcement, referrals, certifications, etc. pertaining to posted job vacancies within the Commission.

Filed chronologically by vacancy announcement number, job title and series.
Destroy 3 years after position is filled.

206. Senior Executive Service (SES) Files

a. Contains any action or correspondence pertaining to an established SES position: recruitment, selection, etc.

Filed by title of position and sequential agency number assigned to the position.
Destroy 5 years after position is abolished.

b. SES Quarterly Report received from OPM which is updated by CCR.

Filed by report title and calendar year.
Transfer to FRC 2 years after close of calendar year.
Destroy when 5 years old after close of calendar year.

207. Excepted Service Files

a. Correspondence pertaining to excepted service employment such as requests for hiring.

Filed by subject.
Cut off at end of calendar year.
Transfer to FRC 2 years after cut off.
Destroy 5 years after cut off.

b. Excepted Service Report to OPM.

Filed by subject and calendar year.
Transfer to FRC 2 years after close of calendar year.
Destroy 5 years after cut off.

208. Training Files

Correspondence, memoranda, agreements, authorizations, reports and plans pertaining to in-house, and other government and non-government training. Includes Quarterly reports to management and annual reports of in-house training to OPM.

Filed chronologically or by subject.
Cut off file at end of calendar year.
Destroy when 5 years old.

209. Administrative Subject Files

Files pertaining to internal housekeeping matters such as budget, staff travel, timekeeping, procurement, etc.

Filed by subject by calendar year.
Cut off at end of calendar year.
Destroy 2 years after cut off.

210. Chronological Files

Duplicate copies of all correspondence originated in Personnel which may also be found in subject or chron files.

Filed by month.
Cut off at end of calendar year.
Destroy 1 year after cut off.

Publications Management Division (PMD)

211. Joint Committee on Printing (JCP) Reports

Reports prepared for the JCP and supporting papers.

Filed by subject and by fiscal year.
Destroy 3 years after close of fiscal year.

212. Publication Production Files

a. General correspondence to and from office concerning a publication request.

Filed alphabetically by requesting office.
Cut off every 2 years.
Destroy 1 year after cut off.

b. Publication checklist file - pertains to agency clearance and printing checklist.

Filed by subject.
Cut off at end of fiscal year.
Destroy one year after cut off.

c. Requisitions to GPO

Filed by sequential number by fiscal year.
Cut off at end of fiscal year.
Destroy 1 year after cut off.

d. Camera-Ready Copies and Negatives

Filed by subject publication.
Destroy when no longer needed.

e. Distribution Instructions and work orders to Mailing House.

Filed by subject.
Destroy one year after completion of job.

213. General Correspondence Files

Papers, internal reports and correspondence pertaining to printing unit matters including internal management and operation of unit and the warehouse and mailing house functions requests for information etc.

Filed by subject and fiscal year.
Destroy 2 years after close of fiscal year.

214. Administrative Subject Files

File pertaining to internal housekeeping matters such as budget, personnel, timekeeping, staff travel, etc.

Filed by subject and fiscal year.
Destroy 3 years after close of fiscal year.

215. Chronological Reading Files

Duplicate copies of correspondence originated by PMD which may also be found in other PMD files.

Filed chronologically by month and fiscal year.
Destroy 1 year after end of fiscal year.

216. Audio-Visual Records - This item is applicable to all audio-visual records throughout the Commission

(a) Still photographs of officials, events, and activities relating to Commission functions and programs. Arranged by Subject in one file.

The original negative and a captioned print for each black and white image and the original color transparency or color negative, a captioned print, and an internegative (if one exists) for each color image.

Permanent.

Offer to Archives when five years old or when no longer needed, whichever occurs first.

Additional duplicate prints of (a)

Destroy when 5 years old or when no longer needed, whichever comes first.

- b. Motion Picture Films - the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print of each motion picture.

Permanent.

Offer to Archives when 5 years old or when no longer distributed, whichever occurs first.

Additional duplicate copies of (b)
Destroy when 5 years old or when no longer needed, whichever occurs first.

- c. Sound recordings - Public Service Announcements (tapes).

Permanent.

Offer to Archives when 5 years old, or when no longer needed, whichever comes first.

Additional duplicate copies of (c)
Destroy when no longer needed.

- d. Findings Aid and Production Documentation - existing:
Finding Aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records as well as production case files or similar files which include copies on production contracts, scripts, transcripts, or other documentation bearing on the origin, acquisition, release or ownership of the audiovisual production.

Permanent.

Offer to Archives with corresponding audio-visual records, when five years old or when no longer needed, whichever occurs first.

National Clearinghouse Library

(a)

217. Publications of the Commission - (Printed by GPO).

^A Record set of Commission publications (including State Advisory Committee publications) containing results of investigations, hearings, and studies of various civil rights issues. Includes listing of all Commission publications, which are printed and distributed by GPO.

File chronologically by subject.

Destroy when no longer circulated and/or out of date, whichever occurs first.

- (b) Publications of the Commission - (Printed by GSA).

Permanent.

Offer to Archives when 5 years old in five year blocks.

218. Library Acquisition Records

Purchase orders, invoices, quarterly reports listings and correspondence concerning new acquisitions. (Maintained in a binder.)

Filed by subject.
Cut off at end of fiscal year.
Destroy 4 years after cut off.

219. General Subject Files

Correspondence, memoranda or documents pertaining to library functions such as inter-library loan records, bibliography updates, requests for information and responses, activity reports etc. (Maintained by several staff members.)

Filed by subject and/or chronologically.
Destroy when no longer needed or when 2 years old.

220. Administrative Subject Files

Contain correspondence pertaining to such internal housekeeping matters as budget, time and attendance, procurement, staff travel, etc.

Filed by subject.
Cut off at end of fiscal year.
Destroy 2 years after cut off.