

Request for Records Disposition Authority

Records Schedule Number DAA-0149-2018-0001
Schedule Status Approved

Agency or Establishment Government Printing Office
Record Group / Scheduling Group Records of the Government Printing Office
Records Schedule applies to Department-wide
Schedule Subject Revision of DAA-0149-2013-0001 items
Internal agency concurrences will be provided No

Background Information Business Units request a different retention period.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
5	0	5	0

GAO Approval

Outline of Records Schedule Items for DAA-0149-2018-0001

Sequence Number	
1	Project Files Disposition Authority Number: DAA-0149-2018-0001-0001
2	Recall Files Disposition Authority Number: DAA-0149-2018-0001-0002
3	Cataloging and Classification Program Files Disposition Authority Number: DAA-0149-2018-0001-0003
4	Quality Rejection Case and File Samples Disposition Authority Number: DAA-0149-2018-0001-0004
5	Paper, Ink, and Adhesive Sample Records Disposition Authority Number: DAA-0149-2018-0001-0005

Records Schedule Items

Sequence Number					
1	<p>Project Files</p> <p>Disposition Authority Number DAA-0149-2018-0001-0001</p> <p>All IT project related files including project plans, progress reports, milestone markers, final reports, presentation materials, charts, graphs, spreadsheets, and other records relating to any IT projects are kept in the SharePoint and Group Network Drives. All GPO IT projects come through the Technical Change Control Board (TCCB) including Business Unit requested IT projects for either new systems or changes to existing systems, operations, functions, software or configuration, or output product and even feasibility studies and analysis.</p> <p>Final Disposition Temporary</p> <p>Item Status Active</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Manual Citation</th> <th style="text-align: left;">Manual Title</th> </tr> </thead> <tbody> <tr> <td>7.1</td> <td>GPO CRS</td> </tr> </tbody> </table> <p>GRS or Superseded Authority Citation DAA-0149-2013-0001-0113</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff after the work or project is completed</p> <p>Retention Period Destroy 5 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>	Manual Citation	Manual Title	7.1	GPO CRS
Manual Citation	Manual Title				
7.1	GPO CRS				
2	<p>Recall Files</p> <p>Disposition Authority Number DAA-0149-2018-0001-0002</p> <p>Records pertaining to the recall of government information that was made publically available. Recalls are officially issued by the Superintendent of</p>				

Documents, for reasons including security, errors, or presence of personal information.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff after end of calendar year

Retention Period Destroy 10 year(s) after cutoff

Additional Information

GAO Approval Not Required

Cataloging and Classification Program Files

Disposition Authority Number DAA-0149-2018-0001-0003

Records documenting the creation of cataloging and classification records. Records include a.) Inquiries from askGPO, logs, problem sheets, item cards, serial check in cards, and metrics and b.) Historic shelf list and list of classes.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Items include electronic files as well as physical cards

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff at the end of the fiscal year.

Transfer to Inactive Storage Maintain at GPO for duration of program.

3

4

Retention Period Destroy 3 years after cutoff, but longer retention is authorized for business use.

Additional Information

GAO Approval Not Required

Quality Rejection Case and File Samples

Disposition Authority Number DAA-0149-2018-0001-0004

All documentation related to the inspection and rejection of quality complaints for the Central Office Printing Procurement Office, includes notes, correspondence, GPO inspection reports (GPO Form 916, or equivalent), and contract modifications (GPO Form 913, or equivalent), Notice of Quality Complaint 5.16 (GPO Form 1815). All rejected samples are maintained with the files.

Final Disposition Temporary

Item Status Active

Is this item media neutral? No

Explanation of limitation Samples may be required to be a specific media.

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
12.18	GPO CRS

GRS or Superseded Authority Citation DAA-0149-2013-0001-0189

Disposition Instruction

Cutoff Instruction Cutoff files after final report is issued or all testing is completed.

Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

5

Paper, Ink, and Adhesive Sample Records

Disposition Authority Number DAA-0149-2018-0001-0005

Paper, ink, adhesive, and print standards which consist of samples, specifications, formulas and other records that are received or used by GPO contractors and vendors. These records are maintained for product comparison, quality assurance, research, and testing purposes.

Final Disposition Temporary
 Item Status Active
 Is this item media neutral? No
 Explanation of limitation Includes paper, ink, and adhesive samples
 Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
 Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
12.19	GPO CRS

GRS or Superseded Authority Citation DAA-0149-2013-0001-0190

Disposition Instruction

Cutoff Instruction Cutoff when superseded or obsolete
 Retention Period Destroy 3 year(s) after cutoff

Additional Information

GAO Approval Not Required

Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
07/27/2018	Certify	William Schartel	Chief Records and Mail Management	Finance and Administration - Records and Mail Management
10/31/2018	Return for Revision	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
11/21/2018	Submit For Certification	William Schartel	Chief Records and Mail Management	Finance and Administration - Records and Mail Management
11/21/2018	Certify	William Schartel	Chief Records and Mail Management	Finance and Administration - Records and Mail Management
07/16/2019	Submit for Concurrence	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/19/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/22/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/23/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist