



**UNITED STATES GOVERNMENT PRINTING OFFICE**  
**Comprehensive Record Schedule**

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**UNITED STATES GOVERNMENT PRINTING OFFICE**  
**Comprehensive Records Schedule**

**INTRODUCTION**

**The Government Printing Office**

The Government Printing Office (GPO) prints, binds, and distributes the publications of the Congress, as well as the publications of the Executive and Judicial Branches of the Federal Government. The GPO began operations in accordance with the Congressional Joint Resolution 25 of June 23, 1860. The activities of the GPO are outlined and defined in 44 U.S.C. 101 *et seq.*, as amended, originally passed on October 22, 1968.

The congressional Joint Committee on Printing serves in an oversight capacity for the GPO. The Public Printer, who serves as head of the agency, is required by law to be a practical printer versed in the art of bookbinding and is appointed by the President with the advice and consent of the Senate.

The Government Printing Office executes orders for printing and binding placed by Congress and the departments, agencies, and establishments of the Federal Government. It furnishes blank paper, inks, and similar supplies to all governmental agencies on order. It prepares catalogs and distributes and sells Government publications.

The GPO sells publications that originate in Federal Government agencies by mail orders, subscriptions, and through a network of Government Bookstores located in major cities. It also administers the Federal Depository Library Program through which selected Government publications are made available in libraries throughout the United States.

**Records Management in the Government Printing Office**

This Comprehensive Records Schedule identifies ongoing series of records maintained throughout GPO by all operating units and divisions, and provides authorized disposition instructions for all the records created and maintained at GPO. The schedule should be used by all GPO units for records management and disposition activities. The use of this schedule is mandatory in determining when records should be transferred to the National Archives, to the Federal Records Center when it is appropriate, and for authorizing the destruction of temporary records.

Records management in the federal government is a statutory responsibility of the Archivist of the United States and the heads of federal agencies, as defined in 44 U.S.C. Chapters 29 and 33. The Federal Records Act, 44 U.S.C. Chapter 33, defines federal records as "all books, papers, maps, photographs, machine readable materials, and other documentary materials, regardless of physical form or characteristics, made or received by an agency of the

United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successors " There are other laws and regulations that govern recordkeeping in the federal government contained in the Code of Federal Regulations, the Privacy Act, the Freedom of Information Act, and other statutes Federal records must be scheduled, and may not be destroyed without authorization from the Archivist of the United States in the form of an approved disposition instruction The dispositions approved in this schedule apply to all agency information regardless of the media, physical characteristics, or physical format of the records unless disposition authorization for a specific record media or format is listed separately

For assistance concerning the disposition of records not listed in this schedule, or for questions concerning the definition of federal records, records management at GPO, the procedures to retire records from active office space to other storage facilities, records destruction procedures, or other records matters contact the GPO Records Officer in Security and Support Services

**UNITED STATES GOVERNMENT PRINTING OFFICE**  
**Comprehensive Records Schedule**

**Chapter 1:**

**RECORDS COMMON TO ALL GPO OFFICES**

This chapter of the Comprehensive Records Schedule describes common records that may be located throughout GPO. The dispositions in this chapter apply wherever records performing the function or functions described below are found regardless of the organizational unit, division, or the physical location of the records in GPO. In some instances, specific GPO offices are identified as the office of record or the official custodial office, and disposition instructions for records in those specific offices are provided.

**1.1 READING FILES** (also known as “Chron” or “Day” Files)

Duplicate copies of outgoing letters, memorandums, and other records that are usually arranged chronologically and maintained solely for reference purposes.

TEMPORARY Destroy when 3 years old or when no longer needed for current agency business, whichever is sooner {Non-record}

**1.2 EMPLOYEE LEAVE RECORDS**

GPO Form 2086, “Employee's Individual Record for Leave Year,” or the equivalent, used to record an employee's daily leave usage with a running balance of annual and sick leave, and leave without pay.

TEMPORARY Destroy after GAO audit or when 3 years old, whichever is sooner {GRS 2, Item 6b}

**1.3 DAILY TIME & ATTENDANCE RECORDS**

Copies of GPO Form 2267, Employee Time and Attendance, or the equivalent, maintained in GPO offices, and used to record daily time and attendance for submission to the Payroll Section. The Payroll Section maintains the official set of all GPO time and attendance records.

TEMPORARY

- a Official record set Destroy after GAO audit or when 6 years old, whichever is sooner {GRS 2, Item 7}

- b. All other copies Destroy when 3 years old, or when no longer needed for current agency business whichever is sooner

1 4 CALENDARS AND APPOINTMENT BOOKS

Appointment books, calendars, schedules of daily activities, logs, diaries, and other records documenting appointments, meetings, trips, visits, and other daily activities of GPO employees in Staff and Executive Offices

*NOTE This item does not include the calendars and appointment books in the Office of the Public Printer*

TEMPORARY Destroy when 2 years old {GRS 23, Item 5a}

1 5 GPO DIRECTIVES AND ADMINISTRATIVE ISSUANCES

Duplicate or nonrecord distribution copies of all GPO directives, administrative issuances, bulletins, organization charts, functional statements, administrative manuals, and similar records The official record set of GPO administrative issuance and directives is maintained in the Office of Administration

TEMPORARY Destroy when superseded, obsolete, or when no longer needed for current agency business. {GRS 16, Item 1a}

1 6 TECHNICAL AND GENERAL REFERENCE MATERIALS

Non-record or duplicate copies of books, publications, manuals, reports, newsletters, professional journals, reprints, trade catalogs, and other similar materials maintained solely for convenience of reference

TEMPORARY Destroy when superseded, obsolete, or no longer needed for current agency business {Non-record}

1 7 SUSPENSE OR "TICKLER" FILES

Documents arranged in chronological order as a reminder that an action is required on a given date, or that an action is expected. {GRS 23, Item 6}

TEMPORARY

- a Notes or other reminders: Destroy after action is taken
- b File copy or extra copy of an outgoing communication
  - (1) File copies: Destroy after the action is taken
  - (2) Extra copies: Incorporate into the official files after the action is taken

1 8 GENERAL ADMINISTRATIVE SUBJECT FILES

Records in individual offices related to the internal administration or housekeeping activities of the office. The records relate to day-to-day office administration such as office organization, staffing, procedures and communications; budget expenditures and budget submissions, office supplies, contractor office equipment service records, building and equipment service records, copies of office equipment maintenance agreements; work progress reports, employee training and employee travel; division-level procurement and the like. Arranged alphabetically by topic.

*NOTE: These records do not serve as unique documentation of GPO program offices.*

TEMPORARY: Break files annually and destroy when 2 years old {GRS 23, Item 1}

1 9 COMMITTEE AND CONFERENCE FILES

Records relating to both internal and external GPO committees, task forces, working groups, or other formal or informal groups that meet to discuss significant issues, make reports and recommendations, resolve problems, or to investigate a specific assignment or task. The official records are considered to be the records of the Recording Secretary, or in the absence of a delegated recordkeeper, the records of the chair of the committee or other group should be considered the official records of the committee.

TEMPORARY: {GRS 16, Item 8}

- a Records relating to establishment, organization, membership, and policy of internal GPO committees  
  
Destroy 2 years after termination of committee
- b Records created by committees

- (1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees, **excluding** those maintained by the official recordkeeper, sponsor, or Secretariat

Destroy when 3 years old or when no longer needed for reference, whichever is sooner

*[NOTE: This item does not apply to the official records of GPO boards, committees, task forces, or similar internal or external committees or groups that report to either the Public Printer or to the Deputy Public Printer. Records of those committees must be scheduled on a separate SF 115 and submitted to the National Archives for approval.]*

- (2) All other committee records

Destroy when 3 years old or when no longer needed for reference, whichever is sooner

#### 1.10 ROUTINE SPREADSHEETS AND WORDPROCESSING FILES

Documents such as spreadsheets, letters, memorandums, reports, handbooks, directives, and manuals that are recorded on electronic media and used to produce hardcopy correspondence, reports, printouts, manuals, and instructions that are incorporated into official GPO files

TEMPORARY. Destroy or delete when no longer needed to produce a hardcopy printout, or after the printout has been approved and incorporated into official GPO files {GRS 23, Item 2a}

#### 1.11 ROUTINE LOGGING, TRACKING, AND CONTROL DATABASES

Electronic records and computer databases that are primarily used to control and track incoming and outgoing correspondence, routine administrative reports, requests requiring an action, status of actions, report status tracking, and tracking for open report or audit recommendations. A typical database includes the fields for the date received, the originating office, brief subject, the action required or taken, and date correspondence returned or sent

*NOTE: The database systems covered by this item do not contain abstracts or other information that can be used as an information source separate from the records they track and control, or serve as indexes to permanently valuable records that are listed elsewhere in this schedule*

TEMPORARY Delete or destroy after the final action, or when the related records are destroyed as authorized in this schedule, or when no further tracking or control is necessary, whichever is sooner {GRS 23, Item 8}

1.12 SUPERVISOR'S PERSONNEL FILES

Copies of personnel records (SF-7B's, SF-52's, SF-50B's and related documents, position descriptions (GPO Forms 2966 and related documents), training records, performance plans and evaluations (GPO Form 2969 and 2970), records of on-the-job injuries/illnesses (applicable DOL CA-forms 1, 2, 3, 7, 8, 16, 17, and 20 and GPO Form 692, Supervisor's Report of Accident) All official personnel records and the employee's OPF are maintained in the Personnel Office

TEMPORARY Review annually and destroy superseded or obsolete documents; or destroy file 1 year after employee separation or transfer. {GRS 1, Item 18a}

1.13 GPO EMPLOYEE RECORD CARDS

Employee record cards, SF-7Bs, and other employment history, leave, or attendance records used for informational and reference purposes outside of the GPO Personnel Office

TEMPORARY: Destroy after separation or transfer of employee, or when no longer needed for current agency business {Duplicate copies}

1.14 GPO EMPLOYEE TRAINING FILES

Correspondence, memorandums, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions

TEMPORARY: Destroy when 5 years old, or when supersede or obsolete, whichever is sooner {GRS 1, Item 29b}

1.15 GPO EMPLOYEE TRAVEL FILES

Copies of correspondence, memorandums, copies of vouchers, travel authorizations, approvals, and similar records that are maintained outside of the GPO Travel Office relating to employee travel for official agency business

TEMPORARY. Destroy when 2 years old {Duplicate copies}

1.16 GPO AGENCY PROGRAM AND MISSION PUBLICATIONS

GPO annual reports, agency histories, statistical or other special reports, Circular Letters, telephone directories, special studies, pamphlets and brochures, posters and other graphic arts, and all other publications related to GPO programs that are officially released internally or externally by GPO Usually maintained in individual GPO program offices

a Official record set

PERMANENT Break files annually and transfer to the FRC when 5 years old Transfer to the National Archives when 20 years old

b Distribution copies

TEMPORARY Destroy when no longer needed for current agency business {Duplicate copies}

1.17 NEGATIVES, PHOTOGRAPHIC PRINTS, SLIDES, POSTERS, AND GRAPHIC ARTS

Photographic negatives, prints, transparencies, slides, and albums of GPO buildings, equipment and machinery, division or unit work spaces, employees at work, portraits of senior GPO officials and prominent staff, and similar photographs that document the operation, physical facilities, work environment, and GPO programs and operations

The largest central collection of GPO photographs is maintained by the Typography and Design Division, Visual Communication Section Official GPO photographs may also be located in other organizational units The dispositions below apply to all photographs throughout GPO that are not duplicated in the central T & D photograph collections

**AUTHORIZED DISPOSITIONS.**

a Original or master negatives, slides, and photographic prints

Photographic records of the GPO facilities including architecturally or historically significant buildings, division or unit work spaces and shop interiors, photographs of GPO employees at work, operations of equipment or

printing machinery, photographs that document GPO programs, projects, operations, and portraits of senior agency officials or distinguished employees. The photographs may serve both internal GPO administrative purposes, or external purposes that include exhibits, publications, news releases, and similar public relations purposes.

Approximate volume 25 cu ft dating from approx 1920 - present  
Annual accumulation approx 1 cu ft

**PERMANENT** Break files every 5 years and transfer to the National Archives in 5-year blocks when 20 years old

**NOTE:** For each type of audiovisual record designated as permanently valuable, the specific components required by 36 CFR 1228.184 for preservation, reproduction, and reference are listed below

**Black and white and color negative photography:** the original negative, a captioned print, or for color negative photography, a duplicate negative, if one exists

**Color transparency and slide photography:** The original and one duplicate copy

**Slide sets or filmstrips and accompanying audio recordings or scripts:**  
Two copies

*The National Archives reserves the right to dispose of any material already appraised as disposable under the General Records Schedules or other approved agency schedules, as well as all duplicate, unidentifiable, fragmentary, unrelated, or non-archival materials during archival processing without further agency notification*

b. Posters and other graphic arts

Official set of all GPO posters or graphic art products that document significant GPO programs, operations, events, and anniversaries used or created for internal administrative programs, or for external public relations uses

**PERMANENT.** Transfer two copies of each official GPO poster or graphic art product to the National Archives immediately upon publication

**NOTE:** For each type of audiovisual record designated as permanently valuable, the specific components required by 36 CFR 1228.184 for preservation, reproduction, and reference are listed below

**Graphic arts and posters:** Two copies

c Routine photographs, negatives, slides, graphics arts, and posters

Photographic records, posters, and graphic arts of routine award ceremonies, routine training programs, routine employee safety programs, federal charity drives or other fund raising programs, photographs or graphic arts used in the production of GPO customer publications (job photographs), and duplicate copies of slides, transparencies, or photographs used for audiovisual presentations

Destroy when no longer needed for current agency business, or when 10 years old, whichever is sooner

1 18 AUDIOVISUAL RECORDS

Sound recordings, videotapes, motion picture films and equivalent or related records created or produced by GPO, or acquired from other outside sources

**DISPOSITIONS**

a Official record set

The original master sound or video recording, or the original film negative and one print of motion picture film that documents GPO history, agency-wide programs and operations, special events, anniversaries, and commemorative events, printing and production operations, public affairs or news interviews with GPO officials and staff, news releases and public service announcements, and other productions created to disseminate agency information regarding GPO operations and programs to employees, customers, and to the public

**PERMANENT** Break files every 5 years and transfer directly to the National Archives

*The National Archives reserves the right to dispose of any material already appraised as disposable under the General Records Schedules or other approved agency schedules, as well as all duplicate, unidentifiable,*

*fragmentary, unrelated, or non-archival materials during archival processing without further agency notification*

**NOTE:** For each type of audiovisual record designated as permanently valuable, the specific record components required by 36 CFR 1228 for preservation, reproduction, and reference are listed below

**Video recordings:** The original or earliest generation of each video recording, and a dubbing, if one exists

**Sound recordings:** The original or earliest generation of each audiotape recording, and a dubbing, if one exists

**Motion pictures:**

Agency-sponsored 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 or video recording.

Acquired films Two projection prints or one projection print and a video recording.

Unedited footage The original negative or color original, work print, and an intermediate master positive or duplicate negative, if one exists, appropriately arranged, labeled, and described

b Duplicate copies and routine training records

Duplicate or distribution copies of audiovisual records listed above, and agency produced or acquired videotapes used primarily for training GPO employees on machine operation, routine office procedures, office and computer equipment, employee health and safety regulations or programs, and similar training

Destroy when no longer needed for current agency business, or when superseded or obsolete

1 19 ROUTINE MAILING LISTS

Lists of names and addresses in hardcopy or electronic form of individuals and companies that regularly conduct business with GPO, or that subscribe to GPO distribution or subscription services

TEMPORARY Destroy, revise, update, or delete as needed for current agency business {GRS 13, Item 4}

1 20 COPIES OF PURCHASE ORDERS AND CONTRACTS

Copies of contracts, GPO Form 3201B, Purchase Orders, property or equipment leases, SF 1 forms, receiving and inspection tickets, GPO Form 3241, Purchase Request, and other records of purchasing transactions, regardless of the amount, that document the procurement of materials, supplies, and services and that are located outside of the Materials Management Service Usually filed by Fiscal Year and Purchase Order number. The official record set of all GPO purchase orders, contracts, leases, and other purchasing documentation is maintained in the Materials Management and Procurement Service.

TEMPORARY. Destroy when 2 years old or when no longer needed for current agency business, whichever is sooner {Duplicate copies}

## **Chapter 2:**

### **ADMINISTRATIVE LAW JUDGE RECORDS**

This chapter of the schedule covers records of the Administrative Law Judge. The Administrative Law Judge resolves contract and claims disputes through the Contract Appeals Board, and issues final decisions after hearings.

#### **2.1 ADMINISTRATIVE LAW JUDGE PROGRAM SUBJECT FILES**

Correspondence, memorandums, reports, policies, procedures, office administrative records relating to the mission of the functions of the Administrative Law Judge such as office-wide operations, internal and external instructions, directives, policies and procedures, and similar records, copies of Congressional correspondence prepared in the office, general conference and meeting records, resource materials pertaining to the operation of the Administrative Law Judge office such as procurement regulations, acquisition regulations, decisions, and the like.

**TEMPORARY** Break inactive files annually at the end of the FY and transfer to the FRC. Destroy 5 years after closure.

#### **2.2 CLOSED CONTRACT APPEALS CASE FILES**

Official contract appeals case files arising under the Contracts Dispute Act, consisting of notices of appeal and acknowledgements thereof; correspondence between parties; copies of contracts, plans, specifications, exhibits, change orders, and amendments, transcripts of hearings, documents received from parties concerned; final decisions; and all other related papers.

**TEMPORARY** Break files annually at the end of each FY and transfer to the FRC. Destroy 8 years after closure.

#### **2.3 CONTRACT APPEALS CASE WORKING FILES**

Work and background files that supplement official contract appeals case files listed above. The working files consist of notes, copies of correspondence and memorandums, background and reference materials, and other documentation or records that are not considered to be a part of the official case file.

**TEMPORARY** Destroy 30 days after the case is closed.

## **Chapter 3:**

### **BUDGET RECORDS**

This chapter of the schedule covers GPO budget records that may be found anywhere in the agency. The office of custody for all official GPO Budget Program records is the Budget Office

#### **3 1 JCP CORRESPONDENCE SUBJECT FILES**

Copies of letters, reports, and other correspondence received or sent to the Budget Office, and submitted to the Joint Committee on Printing (JCP) through the Public Printer's Office.

TEMPORARY Destroy when 3 years old

#### **3 2 APPROVAL MEMORANDUMS FOR SCALE OF PRICES**

Requests and approvals of adjustments, additions, and deletions to the GPO Scale of Prices

TEMPORARY Destroy when superseded, obsolete, or no longer needed for current agency business

#### **3 3 MONTHLY PAPER PRICE ADJUSTMENT MEMORANDUMS**

Paper price index data used for procurement purposes.

TEMPORARY Destroy when 1 year old.

#### **3 4 MONTHLY GAIN/LOSS REPORT**

Report of gain or loss, by division, for GPO, and distributed to the Director, Comptroller, Superintendent of Plant Planning

TEMPORARY Destroy 3 years after the period covered by the report. {GRS 5, Item 3b}

3 5 REPORT OF NEGOTIATED/DIVERTED WORK

Report of jobs either negotiated or diverted from program work and distributed to the Director, Comptroller, and Superintendent of Plant Planning.

TEMPORARY Destroy 3 years after the period covered by the report {GRS 5, Item 3b}

3 6 JCP REPORT OF ACTIVE AND COMPLETED ITEMS

Status report of Public Printer/Joint Committee on Printing (JCP) approved capital items The detailed report is prepared weekly/monthly, and the summarized report is produced monthly

TEMPORARY Destroy when 5 years old

3 7 MONTHLY RESPONSIBILITY REPORT

Budget and financial data used for screening performance of each cost code center

TEMPORARY Destroy 3 years after the period covered by the report {GRS 5, Item 3b}

3 8 OFFICIAL GPO BUDGET SUBMISSIONS

The official copy of the GPO annual budget submission to the Office of Management and Budget (OMB).

TEMPORARY. Break files annually and transfer to the FRC when 5 years old  
Destroy when 20 years old

3.9 GPO BUDGET BACKGROUND AND WORKPAPERS

Cost statements, rough data, FTE data, and other similar records accumulated in the preparation of annual budget estimates

TEMPORARY. Destroy 2 years after the budget covered by the workpapers

3 10 OFFICIAL GPO BUDGET ESTIMATES AND JUSTIFICATIONS

The official copy of GPO budget estimates and related budget justifications submitted annually to OMB and to Congress, and related correspondence, briefing books, hearings, and testimony

TEMPORARY Break files annually and transfer to the FRC when 5 years old.  
Destroy when 20 years old.

3 11 APPROPRIATION LAWS, REPORTS, AND HEARINGS

Looseleaf binders containing relevant laws, regulations, reports, and testimony at hearings concerning budget submissions and appropriations

TEMPORARY Destroy when no longer needed for current agency business, or when superseded or obsolete

3 12 GPO ACTIVE AND COMPLETED ITEMS REPORTS

Electronic database and hardcopy printouts of active and completed projects and recommendations.

TEMPORARY Update or delete database as often as necessary Destroy hardcopy printouts when 3 years old

3.13 CONGRESSIONAL BILLINGS FOR COMMITTEES REPORTS

Electronic and hardcopy records of billings to various Congressional Committees for printing services

TEMPORARY: Destroy when 3 years old

3 14 FINANCIAL PLANNING PROJECTIONS

Projected profit and loss statements for two FY which are submitted to JCP two months prior to the first FY covered in the projections

TEMPORARY Destroy when superseded, obsolete, or no longer needed for current agency business

3 15 PERIODIC BUDGET REPORTS

Reports concerning the status of budget allocations and appropriations.

TEMPORARY. Destroy when 5 years old

3 16 ANNUAL PURCHASE REQUEST REPORTS

Report listing the annual recurring expenses and other program requirements of more than \$1,000

TEMPORARY Destroy when 3 years old

3.17 MACHINE REPORTS FOR PRODUCTION AREAS

Annual, monthly, and weekly printouts, reports, and graphs relating to the status of workloads for GPO Production units, including Press and Bindery

TEMPORARY Destroy when 10 years old or when superseded, consolidated, or summarized in annual reports, whichever is sooner.

3 18 SUPERINTENDENT OF DOCUMENTS (SuDOC) FTE REPORTS

Monthly reports submitted to the Budget Office of SuDOC Full Time Equivalent (FTE) employment by program office

TEMPORARY. Destroy when 3 years old

3 19 OFFICE OF THE BUDGET FTE REPORTS

Electronic and hardcopy reports of Budget Office FTE employment

TEMPORARY. Break files every 5 years and transfer to the FRC. Destroy when 20 years old

3 20 OUTSTANDING OBLIGATIONS REPORTS CONGRESSIONAL PRINTING AND BINDING

Paper printouts of outstanding obligations for Congressional printing and binding services

TEMPORARY· Destroy when 3 years old

## **Chapter 4:**

### **CONGRESSIONAL, LEGISLATIVE, AND PUBLIC AFFAIRS RECORDS**

This chapter covers records that pertain to GPO Congressional, Legislative, and Public Affairs functions. The custodial office for all official Congressional, Legislative, and Public Affairs records maintained by GPO is the Office of Congressional, Legislative, and Public Affairs.

#### **4.1 CONGRESSIONAL AND PUBLIC AFFAIRS SUBJECT FILES**

Director's Congressional correspondence including inquiries from the House or Senate, the White House, and JCP copies of GPO responses, copies of correspondence filed by GPO division or section; constituent correspondence, copies of pending legislation, biographies, reports, mailing lists, and news releases, long-range planning records, financial statements and budgets, nonrecord newsletters and other publications, speeches, special programs, activities, and commemorations, and similar records. Filed alphabetically by subject.

**TEMPORARY** Break inactive files every 2 FY or at the end of each Congress and transfer to the FRC. Destroy when 10 years old.

#### **4.2 CORRESPONDENCE CONTROL AND TRACKING DATABASE**

Electronic database that tracks and controls the status of pending correspondence, reports, requests from the Senate or House, the White House, and other Office correspondence that is received in the Congressional, Legislative, and Public Affairs Office. The database does not serve as an index to correspondence files.

**TEMPORARY.** Update or delete records as needed every 2 FY or at the end of each Congress.

## **Chapter 5:**

### **CUSTOMER SERVICES RECORDS**

This chapter of the schedule covers functions usually performed by the Customer Services Division, and includes coordinating all printing and binding services for Congress, and the Executive, Legislative, and Judicial agencies

#### **5.1 CUSTOMER SERVICES GENERAL SUBJECT FILES**

Official and duplicate copies of correspondence to and from the Customer Services office from GPO customers, Congress, and others, memorandums, reports, meeting notes, time estimates, cost estimates, copies of directives, staff personnel and leave records, office operating procedures, and other records pertaining to the Customer Services function of GPO.

TEMPORARY. Break inactive files at the end of each FY and transfer to the FRC. Destroy 5 years after closure

#### **5.2 INSTITUTE FOR FEDERAL PRINTING AND PUBLISHING GENERAL SUBJECT FILES**

Correspondence, memorandums, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of the Institute for Federal Printing and Publishing (IFPP) training programs, training courses, conferences, and training objectives of the Institute Arranged alphabetically by subject

TEMPORARY Break inactive files annually at the end of each FY and transfer to the FRC Destroy 5 years after closure

#### **5.3 IFPP GOVERNMENT AGENCY TRAINING RECORDS**

Correspondence, memorandums, reports and similar records relating to the availability of training and customer agency employee participation in the Institute for Federal Printing and Publishing (IFPP) training programs sponsored for other government agencies

TEMPORARY Break inactive files annually at the end of each FY and transfer to the FRC. Destroy when 5 years old

5.4 COST ESTIMATES

Customer requests for printing cost estimates received prior to the submission of a printing order, cost estimate work sheets, and replies to customers

TEMPORARY Destroy when 3 years old

5.5 PRINTING AND BINDING JACKETS (LARGE WORK JACKETS)

GPO work jackets created by Customer Services for each printing order received by GPO. The work jacket lists the Jacket Number, Date, Classification Code, Form Number, Title, Quantity, and all printing and binding specifications for composition, proofs, presswork, ink, binding, and delivery instructions on the face of the folder. Contents of the jacket may include a final printed version of the product, jacket distribution lists, memorandums, and jacket delivery slips. The work jacket follows each printing job through production of the publication and is initialed or stamped at the completion of each process. The jacket is sent to Financial Management for billing purposes with the Billing Jacket (see below) after the publication is completed.

TEMPORARY Destroy when 2 years old

5.6 BILLING JACKET (SMALL or "WHITE" JACKETS)

A tri-fold billing record created for each printing job received by GPO. The jacket lists the Work Jacket Number, Department, Bureau, Title of Publication, Date Received, Date Closed, Print Order Number, Classification Code, FY, Quantity, and similar information on the face of the folder. This jacket is used for job billing purposes.

TEMPORARY Break inactive files annually at the end of each FY and transfer to the FRC. Destroy when 6 years and 3 months old. {Exception to GRS 6, Item 1a}

5.7 PRINTING ORDER AND WORK JACKET CONTROL AND TRACKING LOGBOOKS AND ELECTRONIC DATABASES

Electronic databases or hardcopy logbooks, ledger cards, registers, or lists that control and track printing jackets, printing requisitions, jacket number assignments, verification, proofs, priors, contractors, cost estimates, labor charges, distribution, offset film and negative sales, and printing jacket close-outs

TEMPORARY

- a Logbooks, ledger cards, and registers: Destroy when 5 years old, or 5 years after the last entry, whichever is sooner
- b. Electronic databases. Update database as needed for current agency business  
Destroy printouts and reports when 2 years old

5 8 CONGRESSIONAL REQUISITION SYSTEM

Computer database that contains electronic records sorted by publication type (hearing, report, telephone directory, and the like), jacket number, and billing address code. The system is used to create mailing labels for the requested publication distribution, and to generate billing information

TEMPORARY Update as needed for current agency business Delete all closed jacket, distribution, and billing information 2 years after job is completed

5.9 PEPS SYSTEM DATABASE AND EXTRACTS (Congressional Envelope Order System)

Database and electronic records that tracks the usage of Public Document envelopes by members of Congress Records are sorted by ID number assigned to each member of Congress, and provides monthly summaries of usage

TEMPORARY: Update as needed for current agency business over each full session of Congress (2 years) Delete at the end of each Congressional session.

5 10 TYPOGRAPHY AND DESIGN (T & D) PRODUCTION DATABASE, PRODUCTION FILES, AND RELATED RECORDS

Desktop publishing systems, image editing systems, and other electronic records that are scanned, submitted electronically, or manually entered into the system through computer keyboards. One record is created for each job, sorted by Jacket Number. The production files are used to design, layout, and produce the final printed product A database tracks the status of each job Output includes screens of information, printouts of database reports and drafts or proofs of production files, and electronic records for use in other electronic production and design systems

TEMPORARY Update and delete as needed for current agency business

5.11 CIRCULAR LETTERS

Official copies of numbered Circular Letters to customer agencies promulgating official GPO policies and procedures

Volume 1 5 cubic feet

Dates 1965 - present

PERMANENT Close files at the end of each FY and transfer to National Archives when 20 years old

5.12 CUSTOMER COMPLAINT LOGS AND DATABASES

Customer complaint correspondence and forms, Notices of Quality Defects received from GPO customers, hardcopy and electronic logs, and electronic databases that track customer complaints and GPO replies to customers

TEMPORARY. Destroy when 3 years old

## **Chapter 6:**

### **ENGINEERING AND FACILITIES SERVICE RECORDS**

This chapter of the schedule covers records relating to the management and maintenance of all GPO facilities, machinery, and equipment

#### **6.1 MACHINE AND EQUIPMENT HISTORY RECORDS**

Records relating to the installation, use, maintenance, and repair of all active and inactive machinery and equipment in GPO

TEMPORARY: Destroy when machine or equipment is disposed of

#### **6.2 ENGINEERING SERVICES PROJECT FILES**

Requests for engineering services, specifications, plans, maintenance job orders, and other records related to routine maintenance and service work on GPO buildings, machines and equipment.

TEMPORARY Destroy 10 years after the close of the project

#### **6.3 TECHNICAL SPECIFICATIONS RECORDS**

Copies of technical and federal specifications used for reference These do not include specifications associated with engineering service projects.

TEMPORARY Destroy when superseded, obsolete, or no longer needed for current agency business

#### **6.4 BUILDING AND EQUIPMENT PLANS**

The official record set of original linen, vellum, or mylar architectural drawings, production equipment drawings, and drawings related to all building renovations

Volume 388 cu ft  
Dates 1899 - present

PERMANENT. Transfer to the National Archives when no longer needed for current agency business, or when 50 years old, whichever is sooner

6.5 ENGINEERING SERVICE REQUESTS

GPO Form 822, Request for Engineering Service, or the equivalent, received from other GPO divisions or units requesting building or equipment maintenance

TEMPORARY Destroy 3 months after the work is performed or the request is cancelled {GRS 11, Item 5}

6.6 MAINTENANCE SERVICE CALL RECORDS

GPO Form 2297, or equivalent, listing a record of Engineering Services work performed, total man-hours, cost, and tasks completed The official copy is retained by the Director, Engineering Services, and distribution copies are sent to the Office of the Comptroller, and to Planning and Scheduling

TEMPORARY Destroy when 3 years old

## **Chapter 7:**

### **EQUAL EMPLOYMENT OPPORTUNITY RECORDS**

This chapter of the schedule covers records that relate to the GPO Equal Employment Opportunity program, including monitoring implementation of the GPO Affirmative Action Plan, the preparation of the annual Affirmative Action Plan report, the evaluation of programs the assure equal opportunity to minorities or special groups or individuals, and employee assistance and career counseling

#### **7 1 CLOSED EEO COUNSELING AND COMPLAINT CASE FILES**

Official case files containing the original complaint and all related correspondence, reports, exhibits, copies of decisions, hearing transcripts or minutes, minutes of meetings, and other records that document the case progress and its final resolution

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC when 3 years old Destroy 10 years after closure. {Exception to GRS 1, Item 25a}

#### **7 2 EEO COUNSELOR'S REPORT FILES**

Official report of allegations of discrimination by complainant that may or may not result in an official complaint

a Reports that result in an official complaint

File in the official EEO complaint case file

b Reports not resulting in an official complaint

TEMPORARY: Destroy when 2 years old {GRS 1, Item 25c(2)}

#### **7 3 EEO PROGRAM SUBJECT FILES**

Correspondence, memorandums, and other materials related to various EEO and Affirmative Action programs, such as women's employment programs and projects, Hispanic employment programs and projects, disabilities employment programs, and projects, summer work programs, and similar topics under the EEO program office

TEMPORARY. Break inactive files annually at the end of each FY and transfer to the FRC Destroy 5 years after closure

7 4 EEO STATISTICAL PROFILES

Printouts and other hardcopy extracts of data and information downloaded from the EEO or Personnel mainframe databases, or maintained in spreadsheets or other computer systems. Records are created and maintained for statistical analyses, agency compliance reporting, historical profiles, and other GPO reporting and program operation purposes.

TEMPORARY:

- a Printouts and other hardcopy records.

Destroy when 5 years old {GRS 1, Item 25f}

- b Master files of EEO Personnel database

Delete or update as needed for current agency business. {GRS 20, Item 3}

7 5 PERIODIC EEO STATUS REPORTS

Reports usually issued monthly to track the progress of new complaints and the status of ongoing EEO cases.

TEMPORARY Destroy when 2 years old {GRS 1, Item 25d(2)}

7 6 EEO AFFIRMATIVE ACTION PLANS (AAP)

- a Agency copy of the consolidated AAP

TEMPORARY. Destroy 5 years from date of plan {GRS 1, Item 25h(1)}

- b Agency feeder plan to consolidated AAP

TEMPORARY Destroy 5 years from date of feeder plan, or when no longer needed for current agency business {GRS 1, Item 25h(2)}

- c Agency copy of annual report of Affirmative Action accomplishments

TEMPORARY Destroy when 5 years old {GRS 1, Item 25h(4)}

## **Chapter 8:**

### **FINANCIAL MANAGEMENT AND ACCOUNTING RECORDS**

This chapter of the schedule covers records that relate to the GPO financial management program, such as billing and collecting customer accounts, paying contractors and employees, accounting for the purchase, maintenance, and disposal of agency property and assets, reporting internal and external financial information. The Office of the Comptroller is the office of record for all official GPO financial accounting records.

#### **8.1 FINANCIAL ACCOUNTING SUBJECT FILES**

Official copies of correspondence, memorandums, studies, reports, and other records concerning financial and accounting management, production and cost accounting, audits, appropriations, hearings and testimony, requests for financial information, reports to other GPO divisions, JCP requests, agency procedures, accounting directives and instructions, and similar records

**TEMPORARY** Break inactive files annually at the end of each FY and transfer to the FRC. Destroy 5 years after closure

#### **8.2 CUMULATIVE ANALYSIS AND SUMMARY SOURCE AND FINANCIAL REPORTS**

Consolidated and cumulative financial analysis, source reports, and financial accounting reports that document receipts, billings, and expenditures, such as House and Senate Billings, JCP reports, Statements of Income and Expenses, General Ledger reports, and similar analytical financial information in summary form

**TEMPORARY** Break files annually at the end of each FY and transfer to the FRC in cubic-foot blocks when 3 years old. Destroy when 20 years old

#### **8.3 GPO PRODUCTION, OPERATION, AND COST ACCOUNTING REPORTS AND DATA FILES**

Electronic and hardcopy reports, ledgers, statements, forms, work papers and related records pertaining to the costs of GPO operations such as direct and indirect costs of materials, labor and production, machine use, production statistics, and unit operation and program costs and performance. Included are data and reports from the PROBE (Production Reporting for Operations, Budgeting, and Expenditures) system, integrated accounting information posted from other sources such as financial, labor, and time

accounting records, material orders and other procurement documents, project work or personnel assignments, and the like

*NOTE: GPO Production Accounting Reports include, but are not limited to, the reports listed in Appendix A of this schedule*

TEMPORARY

- a. Paper records that are not microfilmed Destroy when 6 years and 3 months old {GRS 6, Items 1a. Exceptions to GRS 8, Items 6 and 7}
- b. Paper records that are microfilmed: Destroy after microfilm has been inspected and verified
- c. Microfilm records Destroy when 6 years and 3 months old {GRS 6, Item 1a Exception to GRS 8, Items 6 and 7}
- d. Electronic files Update or delete as needed for current agency business {GRS 20, Item 3a}

8 4 GPO FINANCIAL ACCOUNTING REPORTS, SPREADSHEETS, DATABASES, AND RELATED RECORDS

Electronic and hardcopy reports, general ledgers, financial statements, spreadsheets, forms, databases, text files, work papers, and related records pertaining to receipts and expenditures of money, debits and credits, assets and liabilities, and the expenditure or allotment of funds Expenditure accounting records include vouchers, project or job orders, procurement and material ordering records, and other records that document or summarize the status of funds available for expenditure, the amounts of money due and collected, accumulated expenditures and liabilities, and the value of stock on hand, equipment, and property in GPO

*NOTE. GPO Financial Accounting Reports include, but are not limited to, the reports listed in Appendix B of this schedule*

TEMPORARY.

- a. Paper records that are not microfilmed. Destroy 6 years and three months after the close of the fiscal year involved {GRS 6, Item 1a and GRS 7, Items 2 and 3 Exception to GRS 3, Item 3}
- b. Paper records that are microfilmed Destroy after microfilm has been inspected and verified.

- c. Microfilm: Destroy 6 years and 3 months after the close of the fiscal year involved. {GRS 6, Item 1a and GRS 7, Items 2 and 3}
- d. Electronic files: Update or delete as needed for current agency business. {GRS 20, Item 3a and GRS 23, Item 8}}

**8.5 AUDIT REPORTS**

Case files of internal audits of agency programs, operations, procedures and of external audits of contractors. Records consist of audit reports, correspondence, memorandums, and supporting working papers and follow-up reports or recommendations.

TEMPORARY Break files at the end of the FY in which the case is closed and transfer to the FRC. Destroy 8 years after closure. {GRS 22, Item 3}

**8.6 JACKET BILLING RECORDS**

Records of all financial billing from Billing Jackets (Small or "White" Jackets) filed by bill date and thereunder by jacket number

TEMPORARY:

- a. Hardcopy records Destroy after the microfilm copy is inspected and verified
- b. Microfilm records. Break files annually at the end of the FY Destroy when 10 years old

**8.7 COMMERCIAL PRINTING VOUCHERS**

Vouchers filed by certification date and thereunder by voucher number

TEMPORARY

- a. Hardcopy records Destroy after microfilm is inspected and verified
- b. Microfilm records Break files annually at the end of the FY Destroy when 10 years old.

8 8 GENERAL EXPENSE VOUCHERS

Vouchers filed alphabetically and thereunder by purchase order number.

TEMPORARY. Break files at the end of the FY Destroy when 10 years old.

8 9 DAILY AND MONTHLY JOURNAL VOUCHERS

Daily and monthly vouchers filed by date

TEMPORARY Break files at the end of the FY Destroy when 5 years old

8.10 ADVANCE BILLING SYSTEM (SYSTEM 2521)

Electronic file of advance billings downloaded from the Daily Billing program, arranged by jacket number System is used to produce a monthly printout.

TEMPORARY Update or delete as needed to produce monthly printout and until billing is cleared. Destroy monthly printout when 1 year old

8.11 DAILY BILLING DATABASE

Daily accumulation of billing records including jacket number, print order, and the like, uploaded to the mainframe

TEMPORARY Destroy after master file in mainframe is verified

8.12 DEFERRED CREDIT DATABASE (SYSTEM 1244)

Electronic file of deferred credits from the daily billing program, arranged by jacket number. Used to produce a monthly printout

TEMPORARY Update or delete as needed to produce monthly printout and until billing is cleared. Destroy monthly printout when 1 year old

8 13 FUTURE BILLING DATABASE (SYSTEM 1243)

Electronic file of future billing from the daily billing program, arranged by jacket number Used to produce a monthly printout

TEMPORARY. Update or delete as needed to produce monthly printout and until billing is cleared. Destroy monthly printout when 1 year old.

8 14 FINISHED WORK DATABASE

Electronic file of finished work cost downloaded from the mainframe for use in the billing process

TEMPORARY. Update as needed for current agency business Delete records when work has been billed and jacket cost summaries verified.

8 15 MISCELLANEOUS COLLECTIONS SYSTEM

Database system and printouts for sorting, searching, tracing and storing miscellaneous collections for cash, check, money order Printouts are daily and monthly activity for collection journal voucher

TEMPORARY Update and delete database as needed for the current FY Destroy printouts when 6 years and 3 months old. {GRS 6, Item 1a and GRS 23, Item 8}

8 16 CHECK WRITING CONTROL SYSTEM (CWCS)

Database and printouts that track, control and issue 6191 Miscellaneous Checks for GPO Arranged by check issue, check number, and payee One record is created for each check issued Uploaded monthly to GPO mainframe for preparation of Treasury tape.

TEMPORARY Update and delete database as needed for the current FY Destroy printouts when 6 years and 3 months old {GRS 6, Item 1a and GRS 23, Item 8}

8.17 SAVINGS BOND INFORMATION SYSTEM (SBIS)

Electronic records and biweekly printouts that maintain the current status of employee savings bond account activity Uploaded to GPO mainframe biweekly to prepare Treasury tape and to issue savings bonds Biweekly printouts of bonds issued, and a subsidiary file or printout is prepared for bond accounts in the General Ledger

TEMPORARY Update and delete database as needed for the current FY. Destroy printouts when 6 years and 3 months old {GRS 6, Item 1a and GRS 23, Item 8}

8.18 LIMITED PAYABILITY SYSTEM

Electronic database and monthly printouts that control undeposited checks returned by the Treasury after one year One record is created for each check returned, and the system tracks the most current five FYs This is a subsidiary system for the General Ledger

TEMPORARY.

- a Electronic records Update system records as needed for current agency business Delete records when 5 years old {GRS 23, Item 8}
- b Printouts Destroy when 6 years and 3 months old {GRS 6, Item 1a}

8.19 GARNISHMENT SYSTEM

Electronic database that controls deductions made from employee salary for garnishments Records entered by payroll number, court assigned number, and DSS cost code, and are updated and printed out biweekly

TEMPORARY. Update and delete database as needed for the current earnings year Destroy printouts when 6 years and 3 months old {GRS 6, Item 1a and GRS 23, Item 8}

8.20 SUPPLEMENTAL ROLL

Database system and biweekly printouts that provides a listing of checks issued for supplemental payroll earnings for entry into employee earnings record System is updated each payroll period for Printing and Binding and SuDoc offices

TEMPORARY. Update and delete database as needed for the current earnings year. Destroy printouts when 6 years and 3 months old {GRS 6, Item 1a and GRS 23, Item 8}

8.21 HAZARD WEATHER PAY (HAZPAY) SYSTEM

Electronic database that collects hours worked by essential employees during hazardous weather, and configures the records to upload to the GPO mainframe for the PROBE, COST, and PAYROLL systems Records are entered by payroll number and DSS cost code

TEMPORARY. Update and delete database as needed for the current earnings year  
Destroy printouts when 6 years and 3 months old {GRS 6, Item 1a and GRS 23,  
Item 8}

8.22 ACCOUNTS RECEIVABLE - GOVERNMENT

Electronic database and printouts that maintain the current and prior FY status of  
receivables owed by government agencies or organization invoiced by GPO One  
record is created for each invoice, and arranged or sorted by billing address code,  
invoice number, and date billed. Uploaded biweekly to the GPO mainframe for aged  
listings, and an account status is printed out each month.

TEMPORARY Update and delete database as needed for the current FY Destroy  
printouts when 6 years and 3 months old. {GRS 6, Item 1a and GRS 23, Item 8}

8.23 BID INFORMATION SYSTEM

Electronic database and monthly printouts that maintains the current status of the Bid  
Solicitation Service, to maintain subsidiary records of Advance Collections, account  
2511, and to issue invoices Records are arranged or sorted by contractor and month.

TEMPORARY Update and delete database as needed for the current FY Destroy  
printouts when 6 years and 3 months old {GRS 6, Item 1a and GRS 23, Item 8}

8.24 COST CENTER CODES AND TITLES

The current listing of all GPO Cost Center codes and titles

TEMPORARY. Destroy when superseded or revised

## Chapter 9:

### GPO MAINFRAME COMPUTER SYSTEMS

This chapter of the schedule covers both electronic and hardcopy records created using GPO mainframe computer systems. The Office of Information Resources Management maintains the computer systems with the GPO organizational unit responsible for the specific function of the system. The dispositions for computer reports and hardcopy outputs may be applied throughout GPO organizational units unless the reports or hardcopy outputs are specifically listed in other chapters of the schedule, or serve another purpose or function than that described below.

#### 9.1 MAINFRAME COMPUTER SYSTEMS DOCUMENTATION

GPO computer mainframe systems specifications, file specifications, code books, program flow charts, output specifications, data dictionaries, and other computer system documentation in hardcopy or electronic format created and maintained in the Information Resources Management (IRM) office.

TEMPORARY Update as needed for current agency business. Destroy or delete only upon the authorized deletion of the related master file or database {GRS 20, Item 11a}

#### 9.2 ACCOUNTABLE EQUIPMENT (ACCES) - Accountable Equipment System

Provides an automated data file of capitalized and non-capitalized accountable property owned or leased by GPO. The system is updated monthly and provides the basis for determining the depreciation expense and cost center. Also serves as a physical inventory of accountable equipment.

TEMPORARY

- a. Electronic records Update or delete as needed for current agency business {GRS 23, Item 8}
- b. Hardcopy Outputs Destroy after 3 years, or when no longer necessary for current agency business, whichever is sooner

9.3 ACCRUED EXPENDITURES (AES) - Accrued Expenditures System

System consists of four functional activities: paper, materials and supplies, services, and commercial printing. Principally, a manual system with control totals being updated on a PC system. The system also produces various daily and monthly accrual summaries.

TEMPORARY:

- a. Electronic records: Update or delete as needed for current agency business {GRS 23, Item 8}
- b. Hardcopy Outputs: Destroy when 3 years old {GRS 8, Item 6}, or when no longer necessary for current agency business, whichever is sooner.

9.4 ACQ CLASSIFICATION SHIPMENT INFO (ACSIS) - Acquisition, Classification, Shipment Info System

ACSIS is intended to support Library Programs Service's operation activities in the following functional areas: Acquisitions, classification, document conservation, and distribution.

TEMPORARY:

- a. Electronic records: Update or delete as needed for current agency business. {GRS 23, Item 8}
- b. Hardcopy Outputs: Destroy quarterly reports when 3 months old. Destroy all other reports when 1 month old or superseded, whichever is sooner.

9.5 ANNUAL SALES INVENTORY (ASIS) - Annual Sales Inventory System

ASIS reports the balances of Sales stock on hand in GPO bookstores, warehouses, and consigned agent inventories.

TEMPORARY:

- a. Electronic records: Update or delete as needed for current agency business. {GRS 23, Item 8}
- b. Hardcopy Outputs: Destroy 2 years from date of list. {GRS 3, Item 9}, or when no longer necessary for current agency business, whichever is sooner.

9 6 AUTOMATED BID LIST (ABLS) - Automated Bid List System

Responsible for 1) creation and maintenance of master inventory of contractors, 2) rotational selection from the inventory for procurement offerings, and 3) accumulation of solicitation results for compilation of Cumulative Invitation to Bid statistics

TEMPORARY:

- a Electronic records. Update or delete as needed for current agency business {GRS 23, Item 8}
- b Hardcopy Outputs: Destroy when superseded or obsolete {GRS 3, Items 5d}

9 7 AUTOMATED LEAVE CARD (ALCS) - Automated Leave Card System

Leave files are updated as applicable to maintain accurate and timely reporting of employees' leave for the Employee Earnings and Leave Statements Subsystem of PAYROLL.

TEMPORARY:

- a Electronic records Update or delete as needed for current agency business {GRS 23, Item 8}
- b Hardcopy Outputs
  - (1) Error reports, ticklers, system operation reports  
Destroy when related actions are completed or when no longer needed, not to exceed 2 years
  - (2) Reports and data used for agency workload and or personnel management purposes  
Destroy when 2 years old
  - (3) Reports providing fiscal information on agency payroll  
Destroy after GAO audit or when 3 years old, whichever is sooner

9 8 AUTOMATED POSTAL CARDS (APCS) - Automated Postal Cards System

Tracks production, shipment and inventory of postal cards printed at GPO for the U.S Postal Service.

TEMPORARY

- a Electronic Records Update or delete as needed for current agency business {GRS 23, Item 8}
- b Hardcopy Outputs Inventory lists, destroy 2 years from date of list. {GRS 3, Item 9a} Other reports, destroy when superseded

9.9 AUTOMATIC BILLING (JARS) - Automatic Billing System

Provides for automatic billing of certain bid and program jackets depending on several factors Divides jackets into automatic and automatic billing components Subsystem of JBS

TEMPORARY

- a. Electronic records.
  - (1) If official record, destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a, GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete {GRS 23, Item 8}
- b Hardcopy Outputs Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9 10 BINDERY WRKRS.SETTLMNT FRONT PAY (BWS) - Bindery Workers Settlement Front Pay

System calculates GPO's nominal liabilities to certain employee in the Bindery, for past appointment and promotion actions judged to be discriminatory, as a result of "Thompson et al vs Sawyer " It calculates the distribution of these shares to each employee

TEMPORARY

- a. Electronic records Update or delete when obsolete or superseded {GRS 23, Item 8}
- b. Hardcopy Outputs. Destroy after 3 months or when superseded

9 11 BIWEEKLY REPORTING (BRS) - Biweekly Reporting System

This application was developed to provide a means of automating biweekly reporting on projects and assignments. It extracts data from the Project Tracking System regarding chargeable projects, tasks, and assignments. Primary data capture is in the area of textual progress reporting by analysts and programmers on each unit of work they are assigned

While the application supports manual creation of project, tasks, and assignments, primary data source is PTS via downloads using Natural Connection It runs on the GPO network as a "runtime" application on the universal drive (U:DRIVE) A bat file named "Biweekly" invokes the application While it is operational, it is being implemented in a phased approach.

TEMPORARY.

- a. Electronic records Update or delete as needed for current agency business {GRS 23, Item 8}
- b. Hardcopy outputs Destroy when no longer needed for current agency business

9.12 CONG.SERIAL SET CATALOG PRODUCT (CSSCPS) - Congressional Serial Set Catalog Production System

The Congressional Serial Set Catalog production system maintains the congressional serial set database from which the Congressional Serial Set publication is derived Data is derived from the Monthly Catalog of U.S Publications (MOCAT) system

*NOTE System used to create Congressional Serial Set Catalog which is considered permanent in print form {N1-287-90-1, approved 06/13/90}*

TEMPORARY

- a. Electronic records. Update or delete as needed for current agency business. {GRS 23, Item 8}

- b Hardcopy Outputs: Destroy when superseded or obsolete.

9.13 CONGRESSIONAL ENVELOPE (CES) - Congressional Envelope System

Maintains a record of congressional envelope printing by individual member account  
Subsystem of PEPS

TEMPORARY

- a. Electronic records Update or delete as needed for current agency business  
{GRS 23, Item 8}
- b. Hardcopy outputs Destroy when no longer needed for current agency  
business.

9.14 CONGRESSIONAL JACKET BILLING (CJBS)

System is designed to interface with the Jacket Billing System. This system provides  
for the summary of certain printing and binding charges by congressional committees  
and accumulates the billing costs of copies ordered for congressional hearings and  
other publications

TEMPORARY

- a. Electronic records.
  - (1) If official record, destroy 6 years and 3 months after period covered by  
account. {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete {GRS 23,  
Item 8}
- b. Hardcopy outputs. Destroy when no longer needed for current agency  
business

9.15 CONGRESSIONAL PRINTING (CPS) - Congressional Printing System

The purpose of the Congressional Printing System is to produce reports supporting the  
costs of Congressional Printing jobs Monthly Congressional Printing records are  
created (from the Billing Jackets) and are used to produce monthly proof listings  
This continues until the records for three months have been verified, subsequently, the

Quarterly Congressional Printing File is updated and a source report produced The Source Report is forwarded to Congressional Committees for supporting documentation of the GPO Congressional appropriation

TEMPORARY.

- a. Electronic records Update or delete as needed for current agency business. {GRS 23, Item 8}
- b. Hardcopy Outputs Destroy after 3 years or when no longer needed, whichever is sooner

9 16 CONGRESSIONAL RECORD INDEX (CRI) - Congressional Record Index System

Uses CICS software package (STAIRS/VS) for online search and retrieval of data from existing or pending issues of *Congressional Record Index* publication A combination of batch and online processes to assist indexers in locating misspelled and/or misused words in pending index data

TEMPORARY.

- a. Electronic records Update or delete as needed for current agency business {GRS 23, Item 8}
- b. Hardcopy Outputs Destroy when superseded

9 17 CONGRESSIONAL RECORD MAILING (CRMS) - Congressional Record Mailing System

Maintains an online record of Congressional record distribution by individual account Related names and addresses are supplied to Superintendent of Documents via tape to update mailing address label process Subsystem of PEPS

TEMPORARY.

- a. Electronic records Update or delete as needed for current agency business {GRS 13, Item 4, and GRS 20, Item 3}
- b. Hardcopy outputs Destroy when no longer needed for current agency business.

9 18 CONGRESSIONAL SOURCE REPORTING (CSR) - Congressional Source Reporting System

Stores data of billing incurred by various Congressional committees and generates periodic reports

TEMPORARY

a. Electronic records

- (1) If official record, destroy 6 years and 3 months after period covered by account. {GRS 6, Item 1a and GRS 20 , Item 3}
- (2) If not official record, delete when superseded or obsolete {GRS 23, Item 8}

b. Hardcopy outputs Destroy when 3 years old. {GRS 6, Item 5b}

9.19 CONSIGNED SALES AGENT INVENTORY (CSAIS) - Consigned Sales Agent Inventory System

CSAIS is the method used to determine the balances of stock on hand at a consigned agent, a group of agents, or all agents The data becomes part of Annual Sales Inventory at the end of the fiscal year.

TEMPORARY

a. Electronic records

- (1) If official record, destroy after 2 years {GRS 3, Item 9a and GRS 20, Item 3}
- (2) If not official record, delete when superseded or obsolete. {GRS 23, Item 8}

b. Hardcopy Outputs Destroy after 2 years {GRS 3, Item 9a}

9 20 COST ACCOUNTING (CAS) - Cost Accounting System

Provides the means for determining hourly costs for all production labor and machinery, provides methods of calculation production standards for all operations and

classes of work to develop a scale of prices for printing and binding in the Central Office and Regional Printing Procurement Offices

**TEMPORARY**

a. Electronic records

- (1) Detail Record Destroy when 6 months old {GRS 8, Item 7a}
- (2) Summary Record Destroy when 6 months old {GRS 8, Item 7b}
- (3) Tabulations Destroy when 1 year old {GRS 8, Item 7c}

b. Hardcopy Outputs

- (1) Copies in units receiving reports Destroy when 3 years old {GRS 8, Item 6a}
- (2) Copies in reporting units, and related work papers Destroy when 3 years old {GRS 8, Item 6b}

9 21 CREDIT CARD (CCS) - Credit Card System

System records GPO publication sales and subscriptions paid for by Mastercard or Visa accounts Each transaction is either approved or disapproved online by a host financial institution This includes batch data transmission and response from a PC at GPO to the host company

**TEMPORARY:**

a. Electronic records

- (1) If official record, destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a and GRS 20, Item 3}
- (2) If not official record, delete when superseded or obsolete {GRS 23, Item 8}

b. Hardcopy Outputs. Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9.22 CYCLICAL INVENTORY (CIS) - Cyclical Inventory System

Stock numbers inventoried on a cyclical basis, once a year, by producing count sheets for stock numbers to be inventoried Produced daily (60) based on oldest date since last inventory After physical inventory and reconciliation, records are updated through the Product Management System Subsystem of PMS

TEMPORARY

- a Electronic records
  - (1) If official record, destroy after 2 years {GRS 3, Item 9a and GRS 20, Item 3}
  - (2) If not official record, destroy or delete when superseded or obsolete {GRS 23, item 8}
- b Hardcopy Output Destroy after 2 years {GRS 3, Item 9a}

9 23 DAILY PAPER MATERIAL COST (PMCS) - Daily Paper and Material Cost Subsystem

System accounts for the charges of all issues of paper, materials, and supplies , Items with no jacket designation are charged to the requesting cost code This is a subsystem of WIP.

TEMPORARY

- a. Electronic records:
  - (1) If official record, destroy 6 years and 3 months after period covered by account. {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete. {GRS 23, Item 8}
- b Hardcopy Outputs: Destroy 6 years and 3 months after period covered by account. {GRS 6, Item 1a}

9.24 DEPOSIT ACCOUNTS (DAS) - Deposit Accounts System

System maintains escrow accounts of monies deposited by customers with the GPO for purchasing of publications or subscriptions from the Superintendent of Documents. System also maintain Congressional Exchange accounts in the same file; these accounts change as members of Congress change DAS also interfaces with Retail Order Processing and Mail List Systems

TEMPORARY

- a Electronic records.
  - (1) If official record, destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete {GRS 23, Item 8}
- b Hardcopy Outputs Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9.25 DEPOSITORY DISTRIBUTION.INFO (DDIS) - Depository Distribution and Information System

DDIS is the automated collection, processing, and storage of data pertaining to Depository Libraries and , Item Distribution. Designed to provide online inquiry and update capability with reports being generated in batch

TEMPORARY

- a Electronic records Destroy when no longer needed {GRS 23, Item 8}
- b Hardcopy Outputs Destroy after 3 months or when no longer needed, whichever is sooner

9.26 DOCUMENTS PRICING (DPS) - Documents Pricing System

System computes and reports an approved scale of pricing to be utilized on publications for sale to the general public by the Superintendent of Documents

TEMPORARY

- a Electronic records Delete when superseded or obsolete.
- b Hardcopy Outputs Destroy when no longer needed

9.27 DOCUMENTS.WRKLOAD INFO STAT HIST (DWISH) - Documents Workload Information and Statistical History

This system captures the actual production statistics by line , Item (operation number, class number, and cost code) and produces a status report in three parts 1) Operation, 2) Branch, and 3) Summary Status reports are produced daily, weekly, monthly, quarterly, or annually Data input and corrections are accomplished via TSO

TEMPORARY

- a Electronic records Update or delete as needed for current agency business {GRS 23, Item 8}
- b Hardcopy Outputs Destroy after 3 years or when no longer needed, whichever is sooner

9 28 EARNINGS (EARNINGS) - Earnings System

Maintains quarterly and year-to-date files for inquiring, adjusting, and controlling employees' payroll payments (earnings) for historical reporting purposes such as taxes, W-2 forms, etc

TEMPORARY

- a. Electronic records Update elements and/or entire record as required. {GRS 2, Item 1a}
- b. Hardcopy Outputs
  - (1) Error reports, ticklers, system operation reports Destroy when related actions are completed or when no longer needed, not to exceed 2 years. {GRS 2, Item 22a}
  - (2) Reports and data used for agency workload and or personnel management purposes Destroy when 2 years old {GRS 2, Item 22b}

- (3) Reports providing fiscal information on agency payroll Destroy after GAO audit or when 3 years old, whichever is sooner {GRS 2, Item 22c}

9 29 EEO REPORTING (EORS) - EEO Reporting System

Provides GPO management with detail and statistical information on EEO activity, and provides the information to support statutory reporting activity to the Equal Opportunity Commission

TEMPORARY

- a Electronic records Destroy when 5 years old or when no longer needed, whichever is later
- b. Hardcopy Outputs: Destroy when 5 years old {GRS 1, Item 25f}

9 30 ELECTRONIC PHOTOCOMPOSITION (EPS) - Electronic Photocomposition System

The Electronic Photocomposition System processes data from outside agencies to a format that is workable by GPO's Electronic Photocomposition Division

TEMPORARY

- a Electronic records Delete when no longer needed. {GRS 20, Item 7}
- b Hardcopy Outputs: Destroy when superseded obsolete

9 31 EMP.INVENTIVE PERFORMANCE AWARDS (AWARDS) - Employee Incentive/Performance Awards System

This system maintains employee incentive/performance awards information and provides the Payroll System with the data necessary to generate monetary awards.

TEMPORARY

- a Electronic records.
  - (1) If official record, destroy 2 years after approval or disapproval {GRS 1, Item 12a (1) and GRS 20 , Item 3}

- (2) If not official record, destroy or delete when obsolete or superseded.
- b Hardcopy Outputs Destroy 2 years after approval or disapproval {GRS 1, Item 12a(1)}

9.32 EPD MEASURE HOURS (EPDMH) - EPD Measured Hours

Provides a daily report of measured hours (time spent composing, including labor operation-classes 06010, 06030, 06110, and 06130) capability to exclude an employee from daily report and view individual data online Year-to-date data is maintained

TEMPORARY

- a Electronic records Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later {GRS 20, Item 3}
- b Hardcopy Outputs Destroy three years after date of appraisal or when no longer needed, whichever is sooner {GRS 1, Item 23a(5)}

9.33 FEDERAL REGISTER BILLING (FRBS) - Federal Register Billing System

Bills agencies based on volume of text in the *Federal Register* associated with the various agencies Data is gleaned daily from the *Federal Register* and processed Billing invoices are prepared on a monthly basis Subsystem of JBS.

TEMPORARY:

- a Electronic records
  - (1) If official record, destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not delete when obsolete or superseded. {GRS 23, Item 8}
- b Hardcopy Outputs Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9 34 FIELD SERVICE REPORTING (FSR) - Field Service Reporting Subsystem

Generates specific field reports using Cost data as input Subsystem of COST ACCOUNTING.

TEMPORARY

- a Electronic records Delete when no longer needed for current business {GRS 20, Item 5}
- b Hardcopy Outputs Destroy when 3 years old {GRS 8, Item 6a, b}

9 35 FOREMANS.REPORTING (FRS) - Foreman's Reporting System

Generates a monthly report for production areas of employee and machine time, report is rarely used, should be eliminated Subsystem of COST.ACCOUNTING

TEMPORARY.

- a Electronic records Delete when no longer needed for current business {GRS 20, Item 5}
- b Hardcopy Outputs Destroy when 3 years old {GRS 8, Item 6a, b}

9.36 FUEL MONITORING (FMS) - Fuel Monitoring Subsystem

The Fuel Monitoring System tracks issuance of fuels for GPO vehicles. The mini collects consumption-related data which is subsequently offloaded to diskette. This data is then uploaded to a mainframe OS dataset via a PC, and incorporated into MMPCS's regular batch processing Subsystem of MMPCS.

TEMPORARY

- a Electronic records; Destroy when no longer needed {GRS 23, Item 8}
- b. Hardcopy outputs. Destroy when no longer needed for current agency business.

9 37 GENERAL LEDGER MILLENNIUM (GLMS) - General Ledger. Millennium System

Maintains financial data at three levels for reporting analysis 1) journal transaction information for account analysis and substantiation, 2) corporate general ledger, and 3) a summary file and statement line file of management level reporting information summarized to fit reporting needs.

TEMPORARY

- a Electronic records
  - (1) If official record, destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete
- b. Hardcopy Outputs Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9 38 GOVERNMENT BID INFO CENTER (BIC) - Government Bid Information Center

Provides printing contractors dial-up access to bid information produced by the Automated Bid List System

TEMPORARY

- a Electronic records: Delete when superseded or obsolete
- b Hardcopy outputs: Destroy when no longer needed for current agency business

9 39 GOVERNMENT BILL LADING (GBLS) - Government Bill of Lading System

System for issuance and tracking of government bills of lading

TEMPORARY

- a Electronic records
  - (1) If official record, destroy 6 years after the period of the account {GRS 9, Item 1a and GRS 20, Item 3}

(2) If not official record, delete when superseded or obsolete

b **Hardcopy Outputs**

(1) Bills of lading in the issuing office (official record copies) Destroy 6 years after the period of the account. {GRS 9, Item 1a}

(2) Other copies and printouts Destroy when 3 years old or when no longer needed for current agency business, whichever is sooner

9 40 **GPO DIRECTIVES (GDS) - GPO Directive System**

Uses CICS software package (STAIRS/VS) for online search and retrieval of data from official GPO documents, such as Instructions, Notices, and Technical Reports The process that loads data into the STAIRS database also creates an index listing of Directives by Directive Number and subject heading

**TEMPORARY.**

a Electronic records Delete with related records or when no longer needed, whichever is later {GRS 20, Item 9}

b Hardcopy Outputs Destroy after 1 month or when no longer needed, whichever is sooner

9 41 **HAZARDOUS SUBSTANCE COMM (HSCS) - Hazardous Substances Communications System**

System identifies hazardous substances that GPO uses It also indicates how these substances are to be handled under both normal and problem situations, and if and injury or accident occurs, what the suggested medical treatment should be.

**TEMPORARY.**

a Electronic records Destroy when 4 years old

b Hardcopy Outputs Destroy when superseded or obsolete

9.42 JACKET.BILLING (JBS) - Jacket Billing System

Processes billing of and collection from federal agencies Billing invoices are prepared daily. Processing and reporting are done daily, monthly, quarterly, and yearly. Data sets of SIBAC agency billing data are input to the Online Payment and Collection System

TEMPORARY

- a Electronic records
  - (1) If official record, destroy 6 years and 3 months after period covered by account. {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete
- b Hardcopy Outputs Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9 43 JACKET EDIT TABLE (JETS) - Jacket Edit Table System

Maintains table of valid object class/purchase order/jacket range combinations for three fiscal years

TEMPORARY

- a Electronic records
  - (1) If official record, destroy when 3 years old. {GRS 6, Item 5b and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete.
- b. Hardcopy Outputs Destroy when 3 years old {GRS 6, Item 5b}

9 44 KEYSTROKE MEASUREMENT REPORTING (KMRS) - Keystroke Measurement & Reporting System

System provides keystroke averages for Electronic Photocomposition Division, Video Keyboard Section employees System uses hours entered by employees using PROBE and keystrokes captured by EPD mini-computers Information helps measure the efficiency of operator

TEMPORARY

- a. Electronic records Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later {GRS 20, Item 3}
- b. Hardcopy Output Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner {GRS 1, Item 23a(5)}

9.45 LABOR RELATIONS REPORTING (LRRS) - Labor Relations Reporting System

Management reports for Labor and Employee Relations Service

TEMPORARY

- a. Electronic records Update or delete as needed for current agency business {GRS 23, Item 8}
- b. Hardcopy Outputs Destroy after 1 year or when no longer needed whichever is sooner

9.46 LARGE MACHINE REPORTING (LMRS) - Large Machine Reporting Subsystem

Provides statistical reporting on large machines, their utilization and maintenance.  
Subsystem of CAS

TEMPORARY

- a. Electronic records
  - (1) Detail Records Destroy when 6 months old {GRS 8, Item 7a}
  - (2) Summary Records Destroy when 6 months old {GRS 8, Item 7b}
  - (3) Tabulations Destroy when 1 year old {GRS 8, Item 7c}
- b. Hardcopy Outputs Destroy after 3 years (GRS 8, Item 6)

9 47 LIGHTED BIN (LBS) - Lighted Bin System

System consists of an 872 Texas Instrument mini computer zone controller and 1512 lighted modules. DDIS supplies a biweekly tape of the , Item numbers and selecting libraries The , Item number is entered, and appropriate bins light up.

TEMPORARY

- a. Electronic records Delete when superseded or obsolete
- b. Hardcopy Outputs Destroy when superseded or obsolete

9 48 MAIL LIST (MLS) - Mail List System

System provides file maintenance for approximately 1248 mailing lists, containing approximately one million master records on 36 files Files are maintained with customer and subscription type information for fulfillment of a product Mailing labels are produced Mail List also handles the renewal process. A portion of the data is keyed online into ADABAS, the system is also updated in batch mode with data received from outside contractors

TEMPORARY

- a. Electronic records Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later {GRS 20, Item 3}
- b. Hardcopy Output Destroy, revise, update, or delete as needed for current agency business {GRS 13 , Item 4}

9 49 MAIL LIST ONLINE QUERY (MALOQS) - Mail List Online Query System

MALOQS provides the capability of retrieving timely subscriber information online. Subscribers and associated subscription data from approximately 22 Mail List System 'sales' files are loaded to ADABAS on a weekly basis to comprise the online database. Subsystem of MLS

TEMPORARY

- a. Electronic records. Delete when superseded or obsolete

- b Hardcopy outputs Destroy when no longer needed for current agency business

9 50 MAINTENANCE ACCOUNTING (MAS) - Maintenance Accounting System

Provides engineering costs to be charged on all job orders (MJO) or service calls (MSC) made by Engineering Service, and to report these costs to GPO cost center managers Provides accounting information for each work order of labor, material and overhead costs

TEMPORARY

- a Electronic records Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later {GRS 20, Item 3}
- b Hardcopy Outputs Destroy 6 years and 3 months after period covered by account. {GRS 6, Item 1a}

9 51 MAINTENANCE JOB ORDER TRACKING (MJOTS) - Maintenance Job Order Tracking System

Provides tracking of Engineering Service requests, maintenance job orders and maintenance service calls. Engineering charges, estimated and actual, will be provided to cost center managers Labor, materials and overhead will be available

TEMPORARY.

- a. Electronic records Update or delete as needed for current agency business. {GRS 23, Item 8}
- b Hardcopy Outputs Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9 52 MANUFACTURED INK (MIS) - Manufactured Ink Subsystem

Allows maintenance of ink manufacturing formulas from 'raw' materials; generates ink issue transactions charged to jackets Subsystem of MMPCS

TEMPORARY

- a Electronic records Destroy when superseded, obsolete, or when no longer needed for current agency business
- b Hardcopy outputs Destroy when no longer needed for current agency business

9 53 MARGIN PUNCH CONT FORM COST CALC (MPCF) - Marginally Punched Continuous Forms Cost Calc System

Used to obtain bid cost estimates for procurement of computer paper Allows creation of file of contractors' bid prices, converts specifications for particular jobs into sorted sequence of contractor bids A comparison cost estimate function returns results to users in a direct deal agency

TEMPORARY

- a. Electronic records Update or delete as needed for current agency business {GRS 23, Item 8}
- b Hardcopy Outputs
  - (1) Successful bids and proposals Destroy with procurement case file. {GRS 3 , Item 5a}
  - (2) Unsuccessful bids and proposals Destroy 1 year after the date of the successful award or final payment, whichever is later {GRS 3, Item 5b}

9 54 MAT.MGMT PROCUREMENT CONTROL (MMPCS) - Materials Management Procurement & Control System

Inventory control and purchasing system for all paper, material and supply , Items Online entry and update Purchase orders, purchase requests and receiving tickets are produced online Data is passed to the WIP system for Financial Management Service Special ink and quality control are also provided

TEMPORARY.

- a Electronic records Destroy or delete 2 years after close of procurement file or when no longer needed for current agency business, whichever is sooner.
- b Hardcopy Outputs

- (1) Copies received from other units for internal purposes or transmission to staff agencies Destroy when 2 years old {GRS 3, Item 4a}
- (2) Copies in other reporting units, and related working documents Destroy when 1 year old {GRS 3, Item 4b}

9 55 MONTHLY CATALOG US.PUBLICATIONS (MOCAT) - Monthly Catalog of U S Publications

System maintains the Monthly Catalog Database (textual data) from which the actual *Monthly Catalog* publication is derived

*NOTE System used to create Monthly Catalog of U S Government Publications which is considered permanent in print form {NI-287-88-1, approved 03/08/88}*

TEMPORARY

- a Electronic records Destroy when no longer needed {GRS 23, Item 8}
- b Hardcopy Outputs Destroy after 2 months or when no longer needed, whichever is later

9 56 NUCLEAR.REG COMM (NRC) - NRC System

The Nuclear Regulatory Commission System consists of software developed by a commercial contractor for the Nuclear Regulatory Commission and is used to handle NRC sales, and public and internal departmental distribution activities. NRC contains eight subsystems, both online and batch. Subsystem of JBS

TEMPORARY

- a Electronic records
  - (1) If official record, destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete.
- b Hardcopy Outputs Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9 57 OBLIGATION PRECERTIFICATION (OPS) - Obligation Precertification System

Provides obligational control of the salaries and expenses appropriation for the Superintendent of Documents by direction of Congress by individual operating programs managed by the SOD Internally, costs associated with each program are identified by object class

TEMPORARY

- a Electronic records Update or delete as needed for current agency business. {GRS 23, Item 8}
- b Hardcopy Outputs Destroy after 1 year or when no longer needed, whichever is sooner.

9.58 OIRM CHARGEOUT (DSSCS) - OIRM Chargeout System

Billing system for all data processing charges The system captures all data processing costs (machine and labor) and provides monthly reports to users showing all ADP charges for their cost codes This data comes from the Cost Accounting System

TEMPORARY

- a Electronic records Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later. {GRS 20, Item 3}
- b Hardcopy Outputs: Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9 59 OIRM DATA CENTER DIV INVENTORY (ODCDIS) - OIRM Data Center Division Inventory System

A reporting database of hardware and software Items under OIRM ownership or maintenance auspice, that is used for report generating purposes

TEMPORARY

- a Electronic records Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later. {GRS 20, Item 3}

- b. Hardcopy Outputs Destroy after 2 years {GRS 3, Item 9}

9 60 ONLINE PAYMENT COLLECTION (OPAC) - Online Payment & Collection System

Handles billing of OPAC member agencies It is run twice a month. A tape of billing information is produced and forwarded to the Treasury Department, who credits GPO Online Payment and Collection account and debits the billed agency. Invoices are prepared and sent to each agency billed that cycle Subsystem of JBS

TEMPORARY

- a. Electronic records
  - (1) If official record, destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete.
- b. Hardcopy outputs Destroy when no longer needed for current agency business

9 61 PAPER QUALITY TEST CONTROL (PQTC) - Paper Quality Test & Control Subsystem

Maintains paper testing standards, raw data from PC based data collection system for paper testing is uploaded and statistical reports are generated Subsystem of MMPCS

TEMPORARY

- a. Electronic records Destroy when superseded, obsolete, or no longer needed for current agency business
- b. Hardcopy outputs. Destroy when no longer needed for current agency business.

9.62 PAYROLL PROCESSING REPORTING (PAYROLL) - Payroll Processing and Reporting System

Processes information in a timely and accurate manner to create employee pay instruments. Maintains current employee earnings and withholding information Also

generates reports daily, weekly, biweekly, monthly, quarterly, annual, and as required basis

**TEMPORARY**

- a Electronic records Update elements and/or entire record as required {GRS 2, Item 1a}
- b Hardcopy Outputs
  - (1) Error reports, ticklers, system operation reports Destroy when related actions are completed or when no longer needed, not to exceed 2 years {GRS 2, Item 22a}
  - (2) Reports and data used for agency workload and or personnel management purposes Destroy when 2 years old {GRS 2, Item 22b}
  - (3) Reports providing fiscal information on agency payroll Destroy after GAO audit or when 3 years old, whichever is sooner {GRS 2, Item 22c}

9 63 **PERSONNEL (PS) - Personnel System**

Central source of employee data for the Personnel Service and Equal Employment Opportunity Service, also a primary source of data for Payroll, PROBE, and Safety reporting Provides automatic creation of Standard Form 50s, and input to the Office of Personnel Management's Centralized Personnel Data File (CPDF)

**TEMPORARY:**

- a Electronic records Update elements and /or entire record as required.
- b Hardcopy Outputs Destroy after 3 months, or when no longer needed, whichever is later

9 64 **PLANNING ESTIMATING (PES) - Planning & Estimating**

Plans job process and produces a detailed hardcopy estimate of production cost Subsystem of PEPS-D

**TEMPORARY**

- a. Electronic records. Delete when superseded or obsolete
- b. Hardcopy outputs Destroy when no longer needed for current agency business

9 65 PLATEMAKING REPORTING (PLATERS) - Platemaking Reporting System  
Provides for maintaining the accounting for the production of plates, negatives, cartons, skids, etc Plate size and rate are used in determining the cost, as opposed to hours and hourly jacket rates The value is then transferred to each jacket in the Work in Process Subsystem of WIP

**TEMPORARY**

- a. Electronic records
  - (1) Detail Record. Destroy when 6 months old {GRS 8, Item 7a}
  - (2) Summary Record Destroy when 6 months old {GRS 8, Item 7b}
  - (3) Tabulations Destroy when 1 year old {GRS 8, Item 7c}
- b. Hardcopy Outputs
  - (1) Copies in units receiving reports Destroy when 3 years old {GRS 8, Item 6a}
  - (2) Copies in reporting units, and related work papers. Destroy when 3 years old {GRS 8, Item 6b}

9.66 POSTAL CHARGES (PCS) - Postal Charges System

System provides the Mail Management Section of Support Services with a quarterly report of detail accounting information for all official mail utilized by GPO

**TEMPORARY**

- a. Electronic records
  - (1) Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service  
  
Destroy when 1 year old {GRS 12, Item 6a and GRS 20, Item 3}

- (2) Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over four pounds)

Destroy when 6 months old {GRS 12, Item 6b and GRS 20, Item 3}

- b. Hardcopy Outputs Destroy when 1 year old, or when no longer needed, whichever is sooner

9.67 PRINTING COST CALCULATING (PCCS) - Printing Cost Calculating System

Allows Printing Procurement to individually abstract print orders on multiple award term contracts, and thus obtain better prices while preventing contractor manipulation of these prices. The system also calculates each contractor price, and ranks them accordingly.

TEMPORARY:

- a. Electronic records. Destroy when superseded or obsolete
- b. Hardcopy outputs Destroy when no longer needed for current agency business

9.68 PROCESS MANAGEMENT (PM) - Process Management

Assigns and tracks work at job incremental level, process and equipment

TEMPORARY

- a. Electronic records Update or delete as needed for current agency business. {GRS 23, Item 8}
- b. Hardcopy outputs Destroy when no longer needed for current agency business

9.69 PROCUREMENT INFORMATION CONTROL (PICS) - Procurement Information Control System

Printing Procurement Division's main information and job tracking system. Provides job status, contractor performance history, quality records, and exception reports to

PPD nationwide. Creates records for contractor payments and agency billing  
Accessed by clients for estimates and job status

**TEMPORARY:**

- a Electronic records Update or delete as needed for current agency business  
{GRS 23, Item 8}
- b Hardcopy Outputs: Destroy after 6 months, or when no longer needed,  
whichever is sooner

9.70 **PROCLIB ANALYSIS (PROCANLYS) - Proclib Analysis System**

Provides cross reference listings of GPO\$ PROCLIB by procedure name, program name, and data set name maintained by Technical Support Department The outputs are snapshots of the current system software library (programs) at any given time

**TEMPORARY:**

- a Electronic records Update or delete as needed for current agency business, or when superseded or obsolete
- b Hardcopy outputs Destroy when superseded or obsolete

9.71 **PROD.RPTG OPS BUDGET EXPEN (PROBE) - Production Reporting for Operations, Budgeting and Expenditures**

Data collecting for initial submission and corrections of labor, leave, machine and various types of production transactions Daily data is stored on the mainframe until PROBE is closed out, when the data is then fed to the Payroll and Cost Systems

**TEMPORARY:**

- a Electronic records Delete after the expiration of the retention period authorized for the disposable hard copy file or when no longer needed, whichever is later {GRS 20, Item 3}
- b Hardcopy Outputs Destroy after 3 years or when no longer needed, whichever is later

9.72 PRODUCT MANAGEMENT (PMS) - Product Management System

Stock inventory system (bulk and retail) that tracks all aspects of ordered document, their inventory, and status. Items are requisitioned, received, distributed to initial points, ordered to refill bins, and moved in the warehouse. Online adjustments are also done.

TEMPORARY.

- a. Electronic records: Update or delete as needed for current agency business {GRS 23, Item 8}
- b. Hardcopy Outputs: Destroy after 2 years or when no longer needed for agency business, whichever is sooner

9.73 PRODUCTION EST PLANNING DENVER (PEPS-D) - PEPS for Denver

Tracking, estimating, planning, and scheduling system for work produced at the Denver Regional Office

TEMPORARY

- a. Electronic records: Update or delete as needed for current agency business {GRS 23, Item 8}
- b. Hardcopy outputs: Destroy when no longer needed for current agency business

9.74 PRODUCTION ESTIMATING PLANNING (PEPS) - Production, Estimating, & Planning System

Tracking, planning, estimating and scheduling systems for work produced in-house

TEMPORARY

- a. Electronic records: Update or delete as needed for current agency business. {GRS 23, Item 8}
- b. Hardcopy Outputs: Destroy after 3 months or when no longer needed, whichever is sooner

9 75 PROJECT TRACKING (PTS) - Project Tracking System

The OIRM Project Tracking System has been designed to improve project management and automates efforts throughout GPO. The system provides various levels of management by organizations and/or functional area with information necessary to evaluate and track project efforts and costs, as well as OIRM workload analysis.

PTS will provide both detailed and general information regarding each automation project in the Data Automation Plan, online query and update capability for both OIRM and the user community, more precise data for budgetary planning and improved reporting. The system also improves methods of reporting labor expenditures currently captured by PROBE and provides OIRM with current ASAPD branch and individual workload information to assist in the resource allocation.

TEMPORARY

- a. Electronic records: Update or delete as needed for current agency business {GRS 23, Item 8}
- b. Hardcopy Outputs. Destroy after 1 month or when no longer needed, whichever is sooner

9 76 PUBLICATION REFERENCE (PRS) - Publication Reference System

The Publication Reference System (STAIRS) provides bibliographic access to and recent ordering status information for government publications sold through the Superintendent of Documents. Supports the research, reference, cataloging and advertising needs of various areas.

TEMPORARY

- a. Electronic records: Update or delete as needed for current agency business. {GRS 23, Item 8}
- b. Hardcopy outputs: Destroy when no longer needed for current agency business.

9 77 PUBLICATION REFERENCE FILE (PRF) - Publication Reference File

Publication Reference File is an online updating tool for adding, changing and correcting bibliographic records for GPO sales publications. Adds, changes, and

corrections that are made appear the next day on the Publication Reference System, a subdatabase of STAIRS

**TEMPORARY.**

- a Electronic records Destroy when superseded or obsolete
- b Hardcopy Outputs Destroy after 3 months or when no longer needed, whichever is sooner

9.78 **RAPID RESPONSE CENTER (RRC) - Rapid Response Center System**  
Online planning, estimating, scheduling and tracking system for the Rapid Response Center

**TEMPORARY.**

- a. Electronic records Update or delete as needed for current agency business. {GRS 23, Item 8}
- b. Hardcopy outputs Destroy when no longer needed for current agency business

9.79 **RECEIPTS DESTRUCTIONS EXCHANGES (RDES) - Receipts, Destructions, & changes System**

Provides monthly reports reflecting quantity, sales value, or cost associated with publications received, destroyed, and exchanged Copy of reports are forwarded to Financial Management Service form Documents Control Branch for summarized entry into the General Ledger Data is extracted from the Product Management System Subsystem of PMS

**TEMPORARY.**

- a. Electronic records: Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later {GRS 20, Item 3}
- b Hardcopy Outputs Destroy after 3 months or when no longer needed, whichever is sooner.

9 80 REFUND DISHONORED CHECK CONTROL (RDCCS) - Refund & Dishonored Check Control System

Encompasses the control and issuance of all refund checks to Documents' customers  
Provides history files for authorization and issuing refunds, as well as historical data concerning dishonored checks received

TEMPORARY.

a Electronic records

(1) If official record, destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a and GRS 20, Item 3}

(2) If not official record, delete when superseded or obsolete

b Hardcopy Outputs: Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9.81 REPRODUCIBLES INVENTORY CONTROL (RICS) - Reproducibles Inventory Control System

Designed to keep an inventory of all like reproducibles in the GPO and to maintain the status of those reproducibles

TEMPORARY.

a Electronic records Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later. {GRS 20, Item 3}

b. Hardcopy Outputs. Destroy after 2 years {GRS 3, Item 9}

9 82 RETAIL ORDER PROCESSING (ROPS) - Retail Order Processing System

Expenditures and controls processing of orders for publications sold by the Superintendent of Documents. Retail picking tickets are produced for mailing and control purposes Charges and adjustments are automatically posted to the Deposit Account System, Credit Card System, and Production Management System A history file is maintained for research and marketing purposes Subsystem of JBS

TEMPORARY.

- a Electronic records
  - (1) If official record, destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete.
- b Hardcopy Outputs Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9.83 RETROACTIVE PAY RAISE (RETRO) - Retroactive Payraise

This system generates back pay when a large group of employees negotiates a retroactive pay increase. The system is typically considered to be in an inactive state (i.e., there are no normally scheduled jobs). It is used only on an intermittent basis, when the above situation occurs.

TEMPORARY

- a Electronic records Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later {GRS 20, Item 3}
- b Hardcopy Outputs
  - (1) Copies subject to GAO audit Destroy after GAO audit or when 3 years old, whichever is sooner {GRS 2, Item 23a}
  - (2) All other copies Destroy 1 month after end of related pay period (GRS 2, Item 23b)

9.84 SELF.SERVICE STORE (SSS) - Self Service Store

This system provides for issuance of supplies to designated department representatives in the Self Service Store, Main Building, 6th Floor. PC hardware/software is used in the scanning, and immediate transaction, of bar codes to MMPCS stock numbers at time of purchase. Subsystem of MMPCS.

TEMPORARY

- a Electronic records Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later {GRS 20, Item 3}
- b. Hardcopy Outputs Destroy after 2 years {GRS 3, Item 9}

9 85 SMALL PURCHASE SPECIFICATIONS (SPSS) - Small Purchase Specifications System

Used for preparation and printing of small purchase specifications

TEMPORARY

- a. Electronic records. Destroy when superseded or obsolete
- b Hardcopy outputs Destroy when no longer needed for current agency business.

9 86 SPECIAL ACCTS RPTG BILL CONTROL (SARABCS) - Special Accounts Reporting & Billing Control System

Supports tracking of government purchase orders for either publications or subscriptions sold by the Superintendent of Documents, or charge orders for services rendered by GPO for government agencies (reimbursable accounts) Provides financial data collections and reporting for GPO bookstores and consigned sales agents

TEMPORARY

- a Electronic records
  - (1) If official record, destroy 6 years and 3 months after period covered by account. {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete.
- b Hardcopy Outputs Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9 87 SUBJECT BIBLIOGRAPHY PRODUCTION (SBPS) - Subject Bibliography Productions System

Is a workfile consisting of all titles appropriate for the inclusion in Subject Bibliographies. System is used for production of Subject Bibliographies. Data is downloaded and used to produce camera ready copy

TEMPORARY

- a Electronic records Destroy when superseded or obsolete
- b Hardcopy Outputs Destroy after 3 months or when no longer needed, whichever is sooner.

9.88 SUBSCRIPTION MANAGEMENT (SMSI) - Subscription Management System, Interim

Subscription Management System (Interim) is intended to automate Documents' run cards, initiation label production, research of new subscription orders, complaints processing, etc. Subfunctions include cost survey, backlabel, and backissue accounting.

TEMPORARY

- a Electronic records Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later {GRS 20, Item 3}
- b Hardcopy Outputs Destroy, revise, update, or delete as needed for current agency business. {GRS 13, Item 4}

9.89 TELECOMMUNICATIONS INFO MGMT (TIMS) - Telecommunications Information & Management System

Controls telecommunications inventories, cost, charge back, and reporting.

TEMPORARY

- a Electronic records: Delete after the expiration of the retention period authorized for the disposable hardcopy file or when no longer needed, whichever is later. {GRS 20, Item 3}

**b Hardcopy Outputs**

- (1) Correspondence and related records pertaining to internal administration and operation

Destroy when 2 years old {GRS 12, Item 2a}

- (2) Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service and like matters

Destroy when 3 years old {GRS 12, Item 2b}

- (3) Telecommunications statistical reports including cost and volume data

Destroy when 1 year old {GRS 12 , Item 2c}

**9.90 UNIT.COST BOOK (UCB) - Unit Cost Book Subsystem**

Automatically calculates time and production figures from the Cost data files  
Subsystem of COST ACCOUNTING

**TEMPORARY.**

**a Electronic records**

- (1) Detail Record. Destroy when 6 months old {GRS 8, Item 7a}

- (2) Summary Record Destroy when 6 months old {GRS 8, Item 7b}

- (3) Tabulations Destroy when 1 year old {GRS 8, Item 7c}

**b Hardcopy Outputs:**

- (1) Copies in units receiving reports Destroy when 3 years old {GRS 8, Item 6a}

- (2) Copies in reporting units, and related work papers Destroy when 3 years old {GRS 8, Item 6b}

9.91 VOUCHER PROCESSING PAYMENT (VOPPS) - Voucher Processing & Payment System

Accounts payable system for outside printing. Payable records are generated in the Procurement Information Control System. Records associated with contractor payment requests are then examined and certified for payment. Batch payment checks, Electronic Transfer payments, and reports are generated.

TEMPORARY

- a. Electronic records
  - (1) If official record, destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a and GRS 20, Item 3}
  - (2) If not official record, delete when superseded or obsolete
- b. Hardcopy Outputs: Destroy 6 years and 3 months after period covered by account {GRS 6, Item 1a}

9.92 WORK IN PROCESS (WIP) - Work In Process

The Work In Process application is a batch operation that accumulates and maintains all chargeable costs, by category within jacket number, for all printing and binding work completed by GPO, on a daily basis. This includes printing and binding done at the Central Office, Regional Printing Offices, and work awarded to private sector contractors.

Chargeable costs that must be accumulated include direct labor and machine costs, platemaking and metered postage costs, Bills of Lading for freight costs, carton and skid charges, paper and material costs, and storage costs. In addition, for jacket numbers that have riders on them, rider rates must be applied in order to calculate the dollar amount to be billed to the respective rider organization/agencies.

In addition, various internal charges (OIRM charges, Internal Work Order, etc.) are passed through Work In Process as a convenient way to capture account information. Although these charges are critical to the daily operation of GPO, they do not have to be processed through Work In Process for billing or for online analysis.

TEMPORARY

- a. Electronic records: Update or delete as needed for current agency business {GRS 23, Item 8}

- b. **Hardcopy Outputs. Destroy after 3 years or when no longer needed, whichever is sooner**

## **Chapter 10:**

### **INFORMATION RESOURCES MANAGEMENT RECORDS**

The records in this chapter cover Information Resources Management functions such as information policy, standards, and procedures, information collection, sharing, and dissemination, design, development, and maintenance of agency data processing, office automation, local and wide area networks, and telecommunication systems. The office of record for IRM functions is the Office of Information Resources Management (OIRM).

#### **10.1 IRM CORRESPONDENCE SUBJECT FILES**

Official file copies of all correspondence, memorandums, reports, and publications, weekly, monthly, and quarterly staff administrative reports, programming and analysis reports; budget submissions and other financial correspondence, office equipment purchases, letters of commendations or appreciation, and other records relating to IRM and automated data processing. These records are usually maintained by the Director, or in official files of other IRM units.

**TEMPORARY** Break inactive files annually at the end of each FY and transfer to the FRC. Destroy 5 years after closure.

#### **10.2 SOFTWARE SITE LICENSES, INVENTORIES, AND WARRANTIES**

Site licenses or computer licensing agreements, manufacturer's warranties, computer and software inventory lists, and similar records maintained for computer hardware and software purchased, leased, or used in GPO.

**TEMPORARY** Destroy when the license, warranty, or list is superseded or obsolete.

#### **10.3 INFORMATION SERVICES PROJECT AND WORK CASE FILES**

Requests for service, systems analyses, or programming, special project plans, project or work correspondence, memorandums, reports, and similar records that document the progress of an Information Resources Management work project for GPO.

**TEMPORARY.** Destroy 1 year after the close of the project {GRS 14, Item 4}

10.4 SOFTWARE UPGRADE DATABASES

Electronic files used to upgrade database management software or other GPO software.

TEMPORARY. Delete when no longer needed, or when superseded by a newer version.

10.5 INFORMATION SERVICES INDEXES AND CHECKLISTS

Bibliographies, checklists, training materials, and indexes of GPO or other federal or private publications and releases citing internal and external standards and procedures.

*NOTE: This item does not include indexes, checklists, bibliographies, or electronic print files, or master files relating to official record sets of GPO publications or final products*

TEMPORARY. Destroy when superseded or obsolete {GRS 14, Item 6}

10.6 COMPUTER SYSTEMS DOCUMENTATION

Data systems specifications, program specifications, flowcharts, structure charts, file specifications, codebooks, record layouts, user guides, output specifications, data dictionaries, final reports (regardless of the medium), and other related documentation relating to an application or operating system software

- a Documentation for all master files or systems listed as PERMANENT in a NARA approved schedule. Transfer documentation to the National Archives with related master files or databases as authorized in the disposition instruction for the computer system
- b Documentation for all master files or systems listed as TEMPORARY in a NARA approved schedule. Destroy or delete when superseded or obsolete, or upon the authorized destruction of the related master file or database {GRS 20, Item 11a}

10.7 CONGRESSIONAL AND LEGISLATIVE BRANCH TECHNOLOGY LIAISON FILES

Original file copies of all incoming and outgoing correspondence, memorandums, agendas, minutes of meetings, reports, with all relevant enclosures related to liaison

and work-group activities between GPO and the House, Senate, Library of Congress, and other Legislative Branch agencies

TEMPORARY Break inactive files at the end of each FY or when project or task is closed, and transfer to the FRC 5 years after closure Destroy when 10 years old

10 8 REQUESTS FOR SYSTEM ACCESS

Requests and approvals for system access to individuals on GPO mainframe systems, including GPO Form 2447, or the equivalent

TEMPORARY Destroy when superseded or obsolete, or when 7 year old, whichever is sooner

10.9 ADP CONTROL AND UNIT CONFIGURATION RECORDS

Detailed maps of mainframe computer control units.

TEMPORARY Destroy when superseded or obsolete

10 10 REQUESTS FOR DIRECT ACCESS STORAGE DEVICES (DASD)

Requests received from analysts and programmers detailing specifications for DASD space.

TEMPORARY Destroy when 3 years old

10 11 REQUESTS FOR PERSONAL COMPUTERS

GPO requests, specifications, and approvals for the purchase of a personal computer.

TEMPORARY Destroy 3 years after the final approval

10 12 CICS SYSTEMS PROGRAM AND FILE REQUESTS

Disk space requests for the CICS system

TEMPORARY Destroy when 3 years old

10.13 AUTOMATED SERVICES INVENTORY/DATA AUTOMATION PLAN

Records consisting of inventories and detailed operating costs of current and proposed computer systems at GPO

TEMPORARY Destroy current system records when 3 years old

10.14 OIRM OPEN RECOMMENDATIONS RECORDS

Inspector General reports or recommendations requesting a change or revision in OIRM methods and procedures, and OIRM responses and followup reports.

TEMPORARY Destroy 3 years after the recommendations are implemented or settled

10.15 COMPUTER RUN INSTRUCTIONS

GPO Form 2371, or the equivalent, consisting of detailed run instructions for GPO mainframe production programs

TEMPORARY Destroy when superseded or obsolete, or when no longer needed for current agency business

10.16 APPLICATIONS SYSTEMS WORK FILES

Feasibility studies, initial contact memorandums, reports, major milestones, and related records for all GPO computer applications

TEMPORARY. Destroy 3 years after the work or the project is completed

10.17 BUILDING MAINTENANCE REPORTS

Copies of reports, requests, memorandums, and other records regarding environmental problems, tests of building systems, repairs to buildings Official files of all Building Maintenance Requests and Work Orders is maintained in Engineering Services.

TEMPORARY Destroy 2 years after the work is completed

## Chapter 11:

### INSPECTOR GENERAL RECORDS

This chapter covers records created and maintained by the Inspector General. The Inspector General conducts independent program and financial audits, inquiries and analyses, investigations, and other reviews as may be appropriate to assist GPO in achieving effective and efficient administration of programs and GPO activities

#### 11.1 CLOSED AUDIT CASE FILES

Case files developed during the course of internal audit investigation of GPO programs, operations, and procedures, and external audits of contractors and procurement or bid claims. The case files consist of correspondence, notes, attachments, evidence, memorandums, case working papers, preliminary and final reports, recommendations for management action, recommendation follow-up reports, and similar records

TEMPORARY. Break files annually at the end of each FY and transfer to the FRC. Destroy 8 years after closure {GRS 22, Item 2}

#### 11.2 CLOSED INVESTIGATIVE CASE FILES

Case files containing reports of investigation, informant information, 6E Grand Jury information, and related evidence relating to an investigation of alleged waste, fraud, or abuse, and violations of laws or regulations that **do not** result in widespread national media attention, Congressional investigation, substantive changes in agency policies and procedures, or unusually significant violations of criminal law or ethical standards by agency officials or others

*NOTE Investigation case files that result in widespread media attention, Congressional investigation, substantive changes in agency policies and procedures, or involve unusually significant violations of criminal law or ethical standards may be permanently valuable and must be separately scheduled on an SF 115 and submitted to NARA for appraisal*

TEMPORARY. Break files at the end of each FY and transfer to the FRC. Destroy 8 years after closure {Exception to GRS 22, Item 1a and b}

11 3 AUDIT REPORT CONTROL AND TRACKING SYSTEM

Electronic database that controls and tracks the status of each Inspector General audit  
The system includes the report number, title of the report, draft and final report dates,  
and location

TEMPORARY Update and delete as needed for current agency business {GRS 23,  
Item 8}

## Chapter 12:

### LABOR AND EMPLOYEE RELATIONS RECORDS

This chapter covers records that pertain to GPO labor relations, including functions such as negotiating agreements, investigating and making recommendations concerning labor problems and grievances, arbitration of negotiated agreements, processing and resolving unfair labor practice complaints, employee assistance counseling, and employee welfare services

#### 12.1 DIVISION CORRESPONDENCE SUBJECT FILES

Official copies of correspondence, memorandums, studies, reports, and other records concerning division management, labor and employee relations, contract negotiations, agency procedures, directives and instructions, and the like.

TEMPORARY: Break inactive files annually at the end of each FY and transfer to the FRC. Destroy 5 years after closure

#### 12.2 INTERNAL STANDARD OPERATING PROCEDURES

Internal office procedures outlining the proper procedures to process awards, suggestions, and workers' compensation claims

TEMPORARY Destroy when superseded or obsolete

#### 12.3 CONGRESSIONAL/PUBLIC PRINTER LETTERS BACK-UP FILES

Copies of correspondence, memorandums, and other records, including Congressional letters and Public Printer's correspondence, and Employee Relations Branch responses

TEMPORARY Destroy when 3 years old

#### 12.4 CLOSED GRIEVANCE CASE FILES

GPO Form 2929, "Labor-Management Grievance Form," or the equivalent, grievance and investigation correspondence, memorandums, forms, decisions, and background papers relating to grievances filed under the Negotiated Grievance Procedure

TEMPORARY. Break inactive files annually at the end of the FY and transfer to the FRC. Destroy 7 years after closure {GRS 1, Item 30a}

12.5 UNION DUES FILES

Reference copies of forms SF-1187, Request for Payroll Deductions for Labor Organization Dues, and SF-1188, Cancellation of Payroll Deductions for Labor Organization Dues, or their equivalents, forwarded to the Payroll Section with the employee's authorization to begin or cancel payroll deductions for union dues

TEMPORARY Destroy 1 year after the authorization is cancelled

12.6 FEDERAL LABOR RELATIONS AUTHORITY (FLRA) CASE FILES

Correspondence, forms, and background papers relating to FLRA cases

TEMPORARY Destroy 5 years after the case is closed {GRS 1, Item 28b}

12.7 FEDERAL MEDIATION AND CONCILIATION SERVICE (FMCS) ARBITRATION CASE FILES

Correspondence, forms, and background papers relating to GPO labor arbitration cases brought before the FMCS for settlement

TEMPORARY Destroy 5 years after the case is closed {GRS 1, Item 28b}

12.8 MERIT SYSTEMS PROMOTION BOARD (MSPB) ARBITRATION CASE FILES

Correspondence, forms, and background papers relating to GPO adverse action cases brought before the MSPB for arbitration and settlement or other decisions.

TEMPORARY Destroy 5 years after the case is closed

12.9 UNFAIR LABOR PRACTICES CASE FILES

Correspondence, reports, forms, and background papers relating to unfair labor practice cases.

TEMPORARY Destroy 5 years after the case is closed.

12 10 CONTRACT & WAGE NEGOTIATIONS FILES

Correspondence, forms, and background papers relating to GPO labor-management contract and wage negotiations

TEMPORARY. Destroy 5 years after the contract expires {GRS 1, Item 28a(1)}

12 11 CLOSED ADVERSE ACTION FILES

Case files and related records created in reviewing an adverse action including Disciplinary and Non-Disciplinary removal, suspension, leave without pay, and reduction-in-force against an employee The file includes a copy of the Employee Relations Branch's check sheet, GPO Form 2021, Recommendation for Corrective Action, background information, union notification letters, employee interview notices, proposal letters with rights information sheet, employee's response, and decision letters with rights information

TEMPORARY Break inactive files at the end of each FY Destroy 7 years after the case is closed {GRS 1, Item 30b}

12.12 EMPLOYEE PERFORMANCE-BASED CASE FILES

Records comprised of appraisals of unacceptable performance, performance records and proof of employee performance improvement, and proposal and decision letters where proposed demotions or acceptable performance removals were issued but not effected

TEMPORARY Destroy after employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice. {GRS 1, Item 23a(1)}

12.13 HUMANITARIAN LEAVE WITHOUT PAY CASE FILES

Records consisting of the employee's request and supporting documents, recommendations of the Employee Relations Branch, and the decision of the Deputy Public Printer

TEMPORARY. Destroy 3 years after the file is closed

12 14 MEDICAL DETERMINATION CASE FILES

Records consisting of medical documentation and medical determination letters to an employee and follow-up medical information

TEMPORARY Destroy 4 years after employee has been placed in an accommodating position

12.15 INDEBTEDNESS CASE FILES

Incoming debt letters, federal agency letters, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of GPO employees

TEMPORARY Destroy 3 years after the garnishment or attachment is terminated {GRS 2, Item 18}

12 16 WORK RELEASE FILES

Correspondence consisting of request for work release with backup police/court records and the decision from the Public Printer

TEMPORARY Destroy 3 years after the case is closed

12 17 SECURITY SERVICE INCIDENT REPORTS

Copies of GPO Forms 2892, or the equivalent, and related documentation pertaining to security incidents and investigations that relate to employee and labor relations

TEMPORARY Destroy when 2 years old

12 18 WORKMEN'S COMPENSATION CASE FILES

Forms, reports, correspondence and related medical and investigatory records relating to on-the-job injuries, whether or not a claim for compensation was made (Files include CA Forms 1, 2, 3, 7, 8, 16, 17, and 20, Medical bills and hospital bills; Medical narratives; letters to doctors and Office of Worker's Compensation Program, and job offers and declination letters)

TEMPORARY Destroy 3 years after the case is closed or 3 years after the deadline for filing a claim has passed {GRS 1, Item 31}

12.19 EMPLOYEE SUGGESTION CASE FILES

Case files consisting of correspondence related to an employee suggestions including recommendations

TEMPORARY. Destroy 2 years after approval or disapproval {GRS 1, Item 12a(1)}

12.20 EMPLOYEE PERFORMANCE AWARDS FILES

Awards consists of various in-house cash awards, in-house honorary awards; QSI's, and outside awards

TEMPORARY Destroy 2 years after approval or disapproval {GRS 1, Item 12a(1)}

12.21 CAREER SERVICE AWARDS FILES

Files consist of correspondence, reports, computation of service and list of awardees

TEMPORARY: Destroy 2 years after approval or disapproval {GRS 1, Item 12a(1)}

12 22 OFFICE OF WORKER'S COMPENSATION (OWCP) PROCEDURAL MANUALS

TEMPORARY: Destroy when superseded or obsolete

12.23 CHARGEBACK LISTING FILES

Quarterly and Annual Chargeback Listings and special reports requests.

TEMPORARY Destroy when 5 years old

12.24 OPM INSTRUCTIONS OR DIRECTIVES

OPM Instructions or Directives related to suggestions, awards and workers' compensation

TEMPORARY Destroy when superseded or obsolete

## **Chapter 13:**

### **LEGAL RECORDS**

This chapter covers records primarily created in the Office of General Counsel, which is responsible for providing all legal services in connection with the operations and activities of the GPO. Functions covered in this chapter include rendering legal opinions, advising the Public Printer on legal aspects of GPO management and administration, reviewing and approving selected procurement contracts, settling disputed claims, and directing the legal staff.

#### **13.1 FREEDOM OF INFORMATION ACT REQUESTS**

Records created in response to requests for information under the Freedom of Information Act (FOIA) consisting of the original request, a copy of the reply, and all related supporting materials {GRS 14, Item 11}

##### **TEMPORARY**

- a Correspondence and supporting documents granting access to the requested records

Destroy 2 years after the date of the reply

- b Responses to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees

- (1) Requests not appealed Destroy 2 years after date of reply

- (2) Appealed requests Destroy 6 years after the final determination by the agency or 6 years after the time a requester could file suit, or 3 years after final adjudication by courts, whichever is later.

- c Responses denying access to all or part of the records requested.

- (1) Requests not appealed Destroy 6 years after the date of reply

- (2) Appealed requests Destroy 6 years after the final determination by the agency or 6 years after the time a requester could file suit, or 3 years after final adjudication by courts, whichever is later

### 13.2 CLAIMS CASE FILES

Tort claims, garnishment, levy, child support, and bankruptcy case files related to a charge or claim against GPO employee salary or retirement funds for payment of debts

TEMPORARY.

- a. Tort Claims: Destroy 6 years and 3 months after close of case {GRS 6, Item 10a}
- b. All other claims Destroy 1 year after case is closed and official notification of action is received by Payroll Section

### 13.3 CONTRACT DISPUTES AND APPEALS CASE FILES

Correspondence, memorandums, reports, copies of contracts, investigations, transcripts, exhibits, final decisions, and other records related to all Board of Contract Appeals and GAO contract protest actions

TEMPORARY Destroy 1 year after the final action on decision. {GRS 3, Item 15b}

### 13.4 PERSONNEL CLAIMS CASE FILES

Correspondence, memorandums, reports, investigations, decisions, and other related records regarding Equal Employment Opportunity (EEO) and Merit System Promotion Board (MSPB) claims.

TEMPORARY: Break inactive files at the end of each FY and transfer to the FRC  
Destroy 6 years after the close of case

### 13.5 ETHICS CASE FILES

Correspondence, requests for opinions, written opinions, conflict of interest statements and certificates, financial disclosure information, and other records related to the ethical conduct and professional integrity of GPO employees.

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC.  
Destroy 6 years after the close of file

13.6 LEGAL OPINIONS

Correspondence, requests for opinions, queries, legal background and staff research papers, official legal opinions, and other related records

TEMPORARY. Break inactive files annually and transfer to the FRC when 5 years old. Destroy when 30 years old

13.7 ADMINISTRATIVE TRACKING AND SCHEDULING SYSTEM

Electronic records that track and control the status of all current legal correspondence, actions, and other office administrative matters. Each record consists of sequence of record ID number, date received, date due, sender, recipient, action, and the like

TEMPORARY Update or delete as needed for current agency business. {GRS 23, Item 8}

13.8 APPEALED CASES DOCKET TRACKING SYSTEM

Electronic records arranged by date, company name, docket number, etc that track the status of appeals, summaries of actions, decisions, and other legal actions.

TEMPORARY Update or delete as needed for current agency business {GRS 23, Item 8}

## Chapter 14:

### OCCUPATIONAL HEALTH AND ENVIRONMENTAL SERVICES RECORDS

This chapter of the schedule covers records related to employee health and medical services, environmental and occupational safety and health, health education, and health fitness. The Occupational Health and Environmental Service (OHES) is responsible for maintaining official GPO records relating to these functions.

#### 14.1 MEDICAL PROGRAM SUBJECT FILES

Correspondence, memoranda, internal and external reports, surveys, program administrative records, and other materials related to medical programs such as hearing conservation, vision testing, blood pressure, hemocult, influenza immunization, diabetes, pre-employment examinations, OSHA bloodborne standards, Health Fair, World AIDS Day, and regional Public Health Service contracts.

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC. Destroy 5 years after closure.

#### 14.2 EMPLOYEE MEDICAL RECORDS

Confidential medical records as defined in the Federal Personnel Manual (FPM), Chapter 293, and created as part of the medical evaluation, diagnostic, and treatment process.

TEMPORARY Transfer to the National Personnel Records Center (NPRC), St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of the employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later. {GRS 1, Item 21}

#### 14.3 OCCUPATIONAL HEALTH CONTROL AND TRACKING DATABASE

Electronic database to control and track employee health data, including hearing and vision test results.

TEMPORARY Update or delete as necessary for current agency business. {GRS 23, Item 8}

14.4 **SAFETY PROGRAM SUBJECT FILES**

Correspondence, memoranda, reports, and other records concerning the administration and operation of safety programs such as asbestos control and removal, underground water remediation, fire prevention, industrial hygiene, and ergonomics

TEMPORARY: Break inactive files at the end of each FY and transfer to the FRC  
Destroy 5 years after closure

14.5 **EMPLOYEE REPORTS OF HAZARDOUS CONDITIONS**

Reports of unsafe or hazardous conditions filed by employees

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC  
Destroy 20 years after closure

14.6 **SAFETY ACCIDENT INVESTIGATION REPORTS**

Reports of accidents used in the GPO safety program and to prevent recurrence, mandated by 29 CFR 1960

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC  
Destroy 20 years after closure

14.7 **SAFETY INSPECTION REPORTS**

Reports listing detected safety violations and hazardous conditions, and recommended corrective actions

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC  
Destroy 20 years after closure

14.8 **SAFETY ACCIDENT AND INJURY REPORT CONTROL AND TRACKING SYSTEM**

Electronic database that tracks and controls the status of pending and completed accident and injury investigations

TEMPORARY: Update and delete as needed for current agency business {GRS 23, Item 8}

14.9 SAFETY, HAZARDOUS WASTE AND CHEMICALS REPORTS

Reports, tests, training, and other records that relate to the use of hazardous or toxic chemicals in the GPO, water remediation programs, employee safety, hazardous conditions, asbestos abatement, and other occupational health issues.

TEMPORARY:

- a. Hazardous waste and chemical location, transportation, and exposure records  
Destroy in accordance with applicable OSHA, EPA, or other federal agency regulations regarding records disposition, if applicable
- b. General safety program management records Destroy when 4 years old

14.10 EMPLOYEE AND ORGANIZATIONAL ASSISTANCE PROGRAM SUBJECT FILES

Correspondence, memoranda, reports, and other materials related to Employee and Organizational Assistance programs and services These include alcohol and drug testing, drug and mental health counseling, AIDS awareness, test development and validation, supervisory/organizational consultation and analysis, health promotion and wellness, smoking cessation, weight management, and field office EAP service contracts

TEMPORARY. Break inactive files at the end of each FY and transfer to the FRC. Destroy 5 years after closure

14.11 EMPLOYEE ASSISTANCE COUNSELING RECORDS

Confidential counseling records including interviews and analyses created as a part of the employee counseling process

TEMPORARY: Destroy 3 years after the counseling terminates {GRS 1, Item 26}

14 12 EMPLOYEE ASSISTANCE COUNSELING STATISTICAL PROFILE DATABASE AND REPORTS

Electronic database and periodic hardcopy reports that provide Employee Assistance Program counseling statistics (i e , numbers of employees counseled, by category, etc )

TEMPORARY.

- a. Electronic records update and delete as needed for current agency business {GRS 23, Item 3a}
- b. Hardcopy reports. Destroy when 5 years old

## **Chapter 15:**

### **OFFICE OF THE PUBLIC PRINTER**

The Public Printer is the head of GPO and is responsible for taking charge of and managing the Government Printing Office in accordance with all applicable laws. The Deputy Public Printer performs such duties as assigned by the Public Printer, and supervises and coordinates the activities of Customer Service, Printing Procurement, Production, Quality Control, and Technical Services.

#### **15 1 PUBLIC PRINTER'S SUBJECT FILES**

Official copies of incoming and outgoing correspondence, memorandums, reports, minutes of meetings, testimony and hearing records, transmittals, and similar records received or sent by the Public Printer. The records are filed according to subject and document top-level management issues, Joint Committee on Printing (JCP) correspondence, JCP meeting minutes and agendas, GPO policies, internal agency management issues, budget and financial planning, long-range planning initiatives, special projects, testimony at Congressional hearings, speeches, meetings of trade or professional conferences and organizations, and similar topics.

Volume approximately 4 cu ft per year

**PERMANENT** Break inactive or closed files every FY and transfer to GPO Support Services when 3 years old. Transfer to the FRC when 5 years old. Transfer to the National Archives when 20 years old.

#### **15 2 DEPUTY PUBLIC PRINTER'S SUBJECT FILES**

Official copies of incoming and outgoing correspondence, memorandums, reports, minutes of meetings, testimony, transmittals, and similar records received or sent by the Deputy Public Printer. The records are filed by subject and pertain to special projects and initiatives of the Deputy Public Printer, financial planning and expenditures, internal agency management, labor relations, conferences, seminars, and meetings attended, interviews, and other GPO internal and external issues.

Volume. approximately 2 cu ft. per year

**PERMANENT** Break inactive or closed files every FY and transfer to GPO Support Services when 3 years old. Transfer to the FRC when 5 years old. Transfer to the National Archives when 20 years old.

### 15.3 CORRESPONDENCE CONTROL AND TRACKING SYSTEM

Electronic correspondence database that logs, controls, and tracks all correspondence received in the Office of the Public Printer. The system maintains information on the date the correspondence was received in GPO, the name of the originator, the date of the correspondence, action office the correspondence was referred to, summary of the action required, date sent to GPO action office for response, office symbol of the respondent, due date, and date action was completed. The system does not serve as an index to official correspondence subject files in the Public Printer's Office.

TEMPORARY. Update as necessary, and delete when no longer needed for current agency business.

### 15.4 APPOINTMENT BOOKS AND CALENDARS

Official calendars, schedules, and appointment books documenting the daily activities of the Public Printer and the Deputy Public Printer.

PERMANENT. Break inactive or closed files every FY and transfer to GPO Support Services when 3 years old. Transfer to the FRC when 5 years old. Transfer to the National Archives when 20 years old.

*NOTE. Records not containing substantive information may be destroyed during archival processing without further notice to GPO.*

### 15.5 STAFF ASSISTANT'S SUBJECT FILES

Drafts and duplicate or reference copies of correspondence, memorandums, reports, legislative analyses and reviews, copies of speeches and testimony of the Public Printer and the Deputy Public Printer, issue background papers, duplicate copies of publications, and similar records, arranged alphabetically by subject. Official copies of correspondence, memorandums, reports, and speeches and other records that are prepared in this office are incorporated into the Public Printer's or Deputy Public Printer's Subject Files, listed above.

TEMPORARY. Break inactive files annually at the end of the FY, and transfer to the FRC. Destroy when 20 years old.

## Chapter 16:

### PERSONNEL RECORDS

This chapter of the schedule covers records of the Personnel Service and includes the functions of personnel management, personnel policy and guidance, making administrative determinations related to leave and other claims, interpreting GPO policies and federal personnel laws and regulations, and conducting reviews and making recommendations to improve personnel programs

#### 16.1 PERSONNEL SERVICE CORRESPONDENCE SUBJECT FILES

Correspondence, memorandums, reports, and other records relating to the general administration and operation of the Personnel Service. Filed alphabetically by subject, or by GPO Directive Number.

**TEMPORARY** Break inactive files annually at the end of each FY and transfer to the FRC Destroy 5 years after closure

#### 16.2 OFFICIAL PERSONNEL FOLDERS (OPFs)

Records filed on the right side of the Official Personnel Folder (OPF) Folders covering employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Administration for permanent retention {GRS 1, Item 1}

*NOTE See Item 16.3 for temporary papers on the left side of the OPF*

##### **TEMPORARY**

##### a Transferred employees

Forward to the receiving agency within 30 to 90 days separation.

##### b Separated employees

Transfer folder to National Personnel Records Center, St Louis, MO, 30 days after separation NPRC will destroy 65 years after separation from Federal service.

**NOTE** OPF's covering periods of employment terminated prior to January 1, 1921, are not covered by this item If an agency has such files, it should

contact the NARA Records Appraisal and Disposition Division to request appraisal of the files. If NARA rejects the records, the disposition for GRS 1, item 1b applies

16.3 TEMPORARY INDIVIDUAL EMPLOYEE RECORDS

All copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Federal Personnel Manual, Chapter 293, and Supplement 292-31, EXCLUDING performance-related records

TEMPORARY: Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner. See item 23 of this schedule for disposition of temporary performance-related records. {GRS 1, Item 10}

16.4 EMPLOYEE PERFORMANCE FILE SYSTEM RECORDS {GRS 1, Item 23}

Performance system records for all GPO employees (as defined in 5 USC 4301(2))

- a Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents

TEMPORARY Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction in grade notice

- b Performance records superseded through an administrative, judicial, or quasi-judicial procedure

TEMPORARY. Destroy when superseded.

- c Performance-related records pertaining to a former employee.

- (1) Latest rating of record 3 years old or less and performance plan upon which it is based and any summary rating

Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see Item 16.2a and b of this section of the schedule)

- (2) All other performance plans and ratings.

TEMPORARY Destroy when 3 years old or when no longer needed, whichever is sooner

- d All other summary performance appraisal records, including performance appraisals and job elements and standards upon which they are based.

TEMPORARY Destroy 3 years after date of appraisal

- e. Supporting documents

TEMPORARY. Destroy 3 years after date of appraisal or when no longer needed, whichever is sooner

#### 16.5 SERVICE RECORD CARDS (SF-7)

Cards used to record the employee's positions, pay changes, details, reassignments, promotions, corrective actions, and the like Filed alphabetically by organization.

TEMPORARY: Destroy 3 years after separation or transfer of employee, or when no longer needed for current agency business {Exception to GRS 1, Item 2b}

#### 16 6 BACK PAY CASE FILES

Case files containing claims submitted by employees for back pay, and all adjudication and settlement records

TEMPORARY: Destroy after GAO audit, or 6 years after the case is closed.

#### 16 7 DONATED AND VOLUNTARY LEAVE TRANSFER CASE FILES

Case files documenting the receipt and donation of leave for medical emergencies, including recipient applications, agency approvals or denials, medical or physician certifications, leave donation records or OF 630-A, supervisor/timekeeper approvals, leave transfer records, payroll notification records, and leave program termination records

TEMPORARY Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed. {GRS 1, Item 37}

16 8 POSITION DESCRIPTION FILES

The record copy of all GPO current and obsolete or abolished position descriptions. Maintained by organization structure Abolished position descriptions are filed by occupational series in a separate file

TEMPORARY Destroy 2 years after the position is abolished, or when no longer needed for reference {Exception to GRS 1, Item 7b}

16 9 COMPETITIVE LEVEL FILES

Records related to all positions in GPO with an assigned competitive level. Competitive levels are based on key features of the position Files include a copy of the position description Competitive level records are used for the purposes of managing a Reduction in Force (RIF)

TEMPORARY Destroy when superseded, or when no longer needed for current agency business

16 10 POSITION CLASSIFICATION APPEAL CASE FILES

Case files of classification appeals that are filed by GPO employees with the Public Printer's office and adjudicated by Personnel Services Arranged chronologically

TEMPORARY Destroy 3 years after the case is closed {GRS 1, Item 7d(1)}

16.11 SALARY AND WAGE SCHEDULES

Current and past GPO wage schedules, Federal Wage System, and special salary rate schedules for Printing Grade (PG) and Wage Grade (WG) employees.

TEMPORARY Destroy 5 years after the schedule is superseded or obsolete, or no longer needed for current agency business, whichever is later

16 12 FEDERAL MERIT PROMOTION PROGRAM (FMPP) FILES

Case files containing a prospective applicant's SF-171, Application for Federal Employment, or the equivalent, or GPO Special Application Form, and panel rating results

TEMPORARY Destroy after audit or review, or 2 years after the personnel action is completed, whichever is sooner {GRS 1, Item 15}

16.13 TRAINING RECORDS

Electronic and textual records including, but not limited to, GPO Form 2937A, Training Control Card; SF-182, Request, Authorization, and Agreement and Certification of Training, training program correspondence, reports, memorandums, and similar records that relate to individual employee participation in various training programs, and to the development and operation of training, courses, conferences, and seminars

TEMPORARY

- a. Electronic databases or other records. Update and delete as needed for current agency business {GRS 23, Item 8}
- b. Textual records Destroy when 5 years old, or when superseded, obsolete, or no longer needed for current agency business, whichever is sooner {GRS 1, Item 29b}

16.14 APPRENTICESHIP YEARBOOKS

Books containing photographs and other information related to graduates from GPO craft training and apprenticeship programs

PERMANENT: Break files every 20 years and transfer directly to the National Archives.

Volume: Approximately 15 cu ft.

Dates: 1940 - present

16.15 TEMPORARY CONTINUATION OF COVERAGE RECORDS

Case files of former employees, spouses or former spouses, and children of GPO employees who have applied for temporary continuation of coverage under the Federal Employees Health Benefits Program [GRS 1, Item 35]

TEMPORARY

a Health benefits denied, not appealed

Destroy 3 years after denial

b Health benefits denied, appealed to OPM for reconsideration.

(1) Appeal successful - benefits granted

Create enrollment file in accordance with FPM letter 890-35.

(2) Appeal unsuccessful - benefits denied

Destroy 3 years after denial [Note Pursuant to FPM letter 890-35, enrollment files of spouses eligible for benefits are transferred to OPM when former spouse cancels the enrollment, when enrollment is terminated by the employing office, or when former spouse begins receiving an annuity payment ]

c. Health benefits approved

Destroy 3 years after coverage ends

## **Chapter 17:**

### **PLANNING RECORDS**

This chapter covers records related to GPO strategic planning activities, the implementations of GPO's strategic plan, the evaluation of major capital expenditure projects, and resolving differences of opinion between management and the Inspector General related to recommendations of internal and external auditors

#### **17.1 STRATEGIC PLANNING PROJECT FILES**

Correspondence, memorandums, reports, and other project team records documenting the creation of "GPO Moving Forward in the Electronic Age" and other strategic planning programs

**TEMPORARY:** Break inactive files annually and destroy when 5 years old.

#### **17.2 CAPITAL EXPENDITURE ANALYSIS RECORDS**

Correspondence, memorandums, requests for approval, expenditure analyses, and other records documenting the review and approval of expenditures over \$50,000. The analysis and cover letter resulting from the analysis are sent to the Public Printer for signature and forwarding to the JCP. Rejection letters are received from JCP after review.

**TEMPORARY:** Break inactive files annually at the end of the FY and transfer to FRC when 5 years old. Destroy when 10 years old.

#### **17.3 INTERNAL AND EXTERNAL AUDIT FOLLOWUP REPORTS**

Correspondence, memorandums, reports, and other records that document GPO's followup actions on audits and the status of open recommendations relating to audits conducted by the Inspector General or other agency, and the Public Printer's semiannual report on the IG's findings.

**TEMPORARY:** Break inactive files annually when the recommendation actions are completed. Destroy when 5 years old.

**Chapter 18:**

**POLICY COORDINATION RECORDS**

**18.1 POLICY COORDINATION PROGRAM SUBJECT FILES**

Incoming and outgoing correspondence, memorandums, copies of PROBE reports, copies of annual reports, and other records that document the operation of the Policy Coordination Office

TEMPORARY: Break inactive files annually at the end of each FY and transfer to the FRC. Destroy 5 years after closure

**18.2 CHIEF FINANCIAL OFFICER'S SUBJECT FILES**

Financial reports, records of meetings, unresolved issues files, correspondence, and other records for Chief Financial Officer when that office was operational

TEMPORARY: Break inactive files annually at the end of each FY Destroy when 5 years old

## **Chapter 19:**

### **PROCUREMENT SERVICES AND MATERIALS MANAGEMENT RECORDS**

This chapter covers records relating to acquiring and managing all materials, equipment, facilities, and services, and the procurement of printing and binding services. These functions include preparing pre-award surveys and invitations for bids, awarding contracts, monitoring contract compliance, and other procurement or materials management services that are required by GPO Central and Regional Procurement Offices.

#### **19 1 GENERAL CORRESPONDENCE SUBJECT FILES**

Correspondence, memorandums, administrative and financial reports, budget reviews, analyses, research studies, procurement policies, contract practices, and other records concerning the operation and administration of the GPO materials management and procurement functions.

TEMPORARY Destroy when 2 years old {GRS 3, Item 2}

#### **19 2 PROCUREMENT CASE FILES (JACKETS)**

The official copy of all approved original contracts, property or equipment leases, construction contracts, and all other GPO procurement records of purchasing transactions, regardless of the amount, that document the procurement of materials, printing, supplies, and services. Filed by Purchase Order number and FY. The official record set of all GPO purchase orders and other purchasing documentation is maintained in the Materials Management Service or the Printing Procurement Department.

TEMPORARY

- a. Official record set. Close files at the end of each FY after the final payment is made, or after receipt of closeout list from Financial Management, and transfer to Support Services. Destroy 6 years and 3 months after closure {Exception to GRS 3, Item 3a}
- b. All other copies. Destroy when 2 years old or when no longer needed for current agency business, whichever is sooner.

19.3 PROCUREMENT CASE FILE (JACKET) CONTROL AND TRACKING SYSTEM

Log books or databases in either hardcopy or electronic form that contain a record of the contract administration of all procurement case files (jackets), including date in, date out, and contract administrator.

TEMPORARY Destroy or delete 2 years after the close of the procurement case file (jacket) or when no longer needed for current agency business, whichever is sooner {GRS 23, Item 8}

19.4 PROJECT FILES

Copies of correspondence, memorandums, proposals, reports, analyses, and budget records relating to current procurement projects. Filed alphabetically by subject.

TEMPORARY Destroy when 3 years old, or when superseded or obsolete.

19.5 SOLICITED AND UNSOLICITED BIDS AND PROPOSALS

Bids and proposals relating to small purchases as defined in Federal Acquisition Regulations, 48 CFR Part 13 {GRS 3, Item 5a, b}

TEMPORARY

- a. Successful bids and proposals Destroy with related procurement case file
- b. Unsuccessful bids and proposals Destroy 1 year after the date of the successful award or final payment, whichever is later
- c. Bidder and Contractor solicitation lists. Destroy when superseded or obsolete. {GRS 3, Item 5d}

19.6 CANCELLED SOLICITATION RECORDS

Formal solicitations, requests for proposals, requests for quotations, and other records that document GPO purchasing and procurement actions, and which were cancelled and not resolicited prior to the award of a contract

TEMPORARY Destroy 5 years after the date of the cancellation. {GRS 3, Item 5c}

19.7 CONTRACT APPEALS CASE FILES

Copies of cases files arising under applicable contract dispute clauses including copies of contracts, notices of appeal, exhibits, change orders, amendments, transcripts of hearings, correspondence, final decisions, and other records received from the parties concerned. The official record set of contract appeals case files is maintained in the office of the Administrative Law Judge

TEMPORARY. Destroy 1 year after the final action {GRS 3, Item 15}

19.8 SURPLUS PROPERTY SALES RECORDS

Official record set of case files documenting the sale of all surplus or excess property to the public, such as paper, furniture, and equipment. {GRS 4, Item 3}

TEMPORARY

- a Sales over \$25,000 Destroy 6 years after the final payment.
- b Sales of \$25,000 or less Destroy 3 years after the final payment

19.9 INVENTORY LISTS AND REPORTS

Lists by property number, receipts, issues, transfers, and balances issued periodically for inventory accounting purposes

TEMPORARY

- a. Daily inventory reports Destroy after monthly report is completed and verified
- b Monthly inventory reports. Destroy when 2 years old. {GRS 3, Item 9}
- c Employee daily reports Destroy when 1 year old.

19.10 SMALL AND DISADVANTAGED BUSINESS (SDB) PROGRAM  
CORRESPONDENCE FILES

Correspondence, reports, studies, goal statements, contractor profiles, call or visit documentation, and other records relating to the SDB program, as required by P L 100-456 as amended

TEMPORARY Destroy when 3 years old {GRS 3, Item 17}

19 11 FREIGHT TRANSPORTATION RECORDS

Vouchers and supporting documentation covering the payment of commercial freight transportation charges

TEMPORARY

- a Settled accounts Destroy 6 years after the final payment if no overcharge or other condition prevents the settling of the account {GRS 9, Item 1a}
- b Detected overcharges or disputed accounts Destroy when 10 years old {GRS 9, Item 1b}

## **Chapter 20:**

### **PRODUCTION SERVICES RECORDS**

This chapter of the schedule covers composition and database management functions pertaining to the production of printing and binding work in GPO, including coordinating production plans and schedules, printing and binding customer orders, and recommending modifications and changes to specifications to expedite production and reduce costs.

#### **20 1 PRODUCTION SERVICES REPORTS**

The official record copy of all hardcopy production reports generated from GPO mainframe or other GPO computer systems. Reports include, but are not limited to, Monthly Production reports, Weekly CFR reports, Monthly Manpower reports, Daily and Monthly Congressional Record Delivery Statistics, and the Daily and Monthly Electronic Submissions of Congressional Record Data

TEMPORARY Destroy when 3 years old or when consolidated into summarized monthly, annual, or other periodic reports, whichever is sooner

#### **20 2 PRODUCTION SERVICES GENERAL SUBJECT FILES**

Subject files that include correspondence, memorandums, reports, notices, directives, office organization records, office activity schedules, planning records, budget records, financial records, electronic systems development records, database management records, and other documentation that pertains to the mission, programs, and functions of the Production Services office and its subdivisions Arranged alphabetically by topic.

TEMPORARY Break inactive files annually at the end of each FY and transfer to the FRC. Destroy 5 years after closure.

#### **20 3 DATA SYSTEMS SPECIFICATIONS AND DOCUMENTATION**

Production Services computer systems specifications, file specifications, code books, program flow charts, output specifications, and other computer system documentation created or used in Production Services

TEMPORARY Update as needed for current agency business Destroy or delete only upon the authorized deletion of the related master file or database {GRS 20, Item 11a}

20.4 PRINTING AND BINDING JACKETS, CARDS, AND RELATED RECORDS

Equipment and production specification books, imposition layout books, pricing scales, inventory reports, Congressional, Departmental, and Superintendent of Documents production plans and cost estimates, printing specifications, and similar records that are used in Production Services to produce all GPO products

TEMPORARY· Destroy when 2 years old, or when superseded, obsolete, or no longer needed for current agency business, whichever is sooner

20.5 EMPLOYEE DAILY REPORTS

Lists of jacket numbers planned, estimated and scheduled These reports are used for compilation of annual reports, unit or employee production and performance standards, and employee evaluations

TEMPORARY Destroy when 2 years old

20.6 BLANK PAPER ORDER LOGS AND RELATED RECORDS

Logbooks that keep track of all blank paper ordered for GPO printing and binding operations Logs include the ordering agency, date, jacket number, quantity, size, and description of the item ordered.

TEMPORARY· Destroy when 4 years old, or when no longer needed for current agency business, whichever is sooner.

20.7 SECURITY CLASSIFIED DOCUMENT RECEIPT RECORDS

Receipts for sending or forwarding classified materials for printing and binding.

TEMPORARY Destroy when 2 years old {GRS 18, Item 2}

20.8 ELECTRONIC PUBLICATIONS MAINTAINED ON VAX CLIENT SERVER

Electronic text, spreadsheets, databases and other publications that are maintained in the EPD unit, and distributed to government, Congressional, and public customers. Publications available include, but are not limited to, energy consumption surveys; government manuals such as the Domestic Mail Manual and the U S. Government Manual; Merchant Marine Examination Questions and Problems; EPA Toxic

Chemicals Release Inventories, DOE Natural Gas Annual Reports, Annual Energy Outlook Models, Congressional Outlook Handbook, IRS Taxpayer Information Publications, and Federal Register Indexes

TEMPORARY Delete when no longer needed for current agency business {GRS 20, Item 7}

20 9 PROOF AND COPY MARKUP MANUSCRIPTS

Paper manuscript copies of the *Congressional Record*, Congressional Bills, and other GPO publications that are used as reference copies and as draft and proof copies of final published products

TEMPORARY: Destroy 1 month after the final published product is approved and distributed, or when no longer needed for current agency business

20 10 WORK SLATES

Work breakdown sheets used for operator production and for producing output

TEMPORARY Destroy when 2 years old

20 11 CHARACTER GRIDS

Electronic records prepared by application specialists containing character information for the electronic page composition system One record is maintained for each character grid. Each grid is duplicated in paper records and in a tape backup

TEMPORARY Destroy or delete when superseded, obsolete, or no longer needed for current agency business

20 12 PAGE FORMAT RECORDS

Page description formats prepared by application specialists for use in the electronic page composition system One record is created for each page format, and is duplicated in paper records and in a tape backup

TEMPORARY Destroy or delete when superseded, obsolete, or no longer needed for current agency business.

20 13 SPECIAL PURPOSE PROGRAMS AND SOURCE CODE

Special application software, executable programs, program code, and documentation written and used in the Production Department for use with modules of the GPO electronic page composition system

TEMPORARY Destroy or delete when superseded, obsolete, or no longer needed for current agency business

## **Chapter 21:**

### **QUALITY CONTROL AND ASSURANCE RECORDS**

This chapter of the schedule covers records pertaining to sampling, inspection, and testing of materials, the testing and disposal of potentially hazardous materials, developing new or improved graphic supply products and material specifications, establishing quality assurance plans, and similar functions related to printing and binding technology

#### **21 1 QUALITY ASSURANCE PROCEDURES, SPECIFICATIONS, AND MANUALS**

Instructions, guidance, technical reports, procedures and other information relating to quality assurance, materials research, materials testing, material safety, technical specifications and quality control of paper, inks, adhesives, and other printing and binding materials

TEMPORARY: Destroy when superseded or obsolete.

#### **21 2 CONTRACTOR QUALITY LEVEL INSPECTION REPORTS AND SAMPLES**

Records of all samples submitted by contractor's seeking a quality rating from GPO. The samples are filed with the contractor's quality level inspection report

TEMPORARY. Destroy when 1 year old

#### **21 3 PRINTING PROCUREMENT TEST CASE FILES (JACKETS)**

Closed case files of test results, paper samples, envelopes, cartons, and other documentation received from Printing Procurement units for testing.

TEMPORARY: Close files after tests are completed. Break closed files at the end of each FY and destroy 5 years after closure

#### **21.4 QUALITY REJECTION CASE FILES AND SAMPLES**

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) All rejected samples are maintained with the files

TEMPORARY Close files after final report is issued or all testing is completed.  
Destroy 1 year after close

21 5 PAPER, INK, AND ADHESIVE SAMPLE RECORDS

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

TEMPORARY: Destroy when superseded, obsolete, or when no longer needed for current agency business

21 6 QUALITY CONTROL AND ASSURANCE PROJECT FILES

Correspondence, memorandums, proposals, studies, reports, technical analyses, and budget records relating to current quality control, quality assurance, quality inspection, and metrication projects,

TEMPORARY Destroy when 5 years old, or 5 years after the file is closed, whichever is later

21 7 ANNUAL, MONTHLY, OR PERIODIC QUALITY PROGRAM REPORTS

Quality control and assurance reports received from other units, or copies of progress, performance, and planning reports submitted to Division or Service offices at a higher level for incorporation into summary or consolidated Division or Service reports

TEMPORARY Destroy when no longer needed for current agency business, or when 3 years old, whichever is sooner

21 8 MATERIAL SAFETY DATA SHEETS

Records listing the physical properties, hazards, and proper handling procedures for chemical substances and mixtures per OSHA Hazard communication standards

TEMPORARY Destroy when superseded, obsolete, or no longer needed for current agency business

21.9 PRODUCT SPECIFICATIONS AND STANDARDS RECORDS

Federal, GSA, JCP, and private sector standards and product specifications regarding all products developed, tested or used by GPO.

TEMPORARY Destroy when superseded, obsolete, or no longer needed for current agency business

21 10 JCP ADVISORY COMMITTEE ON PAPER SPECIFICATIONS RECORDS

Minutes of committee meetings, agendas, correspondence, reports, and other records related to the advisory committee's meetings and decisions.

TEMPORARY Break inactive files annually and transfer to the FRC when 5 years old Destroy when 20 years old

## Chapter 22:

### SECURITY SERVICES AND POLICE RECORDS

This chapter of the schedule covers records related to personnel and physical security, protective services, telecommunications and automated information system security for GPO

#### 22.1 OFFICIAL SECURITY SERVICES SUBJECT FILES

Subject files maintained in the central office, or in the director's or deputy director's offices, which are arranged alphabetically by topic. Records include division correspondence, summaries of incident and daily activity logs, monthly police report summaries, internal or external audits, reports and investigations relating to GPO operations, directives, interagency agreements, administrative procedures, policy and procedures records, emergency action plans, disaster preparedness plans, security clearance requests, office budget and financial information, staff personnel and EEO records, and the like

TEMPORARY. Break inactive files at the end of each FY and transfer to the FRC. Destroy 5 years after closure

#### 22.2 SECURITY SERVICES CORRESPONDENCE TRACKING AND CONTROL DATABASE

Electronic database for tracking and controlling all Security Services incoming and outgoing correspondence, requests for keys and identification badges, and other general office correspondence

TEMPORARY. Update as needed for current agency business. Destroy 3 years after entry in the log.

#### 22.3 PASSPORT SECURITY FILES

Reports, recommendations, and surveys to identify security deficiencies in the productions of passports, and to monitor the implementation of recommendations to prevent the theft of passports or passport materials.

TEMPORARY. Break inactive files annually and destroy when 3 years old

22.4 SECURITY SERVICES POLICE INCIDENT REPORTS

Official copies of GPO Incident Reports (GPO Forms 2892, or the equivalent), including all fire, theft, accident and other reports of incidents or police investigations. Files consist of reports related to the incident, correspondence, memorandums, and subsequent reports to other law enforcement agencies or GPO units, and similar records.

TEMPORARY Destroy when 2 years old {GRS 18, Item 11}

22.5 AUDIT AND FINANCIAL INVESTIGATION REPORTS

Copies of audit reports and other investigations regarding external or internal operations, GPO programs, and GPO financial transactions that relate to GPO security or police functions or procedures.

TEMPORARY Break inactive files at the end of each FY and destroy 5 years after closure

22.6 ANNUAL, QUARTERLY, AND MONTHLY REPORTS

Security reports that are submitted annually, quarterly, monthly, or daily that account for the operation of GPO police or other investigations related to physical, personnel, and facilities security. These reports often serve as feeder reports for summaries of activities submitted at regular intervals.

TEMPORARY

- a Textual records: Destroy when 3 years old or when no longer needed for current agency business
- b Tracking and control database Delete records when report is completed, or when 2 years old, whichever is sooner

22.7 PERSONNEL SECURITY CASE FILES

Personnel security clearance records including background investigations, questionnaires, reports of investigating agencies, correspondence, card indexes, and other records related to the issuance of a security clearance.

- a. Textual records. TEMPORARY Destroy 5 years after separation, retirement, or transfer of employee {GRS 18, Item 22a}
- b. Electronic database Delete when the personnel security case file is destroyed {GRS 23, Item 3}

## 22.8 DAILY POLICE ACTIVITY LOGS

Police logs and registers of daily activity consisting of GPO Forms 1926 and 2892, or their equivalents

### TEMPORARY:

- a. Textual records: Destroy 2 years after the last entry in logbook {GRS 18, Item 20a}
- b. Electronic databases or centralized daily logbooks: Delete or update as needed, or destroy 5 years after the last entry. {Exception to GRS 18, Item 20a}

## 22.9 KEY CONTROL AND IDENTIFICATION BADGE LOGS AND REQUEST RECORDS

Records in both electronic and textual form consisting of requests for keys and identification badges, logs of keys and badges issued or returned, and similar records.

### TEMPORARY

- a. Textual records Destroy 2 years after the key or badge is accounted for, or 2 years after the last entry in logbooks {Exception to GRS 18, Item 16}
- b. Electronic databases Update or delete as needed for current agency business {GRS 23, Item 3}

## 22.10 POLICE REPORT ACCOUNTABILITY DATABASE

Electronic database maintained to track the status of police investigative reports.

TEMPORARY. Delete closed log entries when the investigation is completed, or at the close each FY

## 22.11 PROPERTY LOCATION DATABASE

Electronic database maintained to control and track the location of GPO property exceeding \$300 in value. The database provides information regarding the property number, physical location, status of property, unit with current possession, and date of surplus or sale.

**TEMPORARY:** Delete when property is sold, transferred, declared to be surplus, or otherwise passes out of the possession of GPO.

## Chapter 23:

### SUPERINTENDENT OF DOCUMENTS (SuDOC) RECORDS

This chapter of the schedule covers the records created and maintained in all Superintendent of Documents units. The records pertain to retail sales, marketing, distribution and warehousing, library programs, ordering and publications services, and technical support functions or programs that are located under the Superintendent of Documents.

#### Office-wide records:

#### 23 1 SuDOC GENERAL PROGRAM AND MISSION SUBJECT FILES

Official file copies of correspondence, internal and external memorandums, reports, plans, directives, policies, procedures, desk instructions, budget and financial records, productivity reports, periodic monthly and annual reports, and similar materials that pertain to and document the mission, programs, and functions of the Superintendent of Documents office and its subdivisions.

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC  
Destroy 5 years after closure

#### 23 2 DOCUMENTS WORKLOAD AND STATISTICAL HISTORY (DWISH) SYSTEM REPORTS

Daily, weekly, monthly, quarterly, and annual reports form the DWISH automated system that provide On-Hand, Received, Processed, and Balance figures for a variety of operations and class descriptions for all work in the Documents organization. Classes of work include general sales orders, account transactions, and publication classification. Reports include, but are not limited to, Daily Transaction Edit, Branch List reports, Operation List, Summary Report, File Maintenance Transaction Error List, and Master File Update report. Records are maintained in both paper and microform.

#### TEMPORARY

- a Annual reports Destroy when 3 years old
- b Quarterly reports Destroy when 1 year old
- c Monthly, Weekly, or Daily reports Destroy when 3 months old or after they are summarized or compiled into quarterly or annual reports, whichever is sooner

23.3 SuDOC ADMINISTRATIVE AND OPERATIONS ELECTRONIC RECORDS, CONTROL AND TRACKING DATABASES, AND SPREADSHEETS

Electronic records (text files, databases, spreadsheets and printouts) that provide management information such as periodic and annual feeder reports, products ordered or sold, Spectra-fax catalogs and reports, postage and overnight express service, work or service charges, outstanding SF 52s submitted, employee counts, positions filled and vacant, employee surveys, FTE equivalency reports training, and other personnel, employee, or staffing functions

TEMPORARY Update or delete electronic records as needed for current agency business Destroy printouts when 2 years old {GRS 23, Item 1 and GRS 23, Item 8}

23.4 SERVICE, DIVISION, AND BRANCH PRODUCTION AND OPERATIONS STATISTICAL PROFILES

Hardcopy reports and printouts and electronic records (spreadsheets, databases, wordprocessing files) that are used to compile statistical profiles of SuDoc operations, production, individual employee productivity and performance, manpower and equipment predictions, staffing requirements, and the like

TEMPORARY Destroy when 5 years old, or when no longer needed for current agency business, whichever is sooner.

23.5 ROUTINE ORDER, INVENTORY, PRODUCTIVITY, STOCK NUMBER, AND OTHER COMPUTER OUTPUT STATUS REPORTS

Routine daily, weekly, and monthly reports from GPO mainframe systems or other computer system that track the status of work, subscriptions, stock or inventory on hand, unfilled orders, account activity logs, schedules of payments, standing orders, filled orders, accepted/rejected deposit accounts, check issue listings, dishonored check reports, mailing list master file analysis reports, mail list update reports, financial edit and verification reports, and similar records

TEMPORARY. Destroy when report is updated or superseded, or when 1 year old, whichever is sooner

23 6 ELECTRONIC, PAPER, AND MICROFICHE ORDER, INVOICE, AND SALES RECORDS AND REPORTS

Microfilm or computer printouts of customer orders, order types (i.e. schedule, non-schedule, Mellon Bank, credit card, deposit account, government purchase orders), file code update information, refund history, monthly deposit account statements, monthly consigned agent activity, government purchase orders, refund source documents, unidentified remittances, subscription cancellation requests, publication order fulfillment information, monthly invoice reports, monthly fill and bills reports, 180-day unpaid invoice reports, and other COM, microfilm, microfiche, or computer system report from the Mail List System (MLS), PEPS, STAIRS, or other GPO mainframe or computer systems that are used for order and invoice operations, financial tracking, production reporting, and to research customer order inquiries. The microfilm is usually arranged by file code, and thereunder by date. Computer reports are usually filed by date of report. Updates to microfilm and computer reports are created weekly, monthly, and quarterly, depending on the nature of the report.

TEMPORARY

- a. If the records are the accountable officer's files, or serve as the official GPO audit copy of the report

Break files annually at the end of each FY and transfer to the FRC when 2 years old. Destroy when 6 years and 3 months old {GRS 6, Item 1a}

- b. If not the official GPO record.

Destroy when superseded, updated, summarized, or consolidated by other reports, or when 1 year old, whichever is sooner

**Office of the Superintendent of Documents:**

23.7 SUPERINTENDENT'S SUBJECT FILES

Official file copies of correspondence, memorandums, reports, policies, procedures, and other records that pertain to the operation of the Superintendent of Documents and its liaison with other units. Typical file subjects include Joint Committee on Printing, General Counsel, Inspector General, EEO policies and reports, speeches of the Superintendent, Complaints, Suggestions, Grievances, Daily Time and Attendance records, travel records, and the like.

**TEMPORARY** Break inactive files at the end of each FY and transfer to the FRC. Destroy 5 years after closure.

**Electronic Dissemination Division Records:**

**23.8 FEDERAL BULLETIN BOARD SYSTEM SUBJECT FILES**

Correspondence, memorandums, reports, and other documentation pertaining to the operation of the Federal Bulletin Board System and other electronic information and dissemination systems of GPO such as WAIS, GPO Locator, GPO Access

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC  
Destroy 5 years after closure

**23 9 FEDERAL BULLETIN BOARD SYSTEM**

Electronic Bulletin Board System (BBS) that provides dial-in public access to information from GPO pertaining to customer accounts, orders, customer access to information, and other files, reports, data, or information

TEMPORARY Update or delete as needed for current agency business {GRS 20, Item 4}

**23 10 GPO LOCATOR SYSTEM**

The Federal Locator is an automated system designed to refer users to Federal Depository Libraries for free access to reference materials, or to enable customers to order publications from the GPO Sales Program It serves as an electronic directory of Federal Information Products and Services The records are maintained by the GPO Production Department

TEMPORARY Update or delete as needed for current agency business. {GRS 20, Item 4}

**23.11 WAIS SERVER INFORMATION SYSTEM**

The WAIS Server Information System allows online access to products such as the Federal Register, Congressional Record, and other databases It contains information which is simultaneously prepared in hardcopy form by the GPO Production Department, and is made available electronically under criteria set forth in GPO Access Legislation

TEMPORARY Update or delete as needed for current agency business. {GRS 20,  
Item 4}

## **Marketing Office Records:**

### **23.12 MARKET RESEARCH AND PROMOTIONS SUBJECT FILES**

Official correspondence, memorandums, reports, projects, plans, agreements, meeting summaries and minutes, samples of promotional and marketing products, testimonials, data collection materials including letters, cards, and questionnaires, mail list requests and orders, and subscription renewal program materials including draft and sample letters

TEMPORARY. Break inactive files annually at the end of each FY and transfer to the FRC. Destroy 5 years after closure

### **23.13 MARKET RESEARCH PROJECT FILES**

Market research project case files consisting of plans, designs, correspondence, agreements, samples of data collections instruments, data tables, and analytical reports  
Arranged by project title

TEMPORARY. Break inactive files annually at the end of each FY and transfer to the FRC. Destroy when 5 years old

### **23.14 SAMPLE PROMOTIONAL MATERIALS AND RECORDS**

Promotional materials and samples of marketing and sales materials that are often sent to new subscribers for informational purposes. The records include sample renewal letters, order cards, flyers, handouts, and brochures.

TEMPORARY. Destroy when 5 years old, or when no longer needed for current agency business, whichever is sooner

### **23.15 MAIL LIST REQUESTS AND RENEWAL RECORDS**

Government agency and private sector requests for GPO mailing lists

TEMPORARY. Destroy when 2 years old

23.16 NEWSLETTERS IN PRINT DATABASE

Electronic records and database used to create mailing labels for press releases relating to newsletters available from GPO. The database is updated annually by a contractor, and address changes are updated as required during the year by GPO Marketing staff. The records include a subscriber name, mailing address, subject index code, publisher's index code, title index code, and newsletter code number.

TEMPORARY: Update or delete as needed for current agency business. {GRS 23, Item 8, by ref. GRS 13, Item 4}

23.17 SUBSCRIPTION DATABASE SYSTEM

Electronic database created to maintain updated records of subscription product information, prices, frequency of publication, agency, agency contact, number of subscribers, promotional code, promotion dates, mailing list, and the like. Reports are issued bi-weekly and monthly, and new information is uploaded to the GPO mainframe.

TEMPORARY: Update or delete as needed for current agency business. {GRS 23, Item 8 by ref. GRS 13, Item 4}

23.18 PAYBACK ANALYSIS SYSTEM

Electronic spreadsheet and printouts that analyze and show profit and loss of individual marketing promotions for products or for groups of similar products. Records are arranged by order processing number.

TEMPORARY: Delete or update as needed for current agency business. {GRS 23, Item 8 and GRS 23, Item 2a}

23.19 STATUS 2 SUBSCRIPTION RENEWAL PROGRAM RECORDS

Paper records filed alphabetically by subscription title that include samples, promotional materials, and other information that are necessary for second renewal mailings.

TEMPORARY: Destroy when publication leaves the sales program, or when no longer needed for current agency business.

23 20 SUBSCRIPTION DATABASE SYSTEM

Database and other electronic records and printouts that provides updated subscription product title, list ID number, and other product information, prices, frequency, agency, agency contact person, number of subscribers, code number of materials developed for promotion, promotion date, and the like This information is downloaded from GPO mainframe systems and updated or modified for SuDoc functions

TEMPORARY Delete when no longer needed for current agency business {GRS 23, Item 8 by ref. GRS 13, Item 4}

23 21 MAIL LIST USER PROGRAM (MLUP) RECORDS AND ELECTRONIC DATABASE

Electronic database and paper records that assist the day-to-day management of the mail list operations Paper records include MLUP orders, sample mailing pieces, list requests, and payment documentation The electronic database generates both management reports and mailing list request forms, and provides updated information for private sector mailing lists, such as name, desired mailing list, number of lists ordered, quantity of names on list, order frequency, contact person, MLUP order numbers, date mailing lists were ordered, etc Requests for lists are sent to Data Center Division

TEMPORARY

- a. Electronic records Update or delete as needed for current agency business {GRS 23, Item 8}
- b. Paper records. Break inactive files annually at the end of each FY and transfer to the FRC Destroy when 5 years old

## **Technical Support Records:**

### **23.22 PROJECT FILES AND FEASIBILITY STUDIES**

Correspondence, memorandums, progress reports, final reports, presentation materials, charts, graphs, spreadsheets, and other records relating to special studies, assignments, or work projects. Topics may include, but are not limited to, ISBN/ISSN implementation studies and plans, Documents Program Mandate reviews, IRM and technology or equipment feasibility studies and analyses, and the like. Records are maintained in both paper and electronic media.

**TEMPORARY** Break inactive files at the end of each FY. Destroy 10 years after the project or study files are closed.

### **23.23 COMPUTER SYSTEMS ACCESS REQUESTS**

GPO Form 2447, Request for System Access, or the equivalent, maintained in SuDoc administrative units requesting new access or modifications to access privileges for GPO mainframe systems, GPO authorizations and approvals, and system information.

**TEMPORARY** Destroy when superseded or obsolete, or when no longer needed for current agency business.

### **23.24 SYSTEMS ANALYSIS AND PROGRAMMING (SAP) RECORDS**

SuDoc file copies of GPO Form 2375, System Analysis and Programming Request, or the equivalent. Requests for systems analyses and programming (SAPs) are submitted each time a request is made for OIRM services. SAPs are required for both new systems and for changes to existing automated systems, operations, functions, or output products.

**TEMPORARY:**

- a Paper records Break inactive files annually at the end of the FY. Destroy when 3 years old.
- b Electronic Log and Tracking System Update or delete as needed for current agency business. [GRS 23, Item 8]

23.25 FAX BROADCAST (SPECTRA FAX) RECORDS AND LOGS

Copies of faxes and fax broadcast information from the Spectra Fax system. The files may contain a copy of the fax sent, the date of the broadcast, the document number, and the number of people who received the fax

TEMPORARY: Destroy when 6 months old

23.26 RECEIVING AND INSPECTION TICKET RECORDS

Copies of receiving and inspection tickets for the Order Division, Marketing Division, and Technical Support Group filed by FY and Cost Code. R & I tickets are submitted to the ordering area along with the materials or supplies ordered

TEMPORARY Destroy when 3 years old

23.27 EXPRESS DELIVERY RETURN RECORDS

Notices from express companies that a package could not be delivered to the address provided. The form contains the original address, the new address it was delivered to, the additional charges (if any) for the service, and other pertinent delivery data.

TEMPORARY Destroy when 1 year old

23.28 DETAILED FUNCTIONAL SYSTEMS REQUIREMENTS (DFSR) MANUALS AND REPORTS

Functional requirement manuals for various automated systems within the Documents organization. The records contain correspondence, memorandums, periodic reports, final reports, systems analyses, and other pertinent information related to the stages of development of SuDOC automated systems. Records are maintained for all systems currently in development, and those that have been deferred or rejected. A DFSR manual is produced for all approved, operational systems.

TEMPORARY Destroy when the system the manual pertains to is no longer operational, or when superseded or obsolete.

23.29 INCOMING MAIL SAMPLE REPORT AND DATABASE SYSTEM

Monthly reports and electronic database and spreadsheets used to analyze incoming mail from a statistically valid sample to identify customer demographics, customer needs, order type, and mail type queries

TEMPORARY

- a. Paper records Break inactive records annually at the end of each FY and transfer to the FRC Destroy when 20 years old
- b. Electronic records Update and delete as needed for current agency business {GRS 23, Item 8}

**Library Programs Service Records:**

23 30 LIBRARY PROGRAMS GENERAL CORRESPONDENCE SUBJECT FILES

Correspondence, memorandums, reports, studies, and similar records that relate to the operation of the Library Programs Service

TEMPORARY Break inactive files annually at the end of each FY and transfer to the FRC Destroy 5 years after closure

23.31 FEDERAL DEPOSITORY LIBRARY DESIGNATION FILES

Records that contain federal depository library designation documentation for each individual depository library in the program, biennial surveys, inspection reports, and other records as required by Title 44 U S C 101 et. seq

TEMPORARY Break files at the end of each FY when the library leaves the program. Destroy 10 years after closure

23 32 GPO PUBLICATIONS

One copy of every document issued or published by the Public Printer and the head of each Executive, Legislative, or Judicial Branch department, independent agency, and establishment of the Government which is listed in the Monthly Catalog of U S Government Publications, as prescribed by 44 U S C 19 paragraph 1711

Total volume of Permanent records approx 1600 cubic feet

a Paper copy with no microform equivalent

Textual publications arranged according to Superintendent of Documents classification system Separate sequence and packaging for maps

PERMANENT Cumulate in 4-year blocks and transfer to the FRC Transfer to the National Archives in 4-year blocks when the latest block is 4 years old (total retention 8 years) {N1-287-88-1, Item 1a}

b. Microform with no paper equivalent

(1) Silver gelatin master negative microfilm and one diazo copy

Microforms of publications arranged according to the Superintendent of Documents classification system Master negative and diazo copies maintained and transferred in separate series

**Certification:** This certifies that the publications described above have been filmed in accordance with the standards set forth in 36 CFR 1230.14

**PERMANENT** Cumulate in 4-year blocks and transfer to the FRC Transfer to the National Archives in 4-year blocks when the latest block is 4 years old (total retention 8 years) {N1-287-88-1, Item 1b(1)}

(2) Diazo or vesicular copies

**TEMPORARY** Destroy when no longer needed for current agency business {N1-287-88-1, Item 1b(2)}

c Electronic Records (MoCat, Electronic Publications or Products)

(1) *Monthly Catalog of U S Government Publications* (1976-present)

Computer database of all GPO publications arranged by Superintendent of Documents classification number The master files include the Cumulated Master File (1976-present), Current Master File (current year), Header File, and Stopword File

#### DISPOSITIONS

(a) Cumulated Master File, 1975 - ongoing

**PERMANENT** Transfer the electronic records and related documentation directly to the National Archives every four years, when the final publications listed above in Items 23.32a and 23.32b are transferred to the FRC

(b) Current Master File Delete when no longer needed for current agency business

(c) Header File Delete when no longer needed for current agency business

(d) Stopword File Delete when no longer needed for current agency business

(2) Electronic Publications cataloged in the Monthly Catalog (1988-present)

One copy of each electronic publication issued by federal departments and agencies in which cataloging, indexing, and terms of availability are listed in the *Monthly Catalog of U S Government Publications*

DISPOSITIONS

~~(a) Electronic files for publications with no paper copy, microfilm, or microfiche equivalent, and the related file documentation~~

~~WITHDRAWN~~

~~PERMANENT Transfer the electronic records and related documentation directly to the National Archives every four years, when the final publications in Item 23.32a and Item 23.32b are transferred to the FRC~~

(b) Electronic files for publications with paper copy, microfilm, or microfiche equivalents

Delete when superseded, or when no longer needed for current agency business unless GPO has made an agreement with the agency to transfer the electronic files to the National Archives on agency's behalf

(c) Electronic publication files and related documentation of the *Congressional Record, Congressional Record Index, Full Text of Bills, and Senate and House Reports*

PERMANENT Transfer the electronic records and related documentation directly to the National Archives every four years, when the final publications in Item 23.32a and Item 23.32b are transferred to the FRC

(d) Congressional publications in electronic format other than those listed in 23.32c(2)(c), and dated prior to 1995.

Destroy when superseded, or when no longer needed for current agency business

(e) Congressional publications in electronic format other than those listed in 23.32c(2)(c) and dating from 1995 forward

Disposition not authorized Submit SF-115 to the National Archives for approval

23 33 CONGRESSIONAL SERIAL SET

One bound hard copy of each volume of the Serial Set, covering a complete 2-year Congress. The Serial Set includes a complete set of House and Senate documents published in each Congressional session including treaties, executive reports, committee reports, legislation, federal agency reports to Congress, and other official records. The complete Serial Set consists of 110-140 bound volumes, arranged in Serial Set volume number sequence.

Volume approximately 18-20 cubic feet

PERMANENT. Cumulate as a complete Serial Set at the end of 2 years. Transfer directly to the National Archives every 2 years. {N1-287-90-1, Item 1}

23 34 PAMALA SYSTEM (Profile, Administration, Management, and Library Analysis System) RECORDS

Electronic database and hardcopy records used in the management of the GPO Federal Depository Library program. The system contains profile data such as name, address, telephone number, and the like, as well as management data derived from the biennial surveys of depository libraries, and summary ratings derived from depository library inspections. The information is arranged in three data files: Manage, Profile, and Analysis. One record is created for each library, and information can be retrieved by library number, institution name, and librarian name. Outputs are printed summaries and lists of library profiles by type, size, etc. used in the management of the GPO Library Program.

TEMPORARY

- a. Electronic records. Update as needed for current agency business. Delete records after two inspection cycles have been completed, or when 6 years old, whichever is later.
- b. Reports. Destroy after information is consolidated into annual statistical summaries or other aggregated reports, or when 3 years old, whichever is sooner.

23 35 FEDERAL TRAVEL ADVISOR VOUCHER SYSTEM

Electronic system used to compile travel voucher data for reimbursement of travel expenses incurred by depository library inspectors. The system is used to print SF-1012-A, Travel Voucher (Memorandum), that are submitted to Financial Management.

for approval and reimbursement The official files for all travel vouchers and all records relating to travel reimbursement are maintained in the Financial Management Office

**TEMPORARY**

- a Electronic records. Update or delete when no longer needed for current agency business {GRS 23, Item 8)
- b Paper records and copies of vouchers Destroy when 3 years old

**Sales Services and Sales Management Records:**

**23 36 SALES MANAGEMENT PROGRAM SUBJECT FILES**

Correspondence, memorandums, office notices, forms, minutes of staff meetings, and similar records relating to product development, price lists and price changes, general sales management policies and procedures, information system development, operation and maintenance of the STAIRS/PRF database, mailing list and subscription management records, and similar materials.

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC.  
Destroy 5 years after closure

**23.37 GENERAL WAREHOUSE INVENTORY AND SUPPLY RECORDS**

Electronic, microform, and paper records that maintain a record of all stock items, locations, inventory and supply discrepancies, inventory and supply adjustments, inventory receipts, warehouse space available, and other receiving and distribution tracking or control records for products maintained in GPO warehouses that are **not** specifically listed elsewhere in this schedule

TEMPORARY

- a. Paper and Microform records. Destroy when 2 years old. {GRS 3, Item 9a}
- b. Electronic records Update or delete as needed for current agency business, or destroy when 2 years old {GRS 23, Item 8}

**23 38 PRINT ORDERS**

GPO Form 2511, or equivalent, Print Orders for Subject Bibliographies

TEMPORARY Break files annually at the end of each FY. Destroy when 2 years old

**23 39 DEPARTMENTAL EXCHANGE ORDER RECORDS**

GPO Form 3409, or equivalent, used to transfer excess stock to agencies, administrative actions (contractor pick-ups, stock corrections, etc ), to request stock

and products for interdepartmental orders, or for interagency or departmental transfers of stock

TEMPORARY. Destroy when 2 years old. {GRS 8, Item 4}

23.40 STOCK DUE-IN AS EXCHANGE RECORDS

GPO Form 3845, or equivalent, that lists new or excess stock received but not purchased from other agencies, and receipt and delivery of such stock

TEMPORARY. Destroy when 2 years old {GRS 8, Item 4}

23.41 SALES RECORD CARDS

GPO Forms 3408, 3581, or equivalent, used to record a history of sales, receipts, pricing, weight, lifecycle, stock number, reorders, notes, and similar information on each publication printed and distributed by GPO

TEMPORARY Break inactive records at the end of each FY Destroy 10 years after all stock is depleted, superseded by new editions, or out of print.

23 42 DOCUMENTS DATA ENTRY FORM (PMS-PFS)

GPO Form 3871, or equivalent, that identifies new publications, updates, receipt and exchange, reprints, printing and binding information, distribution plans, and the like This form is used for data entry to the PMS/PRF System and is maintained by the Inventory Management Specialist after data entry.

TEMPORARY Destroy when publication is out of print

23 43 SALES STOCK ADJUSTMENT WORKSHEETS

GPO Form 3841, or equivalent, used to identify stock to be destroyed, stock to be retained, value of destroyed materials, stock number of item destroyed, and the like. This form is used for data entry into the PMS/PRF System and maintained by Inventory Management Specialist after data entry

TEMPORARY Destroy 1 year after the stock is destroyed

23 44 RECEIVING AND DISTRIBUTION CONTROL RECORDS

GPO Form 195, or equivalent, that originates in the warehouse and is forwarded to the Information Management Specialist, and accompanied by the “joker” or sample copy of publication. Information contains control number, date received, agency, requisition number, title, distribution information, and the like, used to record information on Sales Record Card.

TEMPORARY Break files at the end of each FY Destroy when 2 years old.

23 45 PRINTING AND BINDING REQUISITIONS (SF-1)

Standard Form SF-1, Printing and Binding Requisition, submitted by agencies to order new or reprinted publications

TEMPORARY Break files at the end of each FY Destroy when 2 years old

23.46 REQUESTS FOR SPECIAL INVENTORY

GPO Forms 1815, 3447, or equivalent, used to note quality defects in stock, damage, shortage, or other reason for an inventory adjustment.

TEMPORARY: Destroy 30 days after the adjustment to stock is completed.

23 47 GOVERNMENT BILLS OF LADING

Official record copies of bills of lading for all shipments sent to GPO bookstores and retail customers.

TEMPORARY. Destroy when 6 years old {GRS 9, Item 1c}

23 48 MOTOR VEHICLE MANIFESTS

Daily record of all stops for each truck driver

TEMPORARY Destroy when 1 year old. {Exception to GRS 10, Item 2a}

23.49 MOTOR VEHICLE MILEAGE REPORTS

Report of mileage driven by driver

TEMPORARY Destroy when 1 year old {Exception to GRS 10, Item 2a}

23.50 BOOKSTORES OPERATIONS SUBJECT FILES

Correspondence, memorandums, reports, studies, staff travel and training records, employee relations records, maintenance contracts, budget and financial records, employee performance records and ratings, and similar records that pertain to the operations and administration of the Field Operations Division

TEMPORARY Break inactive files annually at the end of each FY and transfer to the FRC Destroy 5 years after closure.

23.51 CONSIGNED AGENTS TRACKING SYSTEM AND AGREEMENTS

Electronic database and hardcopy records of all GPO consigned agents agreements arranged alphabetically by agent

TEMPORARY Destroy 5 years after the agreement expires

23.52 BOOKSTORES DAILY REPORTS

Daily sales and financial transaction reports for Bookstore Operations Reports include but are not limited to the Daily Summary, Credit Card slips, Bank Deposit slips, Inventory Received, Fax/Phone/Mail Orders Received, Discount Sales, Void Forms, Refund Memorandums, Verification of Funds, Detail Tapes, Non-Inventory Orders, Stock Cards, and similar records Filed chronologically by Business Day.

TEMPORARY Break files annually at the end of each FY and destroy 2 years later.

23.53 BOOKSTORES WEEKLY AND MONTHLY REPORTS

Estimate of Revenue and Expense, Customer Activity reports, Postage reports, Time and Attendance sheets, Occupational and Illness reports, and similar reports received at GPO from all bookstores Filed by bookstore, or chronologically by month

TEMPORARY Destroy when 1 year old.

23 54 PUEBLO DOCUMENTS DISTRIBUTION CENTER FILES (PUDDC RECORDS)

Duplicate copies of bills of lading, purchase orders, replenishment orders, maintenance contracts, GSA billings, reimbursable mail services billings, distribution sheets, and similar records relating to the Pueblo, CO Distribution Center. Filed alphabetically by subject

TEMPORARY Break files annually at the end of each FY and destroy 2 years later.

**Retail Distribution and Warehouse Records:**

**23.55 ORDER LOGS AND DAILY SUMMARIES**

Electronic and hardcopy records that detail all monies received for publications including cash, credit cards, deposit accounts, and purchase orders. Logs track all telephone, mail-in, and fax orders.

TEMPORARY Destroy with 3 years old

**23.56 MAIL MANAGEMENT RECORDS**

Electronic and textual records relating to foreign and domestic mail that is sent or received by SOD. The records include, but are not limited to contractor's reports of mail picked up and received, reports of mail sorted, completed postal forms for Publications, Subscriptions, and Consignments, transit mailing jobs, monthly mail reports separated by class, client agency approvals and releases for mailing purposes, metered mailing equipment reports, and the like.

TEMPORARY Destroy when 3 years old

**23.57 MAIL MANAGEMENT LOGS AND TRACKING SYSTEMS**

Electronic database containing a daily work log by branch, program, list ID, job permit number, job mail class, piece count, weight, and postage cost. Data is entered daily by technicians and a report is submitted monthly.

TEMPORARY:

- a. Electronic database. Update and delete as needed for current agency business. {GRS 23, Item 8}
- b. Hardcopy records: Destroy when 3 years old

**23.58 SuDOC UNIT AND EMPLOYEE PRODUCTION REPORTS**

Periodic reports related to shipping, receiving and storage; orders processed and distributed, reimbursable reports for other agencies or contractors, received and processed Congressional, Federal Express, metered mail, and high values mail; received and processed carton lots and storage of stock, received and processed ROPS

tickets, bookstore customer pickups, and government bookstore orders, and the like. These records may also be used for employee productivity evaluations, unit productivity reports, and financial tracking

TEMPORARY Destroy when 2 years old

23 59 ROLLBACK TRANSACTION RECORDS

Records of completed rollback transactions indicating a return of stock to storage warehouse or other space

TEMPORARY: Destroy when 2 years old

23 60 SPECIAL INVENTORY REQUEST RECORDS

Requests for special inventory, correspondence, memorandums, and other records related to investigations of discrepancies in publication counts

TEMPORARY Destroy 1 year after the request is completed

23.61 CONTRACTOR BILLING, INVOICE, AND MANIFEST RECORDS

Records of reimbursable mailing services provided to client agencies, copies of invoices for contractors such as United Parcel Service and other mailing contractors, original manifest records, and copies of all jobs sent to the contractor

TEMPORARY Destroy when 2 years old

23 62 SUBSCRIPTION STOCK CONTROL RECORDS

Notices, memorandums, forms, GPO Form 195, card files and other records for all publications that are mailed containing title, change of subscription, publication problems, issue date, date the stock was received, and locations of stock

TEMPORARY Destroy when 3 years old, or when superseded or obsolete, whichever is sooner

## **Ordering and Publication Services Records**

### **23 64 GENERAL OFFICE CORRESPONDENCE SUBJECT FILES**

Order Division and unit files that include all incoming and outgoing correspondence, memorandums, fax transmissions, budget and financial reports, special studies, computer reports such as production statistics, productivity, and inventory status reports, DWISH and ACD reports, monthly reports of circulation, official copy of all division and branch policies, procedures, annual data automation plans, computer system productivity reports, computer system financial reports, annual reports of the division and branches, and other similar documentation relating to the management of the publications order division and its units. The records are usually filed alphabetically by topic and may be filed thereunder chronologically.

TEMPORARY: Break inactive files at the end of each FY and transfer to the FRC  
Destroy 5 years after closure

### **23 65 CONTROLLED CORRESPONDENCE RECORDS**

GPO Form, 3387, Controlled Correspondence, or the equivalent, and all supporting documentation, copies of letters received by GPO, and GPO responses to controlled correspondence from members of Congress

TEMPORARY

- a Paper records. Destroy after microfilm is inspected and verified, or when 3 months old.
- b Microfilm. Destroy when 7 years old

### **23.66 CONTROLLED CORRESPONDENCE MICROFILM INDEX SYSTEM (Kodak KAR System)**

Electronic records created to control and track all controlled correspondence. Data is keyed in using GPO Form 3378, Controlled Correspondence Form, or the equivalent. Records are sorted by control number, name of author, and organization name. The KAR system also creates an index to microfilm controlled correspondence records.

TEMPORARY. Update and delete as needed for current agency business {GRS 23, Item 8}

23 67 STAR (\*) ACCOUNTS ORDERING AND CORRESPONDENCE FILES

Incoming and outgoing correspondence, orders, adjustments, claims, and other records that pertain to the handling of Special Customer (STAR) Accounts and orders. The records are filed by bookdealer or other customer name and thereunder by date.

TEMPORARY Break inactive files annually at the end of each FY Destroy when 2 years old

23 68 STAR (\*) ACCOUNTS ORDER CANCELLATION CARDS

Card indexes created for each cancellation of a subscription or product by a Special Customer (STAR Account). Information includes List ID, keylines, customer address, order code, date entered, date deleted, refund amount, MS#, and credit card/deposit account number (if applicable). Filed by country and thereunder by keyline.

TEMPORARY Break cards files annually at the end of each FY the cancellation occurs Destroy 2 years later

23.69 CUSTOMER PUBLICATION ORDERS AND RELATED RECORDS

The original copy of all customer orders for publications, consigned agent orders, bookstore subscription orders, and in-house subscription orders processed by GPO employees. Orders usually are filed by order type and thereunder chronologically. Records may include GPO Form 1080, or the equivalent, and Government purchase orders (purchase order forms and SF-1s). Records are maintained in hardcopy, microfilm, and electronic formats.

TEMPORARY

- a Original customer order Destroy when microfilm is inspected and verified, or when 2 years old, whichever is sooner
- b Microfilm of customer order forms Destroy when 5 years old
- c Suspense copies of invoiced orders Transfer to PAID INVOICE files upon receipt of payment
- d Customer invoice records Destroy 1 year after payment is received.

- e Order edit and correction reports Destroy 3 months after edit, correction, or other action is verified, or when no longer needed for current agency business, whichever is sooner

23.70 CONGRESSIONAL ORDERS

GPO Form 3358, Congressional Order, or the equivalent Original file copies of all Congressional orders for GPO publications Filed by date of order.

TEMPORARY

- a Paper records Destroy after microfilm copy is inspected and verified, or when 2 years old, whichever is sooner
- b Microfilm Destroy when 5 years old.

23 71 FEDERAL EXPRESS ORDERS

The original file copy of all Federal Express or other express service orders Filed by date of order.

TEMPORARY Destroy when 2 years old.

23 72 CUSTOMER ORDER ADJUSTMENT AND CLAIMS RECORDS

Claims correspondence, GPO Form 3355, Telephone Adjustment Form, or the equivalent, and similar records related to order adjustment, refunds, credits. Filed by state, and thereunder alphabetically by customer or agency

TEMPORARY

- a Paper records that are microfilmed Destroy 1 month after film is inspected and verified
- b. Paper records that are not microfilmed Destroy when 2 years old
- c Microfilm Destroy when 5 years old

23 73 AGENCY ACTION REQUESTS

Mail list maintenance correspondence, requests to discontinue mailing lists, or other agency action requests received from GPO customers Filed by ZIP code, and alphabetically by agency

TEMPORARY Destroy when 3 years old

23 74 SuDOC ORDER, INVOICE, AND FINANCIAL ACCOUNTING REPORTS

Microfilm and computer system reports created or received by SuDoc units that contain information that is not entered or maintained in official GPO mainframe order, invoice, or other financial systems These reports may include, but are not limited to, Statements of Accountability and Transactions (SF-1219 and SF-1220), Vouchers for Transfer (SF-1080), Credit Card Draft Capture Detail Bank Edit Journals, Daily Deposit Tickets, Bookstore Credit Card Orders, Credit Card Daily Reports, Bookstore Summaries, Bookstore Daily Activity, and similar records or reports that are the Accountable Officer's record copy, or are considered to be the official audit copy of the records

TEMPORARY

- a. If the records are the accountable officer's files, or serve as the official GPO audit copy of the report

Break files annually at the end of each FY and transfer to the FRC when 2 years old Destroy when 6 years and 3 months old {GRS 6, Item 1a}

- b. If not the official GPO record

Destroy when superseded, updated, summarized, or consolidated by other reports, or when 1 year old, whichever is sooner

23 75 DOCUMENT CONTROL BRANCH SUBSCRIPTION NOTICES

The original and distribution copies of all issuances concerning new and special subscriptions, discontinued subscriptions, and other notices that pertain to subscriptions, prices, titles, frequency, and revisions, issued by the Documents Control Branch Filed by date of issuance

TEMPORARY Destroy when 1 year old

23.76 DROP OR SUBSCRIPTION REFUND CARD FILES

Card files created for each refund initiated by the Subscription Research Section Information contained on each card includes keyline, list ID, customer name/address, order code, date entered, date deleted, refund amount, MS number, and credit card or deposit account number Records are maintained for subscription research purposes and for customer inquiries regarding refunds

TEMPORARY: Destroy when 2 years old.

23.77 UNIDENTIFIED MONEY FILES

Files containing copies of all checks, check stubs, and other records that were received by GPO without proper handling instructions, invoices, or customer orders Filed by FY and thereunder by state

TEMPORARY. Destroy when 4 years old

23.78 REFUND SOURCE DOCUMENTS (MS REFUND FILES)

Files containing the original documentation of all refunds such as subscription cancellations requests, reduction in copy counts, and the like Maintained for research and/or verification of customer refunds Filed by FY and thereunder by state.

TEMPORARY Destroy when 4 years old

23 79 DISCONTINUED SUBSCRIPTIONS RECORDS

Records pertaining to all discontinued subscriptions such as Mail List System List ID Deletion Report, discontinued subscription notices, refund sheets, and copies of customer notification letters Filed by List ID and FY.

TEMPORARY: Destroy when 2 years old

23.80 SPECIAL HANDLING CUSTOMER ACCOUNT RECORDS

Records that contain orders, payments, adjustments, and reports related to Eastern National Park and Monument Association, Barnes and Noble, or other accounts that require special attention and handling This is maintained as a separate series due to

special claims, complaints, refunds, adjustments, invoices, payments, and other requirements or problems

TEMPORARY Destroy when the account is settled.

23 81 BOOKDEALER DESIGNATION FILES

Correspondence received from customers requesting designation or information on becoming a GPO bookdealer, and copies of letters designating GPO bookdealers

TEMPORARY: Destroy 5 years after the designation is terminated.

23.82 NUCLEAR REGULATORY COMMISSION (NRC) SYSTEM PACKING SLIPS

Original carbon copies of packing slips generated from order entry into the NRC System for paid orders only The packing slips are used to verify data entry for NRC paid orders. Filed by ZIP code, and thereunder alphabetically.

TEMPORARY: Destroy 8 months after data entry has been verified.

23.83 NUCLEAR REGULATORY COMMISSION (NRC) SALES ORDER RECORDS

Records consisting of original orders for NRC publications sold to the general public Filed by ZIP code, and thereunder alphabetically

TEMPORARY. Destroy 2 years after order is completed

23 84 NUCLEAR REGULATORY COMMISSION (NRC) DISTRIBUTION RECORDS

Records consisting of original orders from government agencies for free NRC publications Filed alphabetically

TEMPORARY. Destroy when 2 months old.

23 85 STANDING ORDER TITLE FILES

GPO Form 3476, Original History Cards, or the equivalent, for each standing order list ID Information contained on each card includes title, list ID, stock number of each update mailed, and the date mailed. Cards are filed by standing order list ID number

TEMPORARY Destroy after title is no longer available on standing order service.

23 86 STANDING ORDER RUN REQUESTS

Records consisting of the original standing order run request One request is prepared for each standing order title when the next update is received in inventory Requests are filed chronologically

TEMPORARY Destroy when 6 months old

23 87 STANDING ORDER REQUESTS

Standing order service requests from customers Filed by List ID

TEMPORARY: Transfer to Standing Order Cancellation records when the original standing order request is cancelled

23 88 STANDING ORDER CANCELLATION RECORDS

Standing order cancellation requests received from customers, and a copy of the original standing order request Requests for cancellation are filed by ZIP code, and thereunder alphabetically.

TEMPORARY

- a. Paper records Destroy when 1 year old, or after microfilm is inspected and verified
- b. Microfilm Destroy when no longer needed for current agency business, or when 10 years old, whichever is sooner.

23 89 RETURNED ORDERS FILES

Correspondence received from customers regarding the return of orders without authorization from GPO. filed by state, and thereunder chronologically.

TEMPORARY: Destroy when 1 year old.

23 90 MONEY AND BOOK FILES (MB FILES)

Suspense file for correspondence relating to customer requests for authorization to return GPO publications. The correspondence is filed by state, and thereunder chronologically.

TEMPORARY. Destroy when 1 year old, or after return is received and processed, whichever is sooner..

23 91 MAIL SURVEYS

Production reports and data for (1) inquiry mail: number of pieces received and processed, (2) Federal Prison Industry: number of pieces sent, date mailed, cost of mailing, date received, actual quantity processed, and (3) typing unit: number of envelopes and *pro forma* letters typed.

TEMPORARY. Destroy when 4 years old.

23 92 CONGRESSIONAL RECORD LEDGER CARDS

Card files that contain a daily listing of pagination for each issue of the *Congressional Record*. The cards list number of House pages, number of Senate pages, number of extension of remarks pages, and number of daily digest pages. Information is used to direct customers to appropriate back issues and/or pages of the *Congressional Record*. This information is not duplicated on GPO mainframe or other computer systems.

TEMPORARY. Destroy when no longer needed for current agency business.

23.93 PUBLIC LAW CARD FILES

Card files for each bill enacted into law. The purpose of the files is to have an accurate record of the legislative history of all public laws. The card contain Bill number, date passed House/Senate, date enacted into law, and Public Law number. This information is not duplicated on GPO mainframe or other computer systems.

TEMPORARY: Destroy when no longer needed for current agency business.

23 94 MONTHLY REPORTS OF CIRCULATION

Correspondence and reports relating to monthly circulation prepared to Joint Committee on Printing, Department of Labor, Department of Commerce, Monthly Labor Review/Occupational Outlook Quarterly that contain information on the current number of subscribers for subscription services, number of copies mailed, and the like

TEMPORARY: Destroy when 3 years old

23.95 ANNUAL INVENTORY REPORTS AND RELATED RECORDS

Computer reports and other records containing the dollar value of remittances and unmatched money related to orders that have not been processed at the close of the FY.

TEMPORARY: Destroy when 8 years old

23 96 PROJECT ANALYSIS RECORDS

Records relating to project assignments in the Order Division that contain correspondence, memorandums, requirement analyses, alternative analyses, statements of work, requests for proposals, system requirements, proposals, system administrator guides, operating procedures, agreements, reports, and other similar records that relate to such projects as NRC Coordination, Federal Express agreements, National Technical Information Service, ACD system procurement, Computer Output to Laser Disk System (COLDS) procurement, and the Integrated Processing System (IPS) Filed alphabetically by project name

TEMPORARY Destroy 5 years after the completion of the project.

23 97 AUTOMATED DATA PROCESSING (ADP) PURCHASE REQUESTS

ADP Purchase Requests submitted to the IRM office for SuDoc units

TEMPORARY Destroy when 2 years old

## Chapter 24:

### SUPPORT SERVICES RECORDS

This chapter of the schedule covers records that pertain to providing general technical and administrative support for GPO, including mail management, copier management, GPO parking programs, and similar functions

#### Office-wide Records:

#### 24.1 SUPPORT SERVICES SUBJECT FILES

Correspondence, memorandums, reports, regulations, copies of publications, copies of contracts and leases, studies, surveys, analyses, budget submissions and expenditures, budget variance reports, expense reports, annual reports and highlights, and other records documenting to the general administration of current Support Services programs such as mail management, parking services, travel, copier management, records management, directives, space assignments, telephone management, and paper recycling.

TEMPORARY: Break inactive files at the end of each FY and transfer to the FRC. Destroy 5 years after closure

#### 24.2 GPO DIRECTIVES AND ADMINISTRATIVE ISSUANCES

The original or official record set of all GPO directives, administrative issuances, bulletins, organization charts, functional statements, administrative manuals, and similar records

- a. Official record set The original copy of all GPO directives, issuances, organization charts, functional statements

PERMANENT. Break files annually when directives or other records are superseded. Transfer to the FRC when 5 years old. Transfer to the National Archives when 20 years old

- b. Electronic records and logs. TEMPORARY: Destroy when superseded, obsolete, or when no longer needed for current agency business.

### 24.3 RECORDS MANAGEMENT PROGRAM FILES

GPO copies of approved SF-115 records disposition schedules, records inventory forms, SF-135 records transmittal forms, and other records pertaining to the operation and management of the GPO records storage, disposition, and information management program.

TEMPORARY: Destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative purposes.

#### **Parking Program Records:**

### 24.4 PARKING PROGRAM RELEASE AND CONSENT FORMS

Releases of liability for the use of parking facilities GPO provides to its employees

TEMPORARY Break inactive files at the end of each FY and destroy 3 years after closure

### 24.5 PARKING PROGRAM SUBJECT FILES

Records pertaining to the operation of the GPO parking program consisting of maps of parking lots, blueprints, leases, correspondence, copies of requests and orders, employee transportation surveys, parking planning records,

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC. Destroy 5 years after closure.

### 24.6 PARKING PROGRAM DATABASES AND RELATED RECORDS

Input (source) records, electronic records, and output (reports) records pertaining to the operation of the GPO employee and visitor's parking program. Datasets include "PARKING," "GPO VIOL," "VISITOR," "LOST," and other databases.

TEMPORARY:

- a. Input records. Input forms such as GPO Form 2881, Application for Parking Space, GPO Form 1879, Voluntary Cancellation; GPO 178, Lost Permits, or their equivalents, which are used to input data into the parking database system.

Destroy 1 year after issuance of a new or renewed parking permit.

- b. Databases Electronic records and datasets maintained to manage the current GPO parking program

Delete or update as needed for current agency business.

- c. Output reports Reports generated from the electronic data that provide management information for operation, planning, financial management, statistical reports, graphs, charts, and other information used in the management of the parking program

Destroy when superseded, replaced by consolidated or summarized reports, or when 2 years old, whichever is sooner

#### 24.7 PARKING PROGRAM WARNING LETTERS

Letters of warning for parking violations sent to employees with accumulated parking violations

TEMPORARY Destroy 1 year after issuance

#### 24.8 TEMPORARY PARKING PERMITS AND ELECTRONIC LOGS

Copies of GPO Form 176, Temporary Permit, GPO Form 177, Visitor Parking Permit; GPO Form 1872 and 1881, One Day Permits, or their equivalents, and the electronic control and tracking databases pertaining to the issuance of temporary parking permits to GPO employees, federal government employees, or visitors.

TEMPORARY Destroy 1 year after the permit expires.

#### 24.9 LOST PARKING PERMIT REPORTS

Lost parking permit reports received from GPO Police

TEMPORARY Destroy 1 year after new permit is issued.

24.10 PARKING PROGRAM UTILITY BILLS

Electronic and paper copies of electric company utility bills for GPO parking lots indicating the cost of services, meter readings, account number, parking lot number, square footage, and the like used for parking program management and budget preparation

TEMPORARY Destroy when 1 year old

**Mail Management Program Records:**

24.11 MAIL MANAGEMENT SUBJECT FILES

Correspondence, memorandums, manuals, GPO instructions, Postal Service instructions and regulations, cost and mail service reports, inventories, requests for service, and other records that pertain to the operation of GPO's mail management and mailing programs.

TEMPORARY: Break inactive files at the end of each FY and transfer to the FRC. Destroy 5 years after closure

24.12 OFFICIAL MAIL ACCOUNTING SYSTEM (OMAS) PRINTOUTS

Electronic records received from the U S Postal Service, spreadsheets, and other electronic or hardcopy data that pertain to GPO mail accounts and are used to determine GPO monthly postage costs

TEMPORARY: Break inactive files annually at the end of each FY and transfer to the FRC Destroy final monthly printouts when 7 years old.

24 13 MAIL PERMITS

U S Postal Service Form 3601, or the equivalent, including applications to mail material without affixing a postage stamp

TEMPORARY Destroy when superseded, revoked, or cancelled

24.14 MAIL AND DELIVERY SERVICE RECORDS {GRS 12, Item 6}

- a Logs, databases, and records of receipt, routing, delivery, nondelivery, or returns of all incoming and outgoing mail received or sent through the U.S. Postal Service, and items handled by private delivery companies such as United Parcel Service, Federal Express, and other overnight delivery, messenger, special service, or express companies.

TEMPORARY Destroy when 3 years old. {Exception to GRS 12, Item 6a}

- b Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds)

TEMPORARY: Destroy when 6 months old

- c Requisition for stamps and logs used to track receipt of stamps (exclusive of copies used as supporting documents to payment vouchers).

TEMPORARY Destroy when 6 months old

- d. Statistical reports and data relating to handling of mail and volume of work performed

TEMPORARY Destroy when 1 year old

- e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail.

TEMPORARY Destroy when 1 year old

- f Records of and receipts for mail and packages received through the Official Mail and Messenger Service

TEMPORARY Destroy when 6 months old.

- g. Directives, instructions, memorandums, and guides relating to the administration of mail room operations.

TEMPORARY Destroy when 1 year old or when superseded or obsolete, whichever is applicable

- h. Electronic or paper locator cards, directories, indexes, and other records relating to mail delivery to individuals

TEMPORARY. Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable

**Copier and Micrographics Management Program Records:**

24.15 COPIER AND MICROGRAPHICS MANAGEMENT SUBJECT FILES

Original copies of all requests for copiers and micrographic equipment, including correspondence, surveys, recommendations, purchase requests, return to stores, lease versus purchase analysis forms, GPO Form 430 Justification for Procurement, or its equivalent, and other records relating to the operation of the GPO copier management program

TEMPORARY: Break inactive files at the end of each FY and transfer to the FRC. Destroy 5 years after closure

24.16 COPIER METER READING RECORDS

Original records of copier meter readings from all areas of GPO indicating monthly usage of copiers.

TEMPORARY Break inactive files at the end of each FY and destroy 3 years after closure.

24.17 COPIER AND MICROGRAPHIC EQUIPMENT MAINTENANCE REQUESTS

Maintenance agreements, service agreements, warranties, requests for maintenance, and other records related to service and maintenance requests and costs of copier services

TEMPORARY Break inactive files at the end of each FY and destroy 5 years after closure.

24.18 COPIER AND MICROGRAPHICS EQUIPMENT CONTROL DATABASE

Records maintained in electronic and hardcopy formats including for all GPO HQ and field operations units providing copier volume, cost code, serial number, Dept. or Service ID, location, user, make, model number, rated volume, reported volume, estimated maintenance cost, date acquired.

TEMPORARY

- a Printouts Destroy when 3 years old.
- b Electronic records Update or delete as needed for current agency business

24.19 SUBSCRIPTION SERVICES SUBJECT FILES

Requests and approvals for subscriptions, renewal notices, copies of purchase orders, notes and memorandums pertaining to subscriptions for journals and periodicals purchased by GPO

TEMPORARY Break inactive files at the end of each FY and destroy 3 years after closure.

24.20 GPO TRAVEL PROGRAM RECORDS

Electronic and hardcopy records pertaining to the operation of the GPO travel program Records include official electronic and hardcopy travel requests, travel orders, travel advances, logs, ticketing requests, contracts, correspondence, regulations, instructions, and other records pertaining to official agency travel arrangements for GPO employees. Forms include GPO Form 2359, GPO Form 2360, and SF 1038, or their equivalents.

TEMPORARY

- a Original travel orders and supporting documentation of settled accounts  
Destroy 6 years after the period of the account. {GRS 9, Item 1a}
- b Electronic records Delete when no longer needed for current agency business.

24.21 FORMS MANAGEMENT PROGRAM FILES

Records relating to the GPO Forms Management Program including official GPO Forms, Standard Forms, miscellaneous internal GPO forms, signs, internal printing requests, forms logs and databases, and electronic forms designs {GRS 16, Item 3}

TEMPORARY

- a One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.

Destroy 5 years after related form is discontinued, superseded, or canceled, or when no longer needed for administrative purposes.

- b. Correspondence, background materials, requisitions, specifications, processing data, and control records.

Destroy when related form is discontinued, superseded, or canceled.

## Chapter 24:

### SUPPORT SERVICES RECORDS

This chapter of the schedule covers records that pertain to providing general technical and administrative support for GPO, including mail management, copier management, GPO parking programs, and similar functions

#### Office-wide Records:

#### 24 1 SUPPORT SERVICES SUBJECT FILES

Correspondence, memorandums, reports, regulations, copies of publications, copies of contracts and leases, studies, surveys, analyses, budget submissions and expenditures, budget variance reports, expense reports, annual reports and highlights, and other records documenting to the general administration of current Support Services programs such as mail management, parking services, travel, copier management, records management, directives, space assignments, telephone management, and paper recycling

**TEMPORARY:** Break inactive files at the end of each FY and transfer to the FRC  
Destroy 5 years after closure

#### 24 2 GPO DIRECTIVES AND ADMINISTRATIVE ISSUANCES

The original or official record set of all GPO directives, administrative issuances, bulletins, organization charts, functional statements, administrative manuals, and similar records.

- a Official record set The original copy of all GPO directives, issuances, organization charts, functional statements

**PERMANENT** Break files annually when directives or other records are superseded Transfer to the FRC when 5 years old Transfer to the National Archives when 20 years old.

- b Electronic records and logs **TEMPORARY** Destroy when superseded, obsolete, or when no longer needed for current agency business.

24 3 RECORDS MANAGEMENT PROGRAM FILES

GPO copies of approved SF-115 records disposition schedules, records inventory forms, SF-135 records transmittal forms, and other records pertaining to the operation and management of the GPO records storage, disposition, and information management program

TEMPORARY: Destroy when related records are destroyed, or transferred to the National Archives, or when no longer needed for administrative purposes

24 4 HISTORICAL SLIDES AND PHOTOGRAPHS

Portraits, still photographs, slides, and related textual records concerning the operation and management of GPO prior to 1970

PERMANENT: Transfer directly to the National Archives when 30 years old.

**Parking Program Records:**

24 5 PARKING PROGRAM RELEASE AND CONSENT FORMS

Releases of liability for the use of parking facilities GPO provides to its employees.

TEMPORARY. Break inactive files at the end of each FY and destroy 3 years after closure

24.6 PARKING PROGRAM SUBJECT FILES

Records pertaining to the operation of the GPO parking program consisting of maps of parking lots, blueprints, leases, correspondence, copies of requests and orders, employee transportation surveys, parking planning records,

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC Destroy 5 years after closure.

## 24 7 PARKING PROGRAM DATABASES AND RELATED RECORDS

Input (source) records, electronic records, and output (reports) records pertaining to the operation of the GPO employee and visitor's parking program. Datasets include "PARKING," "GPO VIOL," "VISITOR," "LOST," and other databases.

### TEMPORARY:

- a Input records. Input forms such as GPO Form 2881, Application for Parking Space, GPO Form 1879, Voluntary Cancellation, GPO 178, Lost Permits, or their equivalents, which are used to input data into the parking database system.

Destroy 1 year after issuance of a new or renewed parking permit.

- b Databases. Electronic records and datasets maintained to manage the current GPO parking program.

Delete or update as needed for current agency business.

- c Output reports. Reports generated from the electronic data that provide management information for operation, planning, financial management, statistical reports, graphs, charts, and other information used in the management of the parking program.

Destroy when superseded, replaced by consolidated or summarized reports, or when 2 years old, whichever is sooner.

## 24 8 PARKING PROGRAM WARNING LETTERS

Letters of warning for parking violations sent to employees with accumulated parking violations.

TEMPORARY. Destroy 1 year after issuance.

## 24.9 TEMPORARY PARKING PERMITS AND ELECTRONIC LOGS

Copies of GPO Form 176, Temporary Permit; GPO Form 177, Visitor Parking Permit, GPO Form 1872 and 1881, One Day Permits, or their equivalents, and the electronic control and tracking databases pertaining to the issuance of temporary parking permits to GPO employees, federal government employees, or visitors.

TEMPORARY. Destroy 1 year after the permit expires.

24 10 LOST PARKING PERMIT REPORTS

Lost parking permit reports received from GPO Police

TEMPORARY Destroy 1 year after new permit is issued.

24 11 PARKING PROGRAM UTILITY BILLS

Electronic and paper copies of electric company utility bills for GPO parking lots indicating the cost of services, meter readings, account number, parking lot number, square footage, and the like used for parking program management and budget preparation

TEMPORARY. Destroy when 1 year old

**Mail Management Program Records:**

24 12 MAIL MANAGEMENT SUBJECT FILES

Correspondence, memorandums, manuals, GPO instructions, Postal Service instructions and regulations, cost and mail service reports, inventories, requests for service, and other records that pertain to the operation of GPO's mail management and mailing programs

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC  
Destroy 5 years after closure

24 13 OFFICIAL MAIL ACCOUNTING SYSTEM (OMAS) PRINTOUTS

Electronic records received from the U S Postal Service, spreadsheets, and other electronic or hardcopy data that pertain to GPO mail accounts and are used to determine GPO monthly postage costs.

TEMPORARY Break inactive files annually at the end of each FY and transfer to the FRC Destroy final monthly printouts when 7 years old.

24 14 MAIL PERMITS

U.S. Postal Service Form 3601, or the equivalent, including applications to mail material without affixing a postage stamp

TEMPORARY Destroy when superseded, revoked, or cancelled

24 15 MAIL AND DELIVERY SERVICE RECORDS {GRS 12, Item 6}

- a. Logs, databases, and records of receipt, routing, delivery, nondelivery, or returns of all incoming and outgoing mail received or sent through the U.S. Postal Service, and items handled by private delivery companies such as United Parcel Service, Federal Express, and other overnight delivery, messenger, special service, or express companies

TEMPORARY Destroy when 3 years old. {Exception to GRS 12, Item 6a}

- b. Statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post or packages over 4 pounds).

TEMPORARY Destroy when 6 months old

- c. Requisition for stamps and logs used to track receipt of stamps (exclusive of copies used as supporting documents to payment vouchers)

TEMPORARY Destroy when 6 months old.

- d. Statistical reports and data relating to handling of mail and volume of work performed

TEMPORARY. Destroy when 1 year old

- e. Records relating to checks, cash, stamps, money orders, or any other valuables remitted to the agency by mail

TEMPORARY Destroy when 1 year old

- f. Records of and receipts for mail and packages received through the Official Mail and Messenger Service

TEMPORARY Destroy when 6 months old

- g Directives, instructions, memorandums, and guides relating to the administration of mail room operations

TEMPORARY Destroy when 1 year old or when superseded or obsolete, whichever is applicable

- h Electronic or paper locator cards, directories, indexes, and other records relating to mail delivery to individuals

TEMPORARY Destroy 5 months after separation or transfer of individual or when obsolete, whichever is applicable

### **Copier and Micrographics Management Program Records:**

#### **24.16 COPIER AND MICROGRAPHICS MANAGEMENT SUBJECT FILES**

Original copies of all requests for copiers and micrographic equipment, including correspondence, surveys, recommendations, purchase requests, return to stores, lease versus purchase analysis forms, GPO Form 430 Justification for Procurement, or its equivalent, and other records relating to the operation of the GPO copier management program

TEMPORARY Break inactive files at the end of each FY and transfer to the FRC  
Destroy 5 years after closure

#### **24.17 COPIER METER READING RECORDS**

Original records of copier meter readings from all areas of GPO indicating monthly usage of copiers

TEMPORARY Break inactive files at the end of each FY and destroy 3 years after closure.

#### **24.18 COPIER AND MICROGRAPHIC EQUIPMENT MAINTENANCE REQUESTS**

Maintenance agreements, service agreements, warranties, requests for maintenance, and other records related to service and maintenance requests and costs of copier services.

TEMPORARY Break inactive files at the end of each FY and destroy 5 years after closure.

24.19 COPIER AND MICROGRAPHICS EQUIPMENT CONTROL DATABASE

Records maintained in electronic and hardcopy formats including for all GPO HQ and field operations units providing copier volume, cost code, serial number, Dept or Service ID, location, user, make, model number, rated volume, reported volume, estimated maintenance cost, date acquired

TEMPORARY

- a. Printouts Destroy when 3 years old
- b. Electronic records Update or delete as needed for current agency business.

24.20 SUBSCRIPTION SERVICES SUBJECT FILES

Requests and approvals for subscriptions, renewal notices, copies of purchase orders, notes and memorandums pertaining to subscriptions for journals and periodicals purchased by GPO

TEMPORARY Break inactive files at the end of each FY and destroy 3 years after closure

24.21 GPO TRAVEL PROGRAM RECORDS

Electronic and hardcopy records pertaining to the operation of the GPO travel program. Records include official electronic and hardcopy travel requests, travel orders, travel advances, logs, ticketing requests, contracts, correspondence, regulations, instructions, and other records pertaining to official agency travel arrangements for GPO employees. Forms include GPO Form 2359, GPO Form 2360, and SF 1038, or their equivalents

TEMPORARY

- a. Original travel orders and supporting documentation of settled accounts  
Destroy 6 years after the period of the account {GRS 9, Item 1a}
- b. Electronic records Delete when no longer needed for current agency business.

24 22 FORMS MANAGEMENT PROGRAM FILES

Records relating to the GPO Forms Management Program including official GPO Forms, Standard Forms, miscellaneous internal GPO forms, signs, internal printing requests, forms logs and databases, and electronic forms designs {GRS 16, Item 3}

TEMPORARY

- a One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form

Destroy 5 years after related form is discontinued, superseded, or canceled, or when no longer needed for administrative purposes

- b. Correspondence, background materials, requisitions, specifications, processing data, and control records

Destroy when related form is discontinued, superseded, or canceled

**APPENDIX A:  
GPO Production Accounting Reports (See Item 8.3)**

**CUSTODIAL OFFICE**

Government Printing Office  
Plant Accounting Division  
Plant Production Branch  
Plant Reporting Section

**Production, Cost, and Operations Accounting Reports: 6 year and 3 month retention**

Detailed Employees to House and Senate Committees for mm/yy, 1992 - present  
Detailed Employees to House and Senate Committees for FYxx, 1989 - present  
Union Business Charged to Operation 608 by Employee for mm/yy, 1992 - present  
Sick-Injured Leave Hours by Cost Code for mm/yy, 1993 - present  
Sick Leave Report by Cost Code for FYxx, 1993 - present  
Detailed Employees to Other Agencies for mm/yy, 1992 - present  
EMS/Keystrokes Per Hour by Employee Number for FYxx, 1985-87, 1991 - present  
Labor and Production by Division Section, Shift, Date, Emp. Number, 1991 - present  
Cost Corrections by Division. Shift, Date, Employee Number, 1991 - present  
Production Dept Employees Detailed to Congress for mm/dd/yy,  
PROBE Audit Reports, 1983 - present  
PROBE Daily Alert Reports, 1983 - present  
Report of Attendance and Overtime (Congress), 1984 - present  
Report of Attendance and Overtime (Other Agencies), 1991 - present  
Time and Attendance Report - Press Sheet Inspections, 1991 - present  
Time and Attendance Sheets for Details (Congress and Other Agencies), 1992 - present  
Federal Register Daily Billing Sheets, 1991 - present  
Daily Statement of Cost and Production, 1991 - present  
Daily Cost Corrections Report, 1991 - present  
Monthly Employee Hours on Conversion to Metric Report,  
Separate Accumulated Machine and Engineering Report, 1993 - present  
Monthly Overtime in Support of Production Report,  
Human Resources Monthly and Quarterly Report, 1994 - present  
Statement of Cost Paper and Materials  
Statement of Cost and Materials Freight  
Daily Government Bills of Lading (GBL) Report,  
Machine Group File Listing  
Cost Balance File Listing  
Monthly Income Statement  
Job Order Master Status Report  
Combined Maintenance Accounting Reports (JMAS Bill Reports)

Report of Charges to Object Class 2611  
Billed Extract Trailer Report  
Billed Charges to History File  
Accrued Salaries and Wages, 1990 - present  
Daily Platemaking Report, 1990 - present  
Monthly Large Machine Report, 1990 - present  
Monthly Cost and Overtime Report, 1990 - present  
Monthly Leave Without Pay Statistical Report, 1990 - present  
SuDocs Statistical Report, 1990 - present  
Monthly Leave Report, 1990 - present  
Congressional Machine and Group Report, 1990 - present  
Machine and Group Report, 1990 - present  
Monthly Active and Inactive Hours and Costs Report,  
Monthly Actual versus Chargeable Hours Report  
Rate Determination Report, 1990 - present  
Monthly Cumulative Foreman's Report of Activity  
Annual JCP Report (feeder to Public Printer's Annual Report)

**APPENDIX B:**  
**GPO Financial Accounting Reports (See Item 8.4)**

**CUSTODIAL OFFICE**

Government Printing Office  
Office of the Comptroller  
General Accounting Division

**Financial Accounting Statements and Reports - 6 years and 3 month retention**

Monthly Financial Reports, 1975 - present  
Monthly Briefing Package, 1991 - present  
Monthly Bookstores Report, 1978 - present  
Quarterly Bookstores Report, Three Year Comparative, 1991 - present  
Status of Salaries and Expenses Appropriation Report, 1977 - present  
Salaries and Expenses Report  
Documents and Procurement Statistical Report (JCP), 1974 - present  
Monthly Cash Report, 1991 - present  
Weekly Depository Obligations Tracking System (DOTS) Report, 1992 - present  
Monthly Travel Report, 1990 - present  
Workpapers Supporting Bookstores Report  
General Ledger Posting Report for mm/dd/yy (GL050), 1992 - present  
Accepted Journals Report (GL040), 1992 - present  
General Ledger Software Manual (microfiche)  
General Ledger Interface for mmyy - mmyy, 1989 - present  
Monthly Cumulative Accrued Expenditures Report, 1991 - present  
Daily Control Totals Report (CAAU33MS CTD), 1990 - present  
Monthly Detailed Revenue and Expense Report (CGLB50Rx) for mm/dd/yy, 1983 - present  
Assets, Liabilities, and Capital Report for FYxx, 1992 - present  
Accounts Payable for Control Report for FYxx, 1993 - present  
Accepted Journals Report - Sales of Publications Operations for mm/dd/yy, 1992 - present  
Monthly Statement of Revenue and Expense for mm/yy (D2), 1992 - present  
Quarterly/Annual Comparative Statement of Revenue and Expense for FYxx, 1988 - present  
General Ledger Listing - Revenue and Expense (0001-0999), 1991 - present  
Trial Balance and Income Statement - Sales of Publications Operations for mm/dd/yy, 1992-present  
Deferred Revenue Subscription for FY xx, 1993 - present  
Monthly Cost Balance File Listing (CAAU17MO), 1994 - present  
Monthly Statement of Cost - Paper and Material  
Status of Accountable Equipment - Documents Report, 1992 - present  
Accountable Equipment Repair Record, 1975 - present

Detailed Maintenance Charges to All Sections, 1994 - present  
Journal Entries Jackets (GPO Form 1448)  
PFS Inventory Comparison Report - Sales of Publications for FYxx, 1993 - present  
SuDoc PFS Sales Inventory Report - Under \$5,000 for mmyy - mmyy (YPFS98MO), 1992 - present  
Monthly Billings for Sale of Publications Operations for Publications Purchased for mm/yy and FYxx (JBAC 50MS), 1992 - present  
Undispersed Appropriation Account Ledger (TFS 6653)  
Undispersed Appropriation Account Trial Balance (TFS 6654)  
Pueblo (CO) Consumer Information Center Report  
Year-end Support of Trial Balance  
Report on Obligations (SF 225)  
Report on Budget Execution (SF 133)  
Annual Treasury Report  
Subsidiary Ledger for a General Ledger

### **Workpapers Supporting Financial Reports**

Workpapers Supporting GPO Annual Report  
Workpapers Supporting "Status of Salaries and Expenses Report"  
Workpapers Supporting "Documents and Procurement Statistical Report"  
Workpapers Supporting "Cash Report"  
Workpapers Supporting General Ledger to U S Treasury Reconciliation  
Pre-overhead Transfers Study Workpapers  
Intraoffice Accounts Payable, Unbilled Account Workpapers  
Retail Inventory Factor Study Workpapers  
Financial Estimate Workpapers

**APPENDIX C:**  
**Items Covered by the General Record Schedules**  
**(NARA approval not required)**

- 1 2 EMPLOYEE LEAVE RECORDS {GRS 2, Item 6b}
- 1 3a DAILY TIME & ATTENDANCE RECORDS {GRS 2, Item 7}
- 1 4 CALENDARS AND APPOINTMENT BOOKS {GRS 23, Item 5a}
- 1 5 GPO DIRECTIVES AND ADMINISTRATIVE ISSUANCES {GRS 16, Item 1a}
- 1 7 SUSPENSE OR "TICKLER" FILES {GRS 23, Item 6}
- 1.8 GENERAL ADMINISTRATIVE SUBJECT FILES {GRS 23, Item 1}
- 1 9 COMMITTEE AND CONFERENCE FILES {GRS 16, Item 8}
- 1 10 ROUTINE SPREADSHEETS AND WORDPROCESSING FILES {GRS 23, Item 2a}
- 1.11 ROUTINE LOGGING, TRACKING, AND CONTROL DATABASES {GRS 23, Item 8}
- 1 12 SUPERVISOR'S PERSONNEL FILES {GRS 1, Item 18a}
- 1 14 GPO EMPLOYEE TRAINING FILES {GRS 1, Item 29b}
- 1.18 ROUTINE MAILING LISTS {GRS 13, Item 4}
- 3 4 MONTHLY GAIN/LOSS REPORT {GRS 5, Item 3b}
- 3 5 REPORT OF NEGOTIATED/DIVERTED WORK {GRS 5, Item 3b}
- 3 7 MONTHLY RESPONSIBILITY REPORT {GRS 5, Item 3b}
- 6 5 ENGINEERING SERVICE REQUESTS {GRS 11, Item 5}
- 7 2b EEO COUNSELOR'S REPORT FILES {GRS 1, Item 25c(2)}
- 7 4 EEO STATISTICAL PROFILES {GRS 1, Item 25f and GRS 20, Item 3}
- 7.5 PERIODIC EEO STATUS REPORTS {GRS 1, Item 25d(2)}

- 7.6 EEO AFFIRMATIVE ACTION PLANS (AAP) {GRS 1, Item 25h (1) - (4)}
- 8 3a,d GPO PRODUCTION, OPERATION, AND COST ACCOUNTING REPORTS AND DATA FILES {GRS 8, Items 6b and 7a and GRS 20, Item 3a}
- 8.4 GPO FINANCIAL ACCOUNTING REPORTS, SPREADSHEETS, DATABASES, AND RELATED RECORDS {GRS 6, Item 1a, GRS 7, Items 2, and 3, GRS 20, Item 3a, and GRS 23, Item 8}
- 8 5 AUDIT REPORTS {GRS 22, Item 3}
- 8.15 MISCELLANEOUS COLLECTIONS SYSTEM {GRS 6, Item 1a and GRS 23, Item 8}
- 8 16 CHECK WRITING CONTROL SYSTEM (CWCS) {GRS 6, Item 1a and GRS 23, Item 8}
- 8 17 SAVINGS BOND INFORMATION SYSTEM (SBIS) {GRS 6, Item 1a and GRS 23, Item 8}
- 8 18 LIMITED PAYABILITY SYSTEM {GRS 6, Item 1a and GRS 23, Item 8}
- 8 19 GARNISHMENT SYSTEM {GRS 6, Item 1a and GRS 23, Item 8}
- 8 20 SUPPLEMENTAL ROLL {GRS 6, Item 1a and GRS 23, Item 8}
- 8 21 HAZARD WEATHER PAY (HAZPAY) SYSTEM {GRS 6, Item 1a and GRS 23, Item 8}
- 8 22 ACCOUNTS RECEIVABLE - GOVERNMENT {GRS 6, Item 1a and GRS 23, Item 8}
- 8.23 BID INFORMATION SYSTEM {GRS 6, Item 1a and GRS 23, Item 8}
- 9 1 MAINFRAME COMPUTER SYSTEMS DOCUMENTATION {GRS 20, Item 11a}
- 9 2a ACCOUNTABLE EQUIPMENT (ACCES) - Accountable Equipment System {GRS 23, Item 8}
- 9 3a ACCRUED EXPENDITURES (AES) - Accrued Expenditures System {GRS 23, Item 8}
- 9 4a ACQ CLASSIFICATION SHIPMENT INFO (ACSIS) - Acquisition, Classification, Shipment Info System {GRS 23, Item 8}

- 9 5 ANNUAL SALES INVENTORY (ASIS) - Annual Sales Inventory System {GRS 23, Item 8 and GRS 3, Item 9}
- 9 6 AUTOMATED BID LIST (ABLS) - Automated Bid List System {GRS 23, Item 8 and GRS 3, Item 5d}
- 9 7a AUTOMATED LEAVE CARD (ALCS) - Automated Leave Card System {GRS 23, Item 8}
- 9 8 AUTOMATED POSTAL CARDS (APCS) - Automated Postal Cards System {GRS 23, Item 8 and GRS 3, Item 9a}
- 9 9 AUTOMATIC BILLING (JARS) - Automatic Billing System {GRS 6, Item 1a, GRS 20, Item 3, and GRS 23, Item 8}
- 9 10 BINDERY WORKERS SETTLEMENT FRONT PAY (BWS) - Bindery Workers Settlement Front Pay {GRS 23, Item 8}
- 9 11a BIWEEKLY REPORTING (BRS) - Biweekly Reporting System {GRS 23, Item 8}
- 9 12a CONG SERIAL SET CATALOG PRODUCT (CSSCPS) - Congressional Serial Set Catalog Production System {GRS 23, Item 8}
- 9 13a CONGRESSIONAL ENVELOPE (CES) - Congressional Envelope System {GRS 23, Item 8}
- 9 14 CONGRESSIONAL JACKET BILLING (CJBS) {GRS 6, Item 1a, GRS 20, Item 3, and GRS 23, Item 8}
- 9 15a CONGRESSIONAL PRINTING (CPS) - Congressional Printing System {GRS 23, Item 8}
- 9 16a CONGRESSIONAL RECORD INDEX (CRI) - Congressional Record Index System {GRS 23, Item 8}
- 9 17 CONGRESSIONAL RECORD MAILING (CRMS) - Congressional Record Mailing System {GRS 13, Item 4 and GRS 20, Item 3}
- 9 18 CONGRESSIONAL SOURCE REPORTING (CSR) - Congressional Source Reporting System {GRS 6, Item 1a, GRS 20, Item 3, GRS 23, Item 8, GRS 6, Item 5b}
- 9 19 CONSIGNED SALES AGENT INVENTORY (CSAIS) - Consigned Sales Agent Inventory System {GRS 3, Item 9a, GRS 20, Item 3, GRS 23, Item 8}

- 9 20 COST.ACCOUNTING (CAS) - Cost Accounting System {GRS 8, Items 7a - c; GRS 8, Items 6a, b, GRS 23, Item 8}
- 9 21 CREDIT CARD (CCS) - Credit Card System {GRS 6, Item 1a, GRS 20, Item 3; GRS 23, Item 8}
- 9 22 CYCLICAL INVENTORY (CIS) - Cyclical Inventory System {GRS 3, Item 9a, GRS 20, Item 3, GRS 23, Item 8}
- 9.23 DAILY.PAPER MATERIAL COST (PMCS) - Daily Paper and Material Cost Subsystem {GRS 6, Item 1a, GRS 20, Item 3, GRS 23, Item 8}
- 9 24 DEPOSIT ACCOUNTS (DAS) - Deposit Accounts System {GRS 6, Item 1a, GRS 20, Item 3, GRS 23, Item 8}
- 9 25 DEPOSITORY DISTRIBUTION INFO (DDIS) - Depository Distribution and Information System {GRS 6, Item 1a, GRS 20, Item 3, GRS 23, Item 8}
- 9 27a DOCUMENTS WRKLOAD INFO STAT.HIST (DWISH) - Documents Workload Information and Statistical History {GRS 23, Item 8}
- 9 28 EARNINGS (EARNINGS) - Earnings System {GRS 2, Item 1a, GRS 2, Items 22a - c}
- 9.29b EEO.REPORTING (EORS) - EEO Reporting System {GRS 1, Item 25f}
- 9 30a ELECTRONIC PHOTOCOMPOSITION (EPS) - Electronic Photocomposition System {GRS 20, Item 7}
- 9 31 EMP INVENTIVE PERFORMANCE AWARDS (AWARDS) - Employee Incentive/Performance Awards System {GRS 1, Item 12a(1) and GRS 20, Item 3}
- 9.32 EPD MEASURE HOURS (EPDMH) - EPD Measured Hours {GRS 1, Item 23a(5) and GRS 20, Item 3}
- 9 33 FEDERAL REGISTER BILLING (FRBS) - Federal Register Billing System {GRS 6, Item 1a, GRS 20, Item 3, GRS 23, Item 8}
- 9 34 FIELD SERVICE REPORTING (FSR) - Field Service Reporting Subsystem {GRS 20, Item 5 and GRS 8, Items 6a, b}
- 9 35 FOREMANS REPORTING (FRS) - Foreman's Reporting System {GRS 20, Item 5 and GRS 8, Items 6a, b}

- 9 36a FUEL.MONITORING (FMS) - Fuel Monitoring Subsystem {GRS 23, Item 8}
- 9 37 GENERAL LEDGER MILLENNIUM (GLMS) - General Ledger Millennium System {GRS 6, Item 1a, GRS 20, Item 3}
- 9 39 OVERNMENT BILL LADING (GBLS) - Government Bill of Lading System {GRS 9, Item 1a and GRS 20, Item 3}
- 9 40 GPO DIRECTIVES (GDS) - GPO Directive System {GRS 20, Item 9}
- 9 42 JACKET BILLING (JBS) - Jacket Billing System {GRS 6, Item 1a and GRS 20, Item 3}
- 9 43 JACKET EDIT TABLE (JETS) - Jacket Edit Table System {GRS 6, Item 5b and GRS 20, Item 3}
- 9 44 KEYSTROKE MEASUREMENT REPORTING (KMRS) - Keystroke Measurement & Reporting System {GRS 1, Item 23a(5) and GRS 20, Item 3}
- 9 45a LABOR RELATIONS REPORTING (LRRS) - Labor Relations Reporting System {GRS 23, Item 8}
- 9 46 LARGE MACHINE REPORTING (LMRS) - Large Machine Reporting Subsystem {GRS 8, Items 6, 7a - c, GRS 23, Item 8}
- 9 48 MAIL LIST (MLS) - Mail List System {GRS 13, Item 4 and GRS 20, Item 3}
- 9.50 MAINTENANCE ACCOUNTING (MAS) - Maintenance Accounting System {GRS 6, Item 1a and GRS 20, Item 3}
- 9 51 MAINTENANCE JOB.ORDER TRACKING (MJOTS) - Maintenance Job Order Tracking System {GRS 6, Item 1a and GRS 20, Item 3}
- 9 53 MARGIN.PUNCH CONT FORM COST CALC (MPCF) - Marginally Punched Continuous Forms Cost Calc System {GRS 3, Items 5 a, b; GRS 23, Item 8}
- 9 54 MAT MGMT PROCUREMENT CONTROL (MMPCS) - Materials Management Procurement & Control System {GRS 3, Items 4a, b GRS 23, Item 8}
- 9 55 MONTHLY CATALOG US PUBLICATIONS (MOCAT) - Monthly Catalog of U S Publications {GRS 23, Item 8}
- 9 56 NUCLEAR REG COMM (NRC) - NRC System {GRS 6, Item 1a and GRS 20, Item 3}

- 9 57a OBLIGATION PRECERTIFICATION (OPS) - Obligation Precertification System {GRS 23, Item 8}
- 9.58 OIRM CHARGEOUT (DSSCS) - OIRM Chargeout System {GRS 6, Item 1a and GRS 20, Item 3}
- 9.59 OIRM DATA.CENTER DIV INVENTORY (ODCDIS) - OIRM Data Center Division Inventory System {GRS 3, Item 9 and GRS 20, Item 3}
- 9.60 ONLINE PAYMENT.COLLECTION (OPAC) - Online Payment & Collection System {GRS 6, Item 1a and GRS 20, Item 3}
- 9 62 PAYROLL PROCESSING REPORTING (PAYROLL) - Payroll Processing and Reporting System {GRS 2, Items 1a and 22a - c}
- 9 65 PLATEMAKING REPORTING (PLATERS) - Platemaking Reporting System {GRS 8, Items 6a, b, 7a - c}
- 9 66 POSTAL CHARGES (PCS) - Postal Charges System {GRS 12, Item 6a and GRS 20, Item 3}
- 9 68 PROCESS MANAGEMENT (PM) - Process Management {GRS 23, Item 8}
- 9 69a PROCUREMENT.INFORMATION CONTROL (PICS) - Procurement Information Control System {GRS 23, Item 8}
- 9 71a PROD.RPTG OPS BUDGET EXPEN (PROBE) - Production Reporting for Operations, Budgeting and Expenditures {GRS 20, Item 3}
- 9.72a PRODUCT MANAGEMENT (PMS) - Product Management System {GRS 23, Item 8}
- 9.73a PRODUCTION EST PLANNING DENVER (PEPS-D) - PEPS for Denver {GRS 23, Item 8}
- 9 74a PRODUCTION.ESTIMATING PLANNING (PEPS) - Production, Estimating, & Planning System {GRS 23, Item 8}
- 9 75a PROJECT TRACKING (PTS) - Project Tracking System {GRS 23, Item 8}
- 9.76a PUBLICATION REFERENCE (PRS) - Publication Reference System {GRS 23, Item 8}
- 9 78a RAPID RESPONSE CENTER (RRC) - Rapid Response Center System

Online planning, estimating, scheduling and tracking system for the Rapid Response Center {GRS 23, Item 8}

- 9 79a RECEIPTS DESTRUCTIONS EXCHANGES (RDES) - Receipts, Destructions, & changes System {GRS 20, Item 3}
- 9 80 REFUND DISHONORED CHECK CONTROL (RDCCS) - Refund & Dishonored Check Control System {GRS 6, Item 1a and GRS 20, Item 3}
- 9 81 REPRODUCIBLES.INVENTORY CONTROL (RICS) - Reproducibles Inventory Control System {GRS , Item 9 and GRS 20, Item 3}
- 9 82 RETAIL.ORDER PROCESSING (ROPS) - Retail Order Processing System {GRS 6, Item 1a and GRS 20, Item 3}
- 9.83 RETROACTIVE.PAY RAISE (RETRO) - Retroactive Payraise {GRS 2, Items 23a, b and GRS 20, Item 3}
- 9 84 SELF SERVICE STORE (SSS) - Self Service Store {GRS 3, Item 9 and GRS 20, Item 3}
- 9 86 SPECIAL ACCTS RPTG BILL CONTROL (SARABCS) - Special Accounts Reporting & Billing Control System {GRS 6, Item 1a and GRS 20l, Item 3}
- 9 88 SUBSCRIPTION MANAGEMENT (SMSI) - Subscription Management System, Interim {GRS 13, Item 4 and GRS 20, Item 3}
- 9 89 TELECOMMUNICATIONS INFO MGMT (TIMS) - Telecommunications Information & Management System {GRS 12, Items 2a -c and GRS 20, Item 3}
- 9.90 UNIT COST BOOK (UCB) - Unit Cost Book Subsystem {GRS 8, Items 6 a, b, 7 a - c, GRS 23, Item 8}
- 9 91 VOUCHER PROCESSING PAYMENT (VOPPS) - Voucher Processing & Payment System {GRS 6, Item 1a and GRS 20, Item 3}
- 9 92a WORK.IN PROCESS (WIP) - Work In Process {GRS 23, Item 8}
- 10 3 INFORMATION SERVICES PROJECT AND WORK CASE FILES {GRS 14, Item 4}
- 10 5 INFORMATION SERVICES INDEXES AND CHECKLISTS {GRS 14, Item 6}
- 10 6b COMPUTER SYSTEMS DOCUMENTATION {GRS 20, Item 11a}

- 11 1 CLOSED AUDIT CASE FILES {GRS 22, Items 2}
- 11 3 AUDIT REPORT CONTROL AND TRACKING SYSTEM {GRS 23, Item 8}
- 12 4 CLOSED GRIEVANCE CASE FILES {GRS 1, Item 30a}
- 12 6 FEDERAL LABOR RELATIONS AUTHORITY (FLRA) CASE FILES {GRS 1, Item 28b}
- 12 7 FEDERAL MEDIATION AND CONCILIATION SERVICE (FMCS) ARBITRATION CASE FILES {GRS 1, Item 28b}
- 12 10 CONTRACT & WAGE NEGOTIATIONS FILES {GRS 1, Item 28a(1)}
- 12 11 CLOSED ADVERSE ACTION FILES {GRS 1, Item 30b}
- 12 12 EMPLOYEE PERFORMANCE-BASED CASE FILES {GRS 1, Item 23a(1)}
- 12 15 INDEBTEDNESS CASE FILES {GRS 2, Item 18}
- 12.18 WORKMEN'S COMPENSATION CASE FILES {GRS 1, Item 31}
- 12.19 EMPLOYEE SUGGESTION CASE FILES {GRS 1, Item 12a(1)}
- 12 20 EMPLOYEE PERFORMANCE AWARDS FILES {GRS 1, Item 12a(1)}
- 12 21 CAREER SERVICE AWARDS FILES {GRS 1, Item 12a(1)}
- 13 1 FREEDOM OF INFORMATION ACT REQUESTS {GRS 14, Item 11}
- 13 2a CLAIMS CASE FILES {GRS 6, Item 10a}
- 13 3 CONTRACT DISPUTES AND APPEALS CASE FILES {GRS 3, Item 15b}
- 13.7 ADMINISTRATIVE TRACKING AND SCHEDULING SYSTEM {GRS 23, Item 8}
- 13 8 APPEALED CASES DOCKET TRACKING SYSTEM {GRS 23, Item 8}
- 14.2 EMPLOYEE MEDICAL RECORDS {GRS 1, Item 21}
- 14 3 OCCUPATIONAL HEALTH CONTROL AND TRACKING DATABASE {GRS 23, Item 8}
- 14.11 EMPLOYEE ASSISTANCE COUNSELING RECORDS {GRS 1, Item 26}

- 14 12a EMPLOYEE ASSISTANCE COUNSELING STATISTICAL PROFILE  
DATABASE AND REPORTS {GRS 23, Item 3a}
- 16 2 OFFICIAL PERSONNEL FOLDERS (OPFs) {GRS 1, Item 1}
- 16 3 TEMPORARY INDIVIDUAL EMPLOYEE RECORDS {GRS 1, Item 10}
- 16.4 EMPLOYEE PERFORMANCE FILE SYSTEM RECORDS {GRS 1, Item 23}
- 16 7 DONATED AND VOLUNTARY LEAVE TRANSFER CASE FILES {GRS 1, Item  
37}
- 16 8 POSITION DESCRIPTION FILES {GRS 1, Item 7b}
- 16 10 POSITION CLASSIFICATION APPEAL CASE FILES {GRS 1, Item 7d(1)}
- 16 12 FEDERAL MERIT PROMOTION PROGRAM (FMPP) FILES {GRS 1, Item 15}
- 16 13 TRAINING RECORDS {GRS 1, Item 29b and GRS 23, Item 8}
- 16 15 TEMPORARY CONTINUATION OF COVERAGE RECORDS {GRS 1, Item 35}
- 19 1 GENERAL CORRESPONDENCE SUBJECT FILES {GRS 3, Item 2}
- 19 3 PROCUREMENT CASE FILE (JACKET) CONTROL AND TRACKING SYSTEM  
{GRS 23, Item 8}
- 19 5 SOLICITED AND UNSOLICITED BIDS AND PROPOSALS {GRS 3, Items 5a, b,  
d}
- 19.6 CANCELLED SOLICITATION RECORDS {GRS 3, Item 5c}
- 19.7 CONTRACT APPEALS CASE FILES {GRS 3, Item 15}
- 19 8 SURPLUS PROPERTY SALES RECORDS {GRS 4, Item 3}
- 19 9b INVENTORY LISTS AND REPORTS {GRS 3, Item 9}
- 19 10 SMALL AND DISADVANTAGED BUSINESS (SDB) PROGRAM  
CORRESPONDENCE FILES {GRS 3, Item 17}
- 19 11 FREIGHT TRANSPORTATION RECORDS {GRS 9, Items 1a, b}

- 20.3 DATA SYSTEMS SPECIFICATIONS AND DOCUMENTATION {GRS 20, Item 11a}
- 20.7 SECURITY CLASSIFIED DOCUMENT RECEIPT RECORDS {GRS 18, Item 2}
- 20.8 ELECTRONIC PUBLICATIONS MAINTAINED ON VAX CLIENT SERVER {GRS 20, Item 7}
- 22.4 SECURITY SERVICES POLICE INCIDENT REPORTS {GRS 18, Item 11}
- 22.7 PERSONNEL SECURITY CASE FILES {GRS 18, Item 22a and GRS 23, Item 8}
- 22.8a DAILY POLICE ACTIVITY LOGS {GRS 18, Item 20a}
- 22.9 KEY CONTROL AND IDENTIFICATION BADGE LOGS AND REQUEST RECORDS {GRS 18, Item 16 and GRS 23, Item 3}
- 23.3 SuDOC ADMINISTRATIVE AND OPERATIONS ELECTRONIC RECORDS, CONTROL AND TRACKING DATABASES, AND SPREADSHEETS {GRS 23, Items 1 and 8}
- 23.6a ELECTRONIC, PAPER, AND MICROFICHE ORDER, INVOICE, AND SALES RECORDS AND REPORTS {GRS 6, Item 1a and GRS 23, Item 8}
- 23.9 FEDERAL BULLETIN BOARD SYSTEM {GRS 20, Item 4}
- 23.10 GPO LOCATOR SYSTEM {GRS 20, Item 4}
- 23.11 WAIS SERVER INFORMATION SYSTEM {GRS 20, Item 4}
- 23.16 NEWSLETTERS IN PRINT DATABASE {GRS 13, Item 4 and GRS 23, Item 8}
- 23.17 SUBSCRIPTION DATABASE SYSTEM {GRS 13, Item 4 and GRS 23, Item 8}
- 23.18 PAYBACK ANALYSIS SYSTEM {GRS 23, Item 2a and GRS 23, Item 8}
- 23.20 SUBSCRIPTION DATABASE SYSTEM {GRS 13, Item 4 and GRS 23, Item 8}
- 23.21a MAIL LIST USER PROGRAM (MLUP) RECORDS AND ELECTRONIC DATABASE {GRS 23, Item 8}
- 23.24b SYSTEMS ANALYSIS AND PROGRAMMING (SAP) RECORDS {GRS 23, Item 8}

- 23 29b INCOMING MAIL SAMPLE REPORT AND DATABASE SYSTEM {GRS 23, Item 8}
- 23 35a FEDERAL TRAVEL ADVISOR VOUCHER SYSTEM {GRS 23, Item 8}
- 23 37 GENERAL WAREHOUSE INVENTORY AND SUPPLY RECORDS {GRS 3, Item 9 and GRS 23, Item 8}
- 23 39 DEPARTMENTAL EXCHANGE ORDER RECORDS {GRS 8, Item 4}
- 23.40 STOCK DUE-IN AS EXCHANGE RECORDS {GRS 8, Item 4}
- 23.47 GOVERNMENT BILLS OF LADING {GRS 9, Item 1c}
- 23.57a MAIL MANAGEMENT LOGS AND TRACKING SYSTEMS {GRS 23, Item 8}
- 23.66 CONTROLLED CORRESPONDENCE MICROFILM INDEX SYSTEM (Kodak KAR System) {GRS 23, Item 8}
- 23.74 SuDOC ORDER, INVOICE, AND FINANCIAL ACCOUNTING REPORTS {GRS 6, Item 1a}
- 24 16 MAIL AND DELIVERY SERVICE RECORDS {GRS 12, Item 6}
- 24.22a GPO TRAVEL PROGRAM RECORDS {GRS 9, Item 1a and GRS 23, Item 8}

**APPENDIX D:  
List of Permanent Records**

<u>Item</u>	<u>Series Title</u>
1 16	GPO AGENCY PROGRAM AND MISSION PUBLICATIONS
1 17a	NEGATIVES, PHOTOGRAPHS, SLIDES, POSTERS, AND GRAPHIC ARTS
1.18a	AUDIOVISUAL RECORDS
5 11	CIRCULAR LETTERS
6 4	BUILDING AND EQUIPMENT PLANS
10 6	COMPUTER SYSTEMS DOCUMENTATION
15.1	PUBLIC PRINTER'S SUBJECT FILES
15 2	DEPUTY PUBLIC PRINTER'S SUBJECT FILES
15.4	APPOINTMENT BOOKS AND CALENDARS
16.14	APPRENTICESHIP YEARBOOKS
23 32	GPO PUBLICATIONS
23 33	CONGRESSIONAL SERIAL SET
24.2	GPO DIRECTIVES AND ADMINISTRATIVE ISSUANCES