

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG83

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

US Department of Agriculture

2. MAJOR SUBDIVISION

Agricultural Economics

3. MINOR SUBDIVISION

Economics Management Support Center

4. NAME OF PERSON WITH WHOM TO CONFER

Dona M. Volz

5. TEL. EXT.

77085

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED APR 11 1975	JOB NO. NC - 88-75-1
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
9-18-75 <i>James B. Rood</i> Date Archivist of the United States	

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

4/9/75 *Henry O. Altenberg*
(Date) (Signature of Agency Representative)

Acting Ch., Records Systems &
Analysis Branch, ASD

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This Bureau is the successor to the former Office of Management Services. Attached is the file outline and proposed records control schedule for this Bureau. The outline has a covering explanation sheet.</p> <p>Records ^{national} with permanent ^{by the agency} retention can be ^{offered} forwarded to the Archives from the Federal Records Center five years after transfer of data to the Center Federal Records Center or ten years after creation date, whichever is sooner.</p> <p><i>gsm 9-4-75</i></p>		
Copy to Agency & NCN 9-23-75 <i>d</i>			
272 Items			

SECTION III. EMSC FILES SUBJECT OUTLINE

PART A. INSTRUCTIONS FOR USING OUTLINE FORMAT

FORMAT:

Column 1 is the numeric code used to identify all files.

Column 2 spells out the file subject and where necessary:

- a. A description of the file,
- b. How filed, and
- c. Special disposition instructions.

Column 3 designates by symbol the EMSC office maintaining the official record copy and the period the record must be retained before destroying. This does not mean the record must be retained in the office for the entire period - it can be transferred to the Federal Records Center (if to be retained longer than three years from date of transfer) or other storage area until disposal time. A number identifies number of years to retain; a "P" means permanent retention.

RECORD OFFICE SYMBOLS

OAD Office of Agency Director

ASD Administrative Services Division

OASD Office of Administrative Services Division Director

PPC Procurement and Property Branch Chief

CS Contracts Section

PC Procurement Section

PP Property Section

SF Space and Facilities Section

RCC Records and Communications Branch Chief

BFD Budget and Finance Division

OBFD Office of Budget and Finance Division Director
BC Budget Branch Chief
BDA Budget Departmental Administrative Section
BS1 Budget Section 1 (formerly Grants and Services)
BS2 Budget Section 2 (formerly Research and Statistical)
PB Fiscal Programs and Procedures Branch
NFC National Finance Center

PD Personnel Division

OPD Office of Personnel Division Director
PB1 Operating Branch 1
PB2 Operating Branch 2
EDR Employee Development and Relations Branch

Column 4 is the recommended number of years to retain in the office of record before sending to the FRC. It can be sent sooner. The FRC will not accept records that are to be disposed within three years of the date of transfer.

Column 5 The number of years to be retained by all offices other than the office of record.

Column 6 The National Archives and Records Service, GSA, approval authority for disposition of the subject document(s). Quote this authority if transferring to FRC. A disposal schedule will be forwarded to NARS for approval of those items where "proposed" appears.

S/O = superseded or obsolete

N/A = not applicable

ASD-OS = Automated Data Systems - Office of the Secretary

*JDM
9-4-75*

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	AUTHORITY
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)	(5)	(6)
<u>1000</u>	<u>ADMINISTRATION</u> Use for all internal management files including functions performed outside the filing agency or office. May include correspondence and material on the broad aspects of assigned functions generally. Records of management and performance of specific assigned functions are filed as a separate series under the appropriate category and code.				
1010	<u>COMMITTEES-MEETINGS</u> Include committee management, member assignment, etc., also for material on official meetings. File: Alphabetically by title or subject.	ODD 2		1	Proposed
<u>1300</u>	<u>MANAGEMENT</u>				
1310	<u>ORGANIZATION</u> Use for material on the functions and structure of the organization.	ODD N/A P (ASD-OS) (P) 9-4-75	S/O	S/O	<i>Proposed</i> MM 467-13 7-1-75
1320	<u>AUTHORITY DELEGATION</u> Use for official delegations of authority. a. To identified positions. Dispose 3 years after supersession or obsolescence. b. Temporary or limited delegations to individual by name.	RCC 3 Delegating office S/O		S/O S/O	Proposed Proposed
1330	<u>OBJECTIVES</u> Use for present and future operating plans and projected goals. (See 1360 - MANAGEMENT IMPROVEMENT, 1700 - ADP for planning and objectives of automated systems, and 4900 - OPERATING COSTS.)	ODD & OASD P	S/O	S/O	Proposed RETAIN

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1340	<u>POLICY AND PRECEDENTS</u> Use for materials which establish official policy and regulate or direct present and future operations.	ODD P	S/O	S/O	NN-467-13 2(g) 4(a)
1	<u>Regulations</u> Use for comments and other material on proposed and existing regulations originated outside the agency. (See 2410 - DIRECTIVES for internally originated regulations.) File: Alphabetically by originator, then by document number or issue date.	ODD S/O		S/O	Proposed
2	<u>Decisions</u> Use for material and comments on GAO, OGC, or other formal legal decisions and opinions. a. Pertaining directly to EMSC.	OAD & ODD P	S/O	S/O	RETAIN NN-467-13 2(b)
	b. Pertaining to other agencies. File by: Origin, then by number or issue date.	N/A		S/O	
3	<u>Instructions-Bulletins</u> Use for material published outside the agency or USDA. (See 2410 - DIRECTIVES and 2420 - PROCEDURES-INSTRUCTIONS for EMSC Manual and other EMSC internal operating instructions.) File: Alphabetically by origin, then by number or subject and issue date.	N/A		S/O	
1350	<u>MANAGEMENT CONTROLS</u> Use for records of controls on overall functional performance by audit, inspection or special review. (See 2300 - REPORTS MANAGEMENT for recurring, situation and one-time reports.) (See 3210 - INSPECTION, AUDIT AND SURVEY for records of personnel and position management audits, evaluations and visits.) NOTE: Reports of comprehensive inspections, audits, and surveys of operations will be retained permanently per NN-467-13, others will be retained				

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1350	<u>MANAGEMENT CONTROLS</u>				
1	<u>External Audit</u>	PB P	4	2	RETAIN NN-467-13 2(e)
2	<u>Internal Audit</u>	PB 5	2	2	Proposed
3	<u>Investigation</u>	PB 5	2	2	Proposed
4	<u>Special Reviews</u>	PB 5	2	2	Proposed
1360	<u>MANAGEMENT IMPROVEMENT</u> Use for materials on management projects, employee suggestions and studies or surveys. (See 2040 - STUDIES AND SURVEYS for records of paperwork management reports.) (See 3450 - INCENTIVE AWARDS for records of suggestions and tangible benefit incentive award recommendations officially approved or denied.) (See 4910 - WORK MEASUREMENT and 4920 - COST REDUCTION-MANAGEMENT IMPROVEMENT for work analysis and specific operating or functional improvements.)	ODD 3		S/O	Proposed
1500	<u>EXTERNAL RELATIONS</u> Use for records involving relations with foreign, state and local governments; other Federal departments; other USDA agencies, and both public and private organizations and institutions. Include material relating generally to legislation and USDA programs such as Cooperation, State Cooperative Agreements and Land-Grant Institution Liaison Staff. (See 3300 - EMPLOYMENT for records of student employment and work-study programs, and recruitment programs.) (See 4120 - ENACTMENT for budget legislation. See 4180 - LEGISLATIVE for specific USDA program legislation and reports.) File: Within each sub-group alphabetically by geographical location, addressees name, or title.				

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1510	<u>CONGRESS</u>	BC 3		2	Proposed
1520	<u>INTERGOVERNMENT</u>	BC 3		2	Proposed
1530	<u>INTERAGENCY</u>	BC 3		2	Proposed
1540	<u>INSTITUTIONS/ORGANIZATIONS</u>	BC 3		2	Proposed
1600	<u>EMERGENCY PREPAREDNESS</u> Use for material relating specifically to the overall program, or too general to be filed under a specific subject.	ODD S/O		S/O	Proposed
1700	<u>ADP</u> Use for materials relating to electronic automated data systems. Includes planning, objectives, policies, and program development and management. (See 1330 - OBJECTIVES for general planning materials which may include ADP systems, 2030 - WORD PROCESSING/MICROFILM and 2040 - STUDIES AND SURVEYS.) Dispose years shown after material is superseded or obsolete. NOTE: Materials produced by ADP programs will be filed with the appropriate subject and disposed as indicated.	ODD 5		2	Proposed
2000	<u>ADMINISTRATIVE-MANAGEMENT SERVICES</u>				
2010	<u>PAPERWORK MANAGEMENT</u> Use for materials relating to the overall Paperwork Management Program. The program covers interrelated management services such as: Directives, forms, reports and records management, and systems analysis. Includes: Correspondence, functional reviews, the analysis and recommendations for potential applications of technologies such as word processing and microfilm, and formal study and survey reports. File: Case file by subject and alphabetically by Agency. Dispose of record copies of such material 3 years after content becomes obsolete due to functional change or reorganization.	RCC 3		2	Proposed

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2020	<u>FUNCTIONAL ASSISTANCE REVIEWS</u> Use for reports of brief on-site visits designed to identify problem areas, provide immediate corrective action where possible, or to lay a foundation for further in-depth study if necessary to promote and improve management of paper-work systems.	RCC 3		2	
2030	<u>WORD PROCESSING/MICROFILM</u> Use for paperwork surveys conducted to evaluate various technological systems, their applications in improving performance as well as feasibility due to cost. Includes: Microfilming, word processing and similar processes.	RCC 3		2	
2040	<u>STUDIES AND SURVEYS</u> Use for formal reports of in-depth paperwork studies and surveys performed to improve procedures, operating performance and effectiveness, and aid management.	RCC 3		2	
2100	<u>RECORDS MANAGEMENT</u> Use for material relating to the control, maintenance, disposition and security of official records.				
2110	<u>STORAGE LISTS</u> Use for lists of record files stored by or transferred to the Federal Records Center (FRC). File by: Year of transfer and in accession number order.	RCC # S/O gjm 9-4-75	S/O	S/O	GRS 16-3
2120	<u>FILING SYSTEMS</u> Use for file outlines and approved annual files maintenance plans. Case File: Alphabetically by agency.	RCC S/O		S/O	Proposed
2130	<u>DISPOSITION</u> Use for materials relating to the scheduling of records for disposal, and the disposition of scheduled records on hand in offices, stored in local staging areas or transferred to Federal Records Centers. Includes: Correspondence, proposed and NARS approved disposal schedules and retention plans. Case File: Alphabetically by agency.	RCC # S/O gjm 9-4-75	S/O	S/O	GRS 16-3

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2150	<u>SECURITY</u> Use for materials relating to the handling and safeguarding of documents classified under the provisions of Executive Order 10501.	RCC 2		2	GRS 18-2
2170	<u>MAINTENANCE</u> Use for materials relating to systems and techniques evolved to maintain records for retrieval and scheduled disposal. Includes: Vital Operating Records, microfilm systems, etc. Case File: Alphabetically by agency.	RCC #50 29m 4-4-75	S/O	S/O	GRS 16-3
2180	<u>RECORDS REPORTS</u> Use for annual reports of records holdings and other records reports. File: By year date of reports.	RCC 3		S/O	GRS 16-6
2190	<u>AVAILABILITY OF INFORMATION</u> Use for materials relating to requests for access to records under the Freedom of Information Act. Includes: Correspondence and Relative File Subject Indexes. Case File: Alphabetically by agency.	RCC #5 29m 4-4-75	4	4	Proposed
2200	<u>FORMS MANAGEMENT</u> Use for materials relating to the design, development, and printing of new and revised forms. Also, for comments on standard and departmental forms used internally. Includes:				
2210	<u>FORM REPRODUCTION</u> Contains photo negatives, printing orders and copies of each new and revised form as well as correspondence. Case File: By form number.	RCC P	S/O	S/O	RETAIN GRS 16-4
2220	<u>FUNCTION</u> Used only by EMSC Forms Unit (ASD). Contains a copy of each AD, EMSC, and SF form used in performing specific functions. Used to standardize forms design and prevent duplication. File: Alphabetically by functional subject.	RCC S/O		S/O	GRS 16-9

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2300	<u>REPORTS MANAGEMENT</u> Use for materials relating to the Reports Management Program. Includes correspondence, an annual index of current recurring reports and a control file of all proposed, currently required, cancelled or superseded recurring reports prepared. Dispose of a Reports Control File 2 years after the report is discontinued. <u>NOTE:</u> File records copies of office prepared reports under the subject which applies. Copies of reports received from outside a filing office may be filed either by subject or in the reference file as appropriate. (See 2180 - RECORD REPORTS for annual records holdings report records.) (See 2680 - REPORTS for supply requirements and procurement report records.) (See 2720-2 - Reports for space utilization and parking space assignment report records.) (See 3220 - REPORTS for personnel statistical information report records.) (See 3490 - REPORTS for incentive award program report records.) (See 4160 - REPORTING for budgetary report records.)	RCC 2		2	GRS 16-8
2310	<u>CONTINUING REPORTS</u> <u>Case File by:</u> RCS number or report title. (See 3610 - TIME AND ATTENDANCE REPORTS.)				
2320	<u>SITUATION REPORTS</u> Use to file records of recurring reports submitted only when required by the occurrence of a specific event or action. <u>Case File by:</u> RCS number or report title.				

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2400	<u>DIRECTIVES MANAGEMENT</u> Use for internal regulations officially published; informal bulletins, instructions and procedures issued for internal operation and functional performance. (See 1330 - OBJECTIVES for similar information and guidance material issued to serviced agencies.)				
2410	<u>DIRECTIVES</u> Use for directives, proposed, approved and published in the EMSC Manual. (See 1340-1 - Regulations for similar material originated outside the agency.)	RCC P	S/O	4	<i>Proposed</i> GRS 16-1 RETAI N <i>12-4-75</i>
2420	<u>PROCEDURES-INSTRUCTIONS</u> Use for official material issued as a series for internal operating performance. NOTE: Non-series and unofficial, informal instructions will be filed under the appropriate subject, or with related record material and disposed as shown for that subject. <u>File by:</u> Number or issue date, subject or title.	Issuing Office P	S/O	S/O	<i>Proposed</i> GRS 16-1 RETAI N
2500	<u>COMMUNICATIONS MANAGEMENT</u> Use for materials on the preparation, control and use of communications. Includes correspondence mail, telegraph and telephone, etc.				
2510	<u>MAIL</u> Use for materials relating to the prompt delivery of mail and the use of official mail covers. Includes: Postage and Fees Paid. NOTE: The official record copy of the Postage and Fees Paid report is the final computer print-out of the combined biannual reports input.	RCC 3		S/O	GRS 12-7

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2520	<u>FTS - TELECOMMUNICATIONS</u> Use for requests, feasibility surveys and recommendations for installation, relocation and removal of all types of telecommunications equipment and services. Includes: Facsimile Transmission, radio, telephone, telegraph, teletype and information dealing with the management and usage controls established for these systems.	RCC 4		2	Proposed
2530	<u>TELEPHONE</u> Use for requests, service orders, and similar materials relating to the installation, relocation and removal of local commercial telephone equipment and service. Includes: Field offices FTS services and D.C. area commercial services. File: Alphabetically by agency and service order number.	SF 2		1	Proposed
2600	<u>PROCUREMENT MANAGEMENT</u> Use for material dealing with purchase and maintenance of equipment, publications, printing, reproduction, services and supplies for internal needs. Includes: Contracts, grants, cooperative arrangements, purchase orders, fedstrips, requisitions, and Bills of Lading. File: By number. (See 4820 - IMPREST FUND for records of available funds, their disbursement and supporting documents.)				
2610	<u>PURCHASING</u> Use for materials relating to the procurement of supplies and equipment from vendors and GSA. Includes purchase orders, fedstrips, Bills of lading and copies of requisitions received.				
	\$10,000 a. \$2500 or less transactions Includes non-personal services, such as laundry, duplicating, binding, etc.	PC 3		2	GRS 3-4a(
	\$10,000 (\$2500 - prior to July 24, 1975) b. Over \$2500 transactions Includes requisitions on the public printer (GPO). (\$2500 - prior to July 24, 1975)	PC 6	2	2	GRS 3-4a(

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9-4-75

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2620	<u>CONTRACTS</u> Use for materials relating to contracts, grants and cooperative arrangements. a. No funds obligated. <i>9-4-75</i> b. \$2500 ^{\$10,000} or less transactions. c. Over \$2500 ^{\$10,000} transactions.	PC S/O		S/O	Proposed
		PC 3		1	GRS 3-4a(2)
		PC 6	1	1	GRS 3-4a(1)
2680	<u>REPORTS</u> Use for materials relating to supply requirements and procurement matters submitted for supply management purposes. Includes: Input from other units for internal use or for transmission to higher echelons for consolidation.	PC 2		1	GRS 3-5
2700	<u>PROPERTY-SPACE MANAGEMENT</u> Use for materials relating to accountable personal property, office space, and facilities.				
2710	<u>PROPERTY</u> Use for records of non-expendable equipment, acquisitions, maintenance, and disposal. These are such items as furniture, office machines, and motor vehicles. Includes: Receipted receiving documents, maintenance and repair cost data, running inventory, periodic physical inventory, reports of lost or stolen property, reports of survey, property transfer and disposal documents. Case File: Alphabetically by agency, division, city and state. Dispose 4 years after equipment is disposed.	PP 4		S/O	GRS 8 and GRS 10-6

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2710	<u>PROPERTY</u>				
1	<u>Disposal</u> Use for materials relating to the disposal of excess personal property. Includes: Reports of excess personal property for sale and disposition reports following GSA sale of the property. Case File: By disposal report number. Dispose 3 years following date property is disposed. Pending files established prior to sale may be disposed after sale takes place. NOTE: Inventory documents. The running inventory is provided by a quarterly computer listing based on data provided by receipted purchase orders and paid invoices. This listing is disposed when superseded. The biennial physical inventory record becomes part of the property case file for the "station." The computer listing is physically verified and corrected where necessary. The signed document is held 2 years and disposed when superseded.	PP 3		1	GRS 4-5
2	<u>Loss/Theft</u> Use for materials relating to the loss or theft of accountable personal property. Case File: Alphabetically by agency, division, city and state. Dispose following next physical inventory.	PP 2		S/O 1	GRS 3-10a GRS 18-16b
3	<u>Vehicle Operation</u> Use for received reports of vehicle operation and maintenance. (See 3810 - SAFETY for reports and records of motor vehicle accident.) File: By vehicle tag number. Dispose 3 years after date of report.	PP 3		1	GRS 10-4

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2720	<p><u>SPACE AND FACILITIES</u> Use for materials relating to the provision and allocation of office space and its alteration and routine maintenance; installation and removal of facilities by contract or job order with GSA or commercial companies. Includes: Requests for and assignments of space and its utilization in the metropolitan D.C. area; rental/lease and renewal agreements for field offices; contracts and job orders for alteration or maintenance. <u>Field Offices - Case File:</u> Alphabetically by state and city and group files by agency. Include job orders/contracts for alteration, maintenance and facilities. <u>D.C. Area - Case File:</u> Alphabetically by agency. Dispose 2 years after lease or assignment is terminated.</p>	SF 2		1	GRS 11-2
1	<p><u>Job Orders - D.C.</u> Use for space alteration and maintenance, and facilities installation and removal, etc., job orders issued to GSA. <u>Case File:</u> Alphabetically by agency. Dispose at end of fiscal year in which final payment is made and any remaining funds have been withdrawn or reobligated.</p>	SF 1		1	Proposed
2	<p><u>Reports</u> Use for reports received and submitted concerning space utilization, assignment of parking space, etc.</p>	SF 1		S/O	GRS 11-2b(2)

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3000	<u>PERSONNEL ADMINISTRATION</u> Use this series for official correspondence and records of personnel functions and programs as needed and as directed by the Federal and Departmental Personnel Manual. (See 1310 - ORGANIZATION for approved official organization charts.) (See 1500 - XTERNAL RELATIONS for intergovernment and interagency appointments, cooperation and other programs.) NOTE: Subjects not covered in the following categories may be filed in logical order in the 3000 group.				
3200	<u>PERSONNEL MANAGEMENT</u> Use for material relating to the performance of personnel management functions and programs including agency staffing plans.	PB1 & 2 3		1	GRS 1-3
3210	<u>INSPECTION, AUDIT AND SURVEY</u> Use for correspondence, reports, and documents concerning personnel management inspections and surveys, desk and other position audits, and evaluation or assistance visits. <u>File by:</u> Subject, alphabetically by agency and/or geographical location.	PB1 & 2 S/O		S/O	Proposed
3220	<u>REPORTS</u> Use for statistical and information reports prepared for internal use or compilation for interagency submission. <u>File by:</u> FPM Bulletin number requiring the report and/or title.	PB1 2		1	GRS 1-16

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3250	<p><u>OFFICIAL PERSONNEL FOLDERS</u> Permanent-Documents placed on the right side of the folder constitute the permanent record of an employee's status and service, and travels with an employee throughout his Federal career. The documents and their order of filing are prescribed by FPM 293.</p>	PB1 & 2	*		GRS 1-1
	<p><u>Temporary</u>-Documents leading to a formal action but not constituting a record of the action nor making a substantial contribution to the employees record are temporary records. These are described by FPM Supplement 293-31-S5-7b and are to be placed on the left side of the OPF. These documents include but are not limited to: Personnel action requests, letters of reference, pre-employment inquiries, satisfactory performance rating, debt correspondence, admonishments, letters of caution, warning, reprimand, and similar disciplinary action, and extra copies of RIF notices. NOTE: All materials described above and on similar subjects of a potentially derogatory or confidential nature will be disposed of as specified for Temporary OPF records, whether they are filed in the OPF or in separate supplementary files.</p>	<p>PB1 & 2 EDR</p> <p>Dispose of these documents on separation of the employee or his transfer to another agency (except in a transfer of functions), or when material is 1 year old, whichever is earlier. See FPM Supplement 293-31-S5-7b(2).</p>			GRS 1-10
		<p>*Upon separation, the OPF must be processed and transferred to the National Personnel Records Center without delay as required by FPM Supplement 293-31-S5-15c(1) - (6).</p> <p>NOTE: FPM Supplement 293-31-S5-15c(5) governs transfer of certain persons repeatedly employed for short time periods, such as Enumerators.</p>			

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3296	<u>PERSONNEL ACTIONS</u> Use for the chronological journal file of notification of personnel action forms returned by NFC. This journal file facilitates regulatory audit and/or personnel management evaluation, and the compilation of data for statistical reports. <u>File:</u> Copies chronologically by time period (pay period, month) and by type of action such as accession, change and separation, etc. File copies as they are received in ascending order by date. <u>NOTE:</u> Forms covered by a CSC management inspection may be placed in an inactive file pending completion of the retention period.	PB1 & 2 2		1	GRS 1-14
3300	<u>EMPLOYMENT</u> Use for correspondence and documents concerning general employment programs and functions. Include: Experts and consultants; student employment and work-study programs; veterans programs; overseas employment; reemployment rights; employee transfer and detail. Also includes:	PB1 & 2 3		2	GRS 1-3
3306	<u>SELECTIVE PLACEMENT PROGRAMS</u> Use for material relating to Employments of the Handicapped, Upward Mobility and similar programs. <u>File:</u> Alphabetically by title.	PB1 & 2 3		2	GRS 1-3
3312	<u>POSITION MANAGEMENT</u> Use for the organization copy of active position descriptions used in classification work and employment control. For purposes of job restoration and order employee rights needs, retain 1 copy of each description for 5 years after the position has been abolished or superseded. File in assigned position number order.	PB1 & 2 5		S/O	GRS 1-7

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		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
3330	<u>RECRUITMENT</u> Use for correspondence and documents concerning recruiting programs conducted to meet agency staffing needs. Includes records of qualifying tests given for this purpose as authorized by the CSC.	PB2 2		1	GRS 1-15
3332	<u>CERTIFICATES</u> Use for requests for and reports CSC certificates of eligibles. <u>File by:</u> Certificate number.	PB1 & 2 2		1	GRS 1-5
3335	<u>PROMOTION</u> Use for merit promotion cases. <u>File:</u> Case files in case number order.	PB1 & 2 2		1	Proposed (FPM 335-29-6 1b(3))
3351	<u>REDUCTION-IN-FORCE (RIF)</u> Use for correspondence and documents such as retention registers from which RIF actions have been taken.	PB1 & 2 2		1	GRS 1-17
3400	<u>EMPLOYEE PERFORMANCE AND UTILIZATION</u> Use for correspondence and documents relating to the development of employees through training, job enrichment or upward mobility programs including Executive Development. Also includes:				
3410	<u>TRAINING</u> Use for materials relating to the availability of training and education course and the selection and scheduling of employees for specific courses. NOTE: The record of satisfactory course completion is kept in the OPF (permanent). <u>File by:</u> Courses subject or alphabetically by agency as applicable.	EDR 1		1	GRS 1-18
1	<u>Reports</u> Use for received and prepared reports and various aspects of the employee training program. <u>File by:</u> Consecutive assigned number order.	EDR 1		1	Proposed

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (5)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
3411	<u>UPWARD MOBILITY PROGRAM</u> Use for correspondence, training plans and similar materials relating to the over all program. <u>File by:</u> Subjects.	PB1 & 2 1		1	Proposed
3430	<u>PERFORMANCE EVALUATION</u> Use for annual employee performance evaluation forms and career conference review case files. <u>File:</u> Alphabetically by surname and by your date.	PB1 & 2 2		S/O	GRS 1-24
3451	<u>INCENTIVE AWARDS</u> Use for correspondence and records of beneficial suggestions and other tangible benefit award recommendations. <u>File by:</u> Subject award, alphabetically by surname and by year date of award.	EDR 2		1	GRS 1-2
1	<u>Reports</u> Use for records of reports pertaining to the incentive awards program. <u>File by:</u> Title and ascending date order.	EDR 3		1	GRS 1-13
3500	<u>POSITION CLASSIFICATION, PAY AND ALLOWANCES</u> Use for material relating to position classification functions. Also, use for pay administration, allowances, differentials, and travel. (See 3312 - POSITION MANAGEMENT for organization copies of position descriptions).				
3511	<u>TRAVEL</u> Use for material on authorized payment for travel and transportation of employees for recruitment and training purposes. <u>File by:</u> Subject and year.	PB1 & 2 1		1	Proposed
3600	<u>ATTENDANCE AND LEAVE</u> Use for material relating to duty hours, authorized absence and use of leave.				

DESCRIPTION AND FILING INSTRUCTIONS

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (5)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
3610	<u>TIME AND ATTENDANCE REPORTS</u> a. Use for timekeeper copies of all other reports submitted to NFC for payment for all actively on-board or separated employees. <u>File:</u> Alphabetically by surname.	Time-keeper 2			GRS 2-8b
	b. Timekeeper copies of final pay period reports, which have leave supporting papers attached, for employees leaving Federal service. <u>File by:</u> Calendar year of submission and alphabetically by surname. (See 4510 - TIME, ATTENDANCE AND SALARY for compiled personnel, salary and leave reports.)	Time-keeper 10			GRS 2-8a
3700	<u>PERSONNEL RELATIONS AND SERVICES</u> Use for records of Employee-Management Relations functions and program. Include complaints, grievances, adverse actions, investigations and appeals. Also use for rehabilitation programs such as for alcoholics, etc.				
3713	<u>EQUAL EMPLOYMENT OPPORTUNITY (EEO)</u> Use for official EEO complaint files as described by 5 CFR 713.222.				
	a. Cases resolved within the agency of origin along with background documents pertaining to cases but not included in the case file.	EDR 3		1	Proposed
	b. For cases resolved by the Civil Service Commission which then become CSC records, includes background documents pertaining to the case but not included in the case file as submitted.	EDR 7		1	GRS 1-27

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (5)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
3731	<u>SUITABILITY</u> Use for material relating to administratively confidential materials referring to the character, reputation and fitness of the person under consideration and required for employment by the Government. For pre-employment inquiries and reports. See 3250 (Temp). File: Alphabetically by surname and separate from the OPF to avoid unintentional disclosure. After appointment medical data files are transferred to the Health Unit, and derogatory data files are transferred to EDR.	PDB1 & 2 1*		1	Proposed
3732	<u>PERSONNEL SECURITY AND FOREIGN TRAVEL</u> Use for temporary record materials. a. Travel authorization and medical abstracts. b. Copies of security clearance request, NAC inquiries submitted, etc. File: Alphabetically by surname and dispose when action is complete. Record copies are located in the OPF, OP Security Office and investigation records at the CSC.	EDR 2 EDR 5		1 1	Proposed Proposed
3735	<u>EMPLOYEE CONDUCT AND DISCIPLINE</u> Temporary OPF records filed apart from the OPF (see 3250 - OFFICIAL PERSONNEL FOLDERS) may be filed in this category. Retention and disposal for temporary OPF left side of folder materials apply for such records.	EDR 1		1	GRS 1-10

*Per FPM 731-3-2 jurisdiction time limits expire automatically at the end of 1 year after appointment effective date except in cases involving intentional false statement, deception or fraud in examination or appointment.

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (5)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
1	<u>Employment and Financial Interest Statements</u> Use for filing administratively confidential statements required of certain classes of Federal employees by Subpart D of Part 735 of Title 5, CFR, to meet administrative needs if conflict of interest questions arise. <u>File:</u> Alphabetically by Surname. Dispose 2 years after employee leaves position in which statement is required or the agency, whichever is earlier.	EDR 2		1	GRS 1-26
3750	<u>COMPLAINTS AND GRIEVANCES</u> Use for grievance and complaint materials, other than EEO, which have not been formally submitted above the supervisory level for adjudication and decision. <u>File:</u> Alphabetically by surname and dispose 1 year after date of final decision.	EDR 1		1	Proposed
3752	<u>ACTION AND APPEALS</u> Use for action case files, other than EEO, of background materials such as investigative reports, correspondence and reports from operating officials, supervisors and other employees, and material collected through the final adjustment reports or withdrawal notice. Includes: Complaints and Grievances formally submitted above the supervisory level for adjudication and decision; adverse actions and appeals; accident and injury compensation, and other similar actions. <u>File by:</u> Surname or by case number as applicable. Dispose of cases resolved within the agency of origin 1 year after employee leaves the agency. Dispose of cases submitted to the Civil Service Commission for adjudication 1 year after employee leaves agency. (See 3713 - EQUAL EMPLOYMENT OPPORTUNITY for similar materials on equal opportunity).	EDR 1		1	Proposed
3800	<u>INSURANCE AND ANNUITIES</u> Use for correspondence and documents relating to injury compensation, retire-	EDR 1		1	Proposed

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (5)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
3800 cont'd	ment, and life and health benefit insurance programs.				
3810	<u>SAFETY</u> Use for correspondence, documents, and reports relating to the Safety Program. Includes occupational health, motor vehicle accident reports, personal injury reports and reports of compensation. File: Alphabetically by surname or by subject. Dispose 2 years after year date of material, closure or final decision. (See 3752 - ACTIONS AND APPEALS for adverse actions and for accident or injury compensation case files.)	EDR 2		1	Proposed
3831	<u>RETIREMENT</u> Use for correspondence, reports and documents accumulated prior to official retirement personnel action. File: Alphabetically by surname. Dispose after the official retirement personnel action is filed in the OPF.	PB1 6 mo.		1	Proposed
3870	<u>LIFE INSURANCE</u> Use for computer printout reports. File by: Pay period and dispose when superseded.	NFC		S/O	GRS 1-20
3890	<u>HEALTH BENEFITS</u> a. Use for correspondence relating to the program. File by: Subject. b. Use for computer printout report. File by: Pay period and dispose when superseded.	PB1 & 2 1		1	Proposed
		NFC		S/O	GRS 1-20
3900	<u>GENERAL AND MISCELLANEOUS</u> Use for correspondence and documents relating to specific functions or programs not covered in preceding categories. NOTE: Use 3000 folder for material relating to 2 or more of the above 3000 series subjects or the overall personnel program.				

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (5)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
3930	<u>MOTOR VEHICLE OPERATOR PROGRAM</u> Use for records of operator identification card numbers issued, applications for government vehicle operator permits and their cancellation, reissue, or renewal. File by: Identification number and dispose when superseded or obsolete.	PB1 S/O		S/O	Proposed
4000	<u>BUDGET AND FINANCE</u>				
4010	<u>WORKING CAPITAL FUND</u>	OMF		4	
4100	<u>BUDGET</u> Use for all records relating to performance of budget and appropriation functions. File by: Fiscal year.				
4110	<u>DEVELOPMENT</u> Use for records of initial preparation and development of budget estimates and the presentation and justification to approval authority. Include planning, estimates, and supplementary material such as explanatory notes, narrative and program performance, etc.; AID, Gold, Rolling and Printed Budgets plus supplementary or amended budget material. File: Alphabetically by agency.				
1	<u>Planning</u>	BS1 & 2 1		1	GRS 3-4
2	<u>Estimates</u>	BS1 & 2 P	3	3	RETAIN NN-467-13 2(f)
4120	<u>ENACTMENT</u> Use for records pertaining to the process of legislative determination and approval of the Budget Plan. Includes Congressional Hearings, bills, reports, proceedings, and debates and the Public Laws relative to the Agricultural appropriations. File: May be case filed by subject when feasible.	BS1 & 2 2		2	GRS 5-6

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (5)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
4130	<u>EXECUTION</u> Use for records of approved budget implementation and the maintenance of financial controls over appropriated funds. Include apportionment, allocation, allotments and workplans, obligations and outlays, ceilings, requirements, reimbursements and non-appropriated funds. Also include status reports of appropriated fund accounts and apportionments:	BS1 & 2 2		2	GRS 5-6
1	<u>Interim</u>	BS1 & 2 4		S/O	GRS 3-5
2	<u>Year-End</u>	BS1 & 2 5		3	GRS 3-5
4160	<u>REPORTING</u> Use for budgetary report records. Include analyses, measuring and reporting on financial results of the work program carried out under the approved budget. (See 4180 - LEGISLATIVE for legislative reports.) <u>NOTE:</u> Reports concerning highlights of significant accomplishments in budgetary and financial management such as consolidation of individual agency obligations and accounting systems into a single operating system, and the automation of fiscal and account maintenance are retained permanently per NN-467-13.	BS1 & 2 3		1	Proposed
4180	<u>LEGISLATIVE</u> Use for material relating to proposed and enacted legislative programs exclusive of budget appropriations. Includes Congressional Records, Congressional queries and replies, Congressional studies, legislative reports and reports of fund outlay by State. (See 1500 - EXTERNAL RELATIONS for general records on legislation and program. See 4120 - ENACTMENT for records of proposed and enacted budget appropriation legislation.)	N/A		S/O	Proposed

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)	OTHER OFFICES (5)	AUTHORITY (6)
4200	<u>ACCOUNTING</u> Use for records of financial administration, control and operation which support and maintain the integrity of allocated funds.				
4210	<u>ALLOCATIONS</u> Use for records of appropriated funds receipt and their allotment.	NFC 4		2	GRS 6-5
4220	<u>ALLOTMENTS</u> Use for the summary records of allotments obligation status ("7M" reports) which immediately support the general ledger. These are GAO record documents. (See 4390 - GENERAL LEDGER.)	NFC 10	3	2	GRS 7-3
4230	<u>OBLIGATIONS</u> Use for routine accounting records of allotted fund obligations subsidiary to the summary allotment status records. Include obligation estimates paid and unpaid, classified expenditure listings ("1W" reports) and similar materials.	NFC 4		2	GRS 6-5
4260	<u>CONTRACTS</u>	NFC 4		2	GRS 6-1b
4270	<u>REIMBURSEMENTS</u> Use for summary records of transferred and received funds deposited for goods or services and claims. (See 4400 - BILLING AND COLLECTION.)	NFC 4		2	GRS 6-5
4300	<u>EXPENDITURES</u> Use for records of fund disbursement and expenditure accounting. Include payments, non-expenditure fund transfer and related subjects.				

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (5)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
4310	<u>DISBURSEMENTS</u> Use for records of allotted fund disbursement and those used as posting and control media supporting the general ledger.	NFC 4		2	GRS 7-4
1	<u>Schedules</u> Record copies of SF-1166 listings of Department of Treasury checks issued as payment for purchased goods and services, contracts, etc. These listings are GAO record documents. (See 4620 - PAID - COMPLETED VOUCHERS for paid disbursement vouchers and supporting papers.)	NFC 10	3	2	(GAO) NN-171-4
4320	<u>CHECKS</u> Use for records of checks (other than payroll) issued, stolen misplaced, mutilated or destroyed.	NFC 4	1	2	GRS 6-6
4390	<u>GENERAL LEDGER</u> Use for expenditure summary records for allotment accounts. (See 4400 - BILLING AND COLLECTION for payment and collection General Ledger.)	NFC 10	3		GRS 7-2
4400	<u>BILLING AND COLLECTION</u> Use for records of billing, payment, collection and deposit. (See 4640 - ERRONEOUS BILLING and 4820 - IMPREST FUND.)				
4410	<u>BILLING</u> Use for records of billing operation. Include fees, charges, rates; agreements, obligations; Bills open and closed and Register.	NFC 4		2	GRS 6-5
4420	<u>COLLECTION</u> Use for records of payment accruals, deposits and related matters. NOTE: The original copy of collection schedules and vouchers with attached supporting papers are GAO record documents. (See 4620 - PAID - COMPLETED VOUCHERS for completed collection vouchers and supporting papers.)	NFC 4		2	GRS 6-5

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (5)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
4430	<u>GENERAL LEDGER</u>	NFC 10	3		GRS 7-2
4500	<u>EMPLOYEE ACCOUNTS</u> Use for records of leave and payroll. Includes salary payment, leave usage, claims and similar employment data.				
4510	<u>TIME, ATTENDANCE AND SALARY</u> Use for machine processed records of input reports used to issue checks and personnel data reports. (See 3610 - TIME AND ATTENDANCE REPORTS for timekeepers record copies.)	NFC			
4520	<u>CHECKS - PAYROLL</u> Use for records of checks issued, stolen, misplaced, mutilated or de- stroyed.	NFC 4	1	2	GRS 6-6b
4530	<u>SALARY AND LEAVE</u> Use for records of employee salary payment and leave usage.	NFC 4	1	2	GRS 6-6b
4600	<u>VOUCHERS</u> Use for records of certified fund dis- bursements. Include property, supplies and services received.				
4610	<u>DOCUMENTS</u> Use for copies of documents held for completion or receipt.	N/A			
4620	<u>PAID - COMPLETED VOUCHERS</u> Use for receipted or completed docu- ments accrual voucher and certification for fund disbursement, (GAO record doc- uments.) (See 4310 - DISBURSEMENTS and 4420 COLLECTION for schedules reflecting payment of disbursement vouchers and receipt as completion of collection vouchers.)	NFC 10	3		(GAO) NN-171-4#1
4630	<u>UNPAID VOUCHERS</u> Use for documents on which exception is made or which cannot be certified for payment.	NFC 1 after GAO clears			GRS 6-2

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (5)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
4640	<u>ERRONEOUS BILLING</u>	NFC 4		2	GRS 6-6b
4650	<u>REFUND/ADJUSTMENT</u>	NFC 4		2	GRS 6-6b
4660	<u>AUDIT (ADMINISTRATIVE)</u> (See 1350 - MANAGEMENT CONTROLS for External and Internal Audit reports records.)	NFC 4		2	GRS 6-6b
4700	<u>TRAVEL AND TRANSPORTATION</u> Use for records relating to the request, authorization, approval and review of travel by all methods. (See 4400 - BILLING AND COLLECTION.)	NFC			
4710	<u>TRAVEL</u>	NFC			
4720	<u>ADVANCE FUNDS</u>	NFC			
4730	<u>ALLOWANCES</u> (Per diem, mileage, etc.)	NFC			
4740	<u>SPECIAL PROVISIONS</u>	NFC			
4750	<u>REQUEST-ACCOUNTABILITY</u>	NFC 1		1	GRS 9-5b
4760	<u>TRANSPORT - USDA PROPERTY AND EQUIPMENT</u>	NFC			
4800	<u>FISCAL</u> Use for records concerning accounting functions involving imprest fund, etc. (See 4400 - BILLING AND COLLECTION.)				
4820	<u>IMPREST FUND</u> Use for records of funds available, disbursement and supporting documents. Includes routine internal audit and inspection, registers and fiscal control material. (See 1320 - AUTHORITY DELEGATION for records of authority to receive funds.)	PC 4		2	GRS 6-6b

CODE (1)	DESCRIPTION AND FILING INSTRUCTIONS (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES (8)	AUTHORITY (6)
		OFFICE SYMBOL & FINAL DISP. (3)	TO FRC (4)		
4900	<u>OPERATING COSTS</u> Use for records of current operating costs and relationship of costs to functions, and performance. Includes cost reduction and improved effectiveness in operation. (See 1360 - MANAGEMENT IMPROVEMENT for administrative records relating to this subject.)				
4910	<u>WORK MEASUREMENT</u> Use for records of workload and manhour expenditure for assigned functions.	PB 2		1	GRS 6-6a
4920	<u>COST REDUCTION - MANAGEMENT IMPROVEMENT</u> Use for records of savings achieved directly in appropriated funds and indirectly through cost avoidance and improved effectiveness. a. Copies of feeder reports analyses and backup on Department program reported to OMB. b. Record copies of Agency program reports not required by Department or above. (See 1360 - MANAGEMENT IMPROVEMENT for administrative records on this subject including employee suggestions).	N/A BC BC S/O Jm 9-4-75		4 2	Proposed GRS 16-5