

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

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**Department of Commerce**

2. MAJOR SUBDIVISION  
**Bureau of the Census**

3. MINOR SUBDIVISION  
**Administrative Services Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
*Alan W. Hopkins*  
**Alan W. Hopkins**

5. TEL EXT  
**763-1680**

LEAVE BLANK	
JOB NO <b>NC1-29-84-1</b>	
DATE RECEIVED <b>1-4-84</b>	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>6-12-84</b> <i>Date</i>	<i>Robert J. May</i> <i>Archivist of the United States</i>

6. CERTIFICATE OF AGENCY REPRESENTATIVE

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

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <b>12/13/83</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Samuel J. Rooney</i>	E. TITLE <b>Departmental Records Officer</b>
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO
	10. ACTION TAKEN	

BUREAU OF THE CENSUS ADMINISTRATIVE RECORDS SCHEDULE 1  
ADMINISTRATION AND MANAGEMENT

These records relate to general management and administrative functions not specifically covered in other schedules.

*all changes per L.T. of Census &  
M.G. of NARS 3-14, 4-4, 4-10 95-21-84.*

**NO MASS DATA CHANGE SHEET REQUIRED**

*Agency*  
*NNS, NNI, NNF, + NNBS sent 6-27-84 by DMW.*  
*235 items*

*All FRC's sent 6-26-84 by DMW.*

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1	<p><b>[1]</b> Correspondence files relating to the administrative and management programs.</p> <p>Destroy after 2 years. Bring pertinent material forward into the current file if frequent reference exists. <del>(S)</del></p>	GRS 23/1	
2	<p><b>[2]</b> Record set of organizational charts, reports, studies, and other documents that reflect the organization of Bureau staffing, and changes thereto. Volume: 60 cubic feet. 1955 and thereafter.</p> <p>Annual accumulation: 2½ cubic feet.</p> <p>Permanent. Transfer to the Federal Records Center when 2 years old. Offer to the National Archives <del>15 years</del> <i>in 10 years</i> <del>GRS #10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100 blocks when the latest records are 20 years old.</del></p>	GRS 16/13A	
<hr/>			
	<p>1. Superseded Material:</p> <p>This chapter supersedes Census Administrative Manual, Chapter K 3, "Census Administrative Records Schedules," formerly "Records Management" dated November 4, 1977, and any other instructions which are inconsistent with its provisions.</p> <p>2. Purpose:</p> <p>The purpose of the Chapter is to provide disposition instructions for all Census Administrative Records with the following objectives in mind:</p> <ol style="list-style-type: none"> <li>a. Identify the records of continuing value as distinct from those that are disposable.</li> <li>b. Keep records moving out of high cost office space and filing equipment as rapidly as desirable.</li> </ol>		

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3.	<p><b>Records Disposition Schedules:</b></p> <p><b>Authorizations:</b></p> <p>The following standards govern the retention and disposal of administrative records.</p> <p>a. <b>General Records Schedules:</b></p> <p>General records schedules are documents published by the General Services Administration (GSA) and cover the type of administrative records common to all Government agencies. The retentions contained in the Census administrative records schedules are in accordance with the general records schedules. Copies are available for reference in the Records and Facilities Branch, ASD.</p> <p>b. <b>Census Administrative Records Schedules:</b></p> <p>The retention periods for all administrative records common to each Census Bureau division are contained in Schedules 1-10.</p>		
3	<p><b>[3.]</b> Record copy of minutes of committees, meetings, and conferences maintained by the office of primary interest. Volume: 30 cubic feet. 1950 and thereafter. Annual accumulation: 1 cubic foot.</p> <p>Permanent. Transfer to the Federal Records Center when 2 years old. Offer to the National Archives <del>Special Services Branch (SSB) #16, Items 100-101, and 100-102</del> <i>in 10 years blocks when the latest records are 20 years old.</i></p>		
4	<p><b>[4.]</b> Forms file consisting of copies of printed forms, and data showing inception and scope of form, the purposes served by the forms, and related procedures.</p> <p>a. <b>Public Use Forms (i.e., Questionnaire Forms used to gather information from the public).</b></p> <p>(1) Historical record copy maintained by the Forms Branch. Volume: 75 cubic feet. 1951 and thereafter. Annual accumulation: 1½ cubic feet.</p>		

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	<p><del>Permanent. Transfer to the Federal Records Center when 2 years old. Offer to the National Archives when 15 years old.</del></p> <p>(2) All other copies.</p> <p>Destroy when superseded, obsolete, or no longer needed.</p> <p>b. Internal Use Forms.</p> <p>(1) Record copy of forms relating to the Decennial Census. Volume: 90 cubic feet. 1951 and thereafter. Annual accumulation: 2 cubic feet.</p> <p><del>Permanent. Transfer to the Records Disposition Unit when 2 years old. Offer to the National Archives when 10 years old.</del></p> <p>(2) Record copy of forms relating to the Economic Census. Volume: 48 cubic feet. 1951 and thereafter. Annual accumulation: 1 cubic foot.</p> <p><del>Permanent. Transfer to the Records Disposition Unit when 2 years old. Offer to the National Archives when 5 years old.</del></p> <p>(3) Record copy of all other forms.</p> <p>Destroy 3 years after obsolescence.</p> <p>(4) All other copies of (1), (2), and (3).</p> <p>Destroy when superseded, obsolete, or no longer needed.</p> <p><del>G. FOSDIC Forms and related project material maintained by Technical Services Division. Volume: less than 1 cubic foot. 1951 and thereafter. Annual accumulation: Negligible.</del></p> <p><del>Permanent. Transfer to the Records Disposition Unit when noncurrent. Offer to the National Archives when 10 years old.</del></p>		<p><i>see revision P. 4A</i></p> <p><i>see revision P. 4A</i></p> <p><i>see revision P. 4A</i></p> <p><i>withdrawn</i></p>

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4.	A. (1). Destroy 5 years after related form is discontinued, superseded or cancelled.  B (1). Destroy 5 years after related form is discontinued, superseded or cancelled.  B (2). Destroy 5 years after related form is discontinued, superseded or cancelled.	GRS 16/ 4A  GRS 16/ 4A  GRS 16/ 4A	

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5	<p><b>[5.]</b> Office of Management and Budget report clearance files consisting of SF-83, "Request for and Notice of Bureau of the Budget Clearance Action," supporting statement, and copies of proposed report forms.</p> <p>Destroy when 15 years old or sooner if no longer needed for current business. (GRS #16, Item 5)</p>		
6	<p><b>[6.]</b> Management reports.</p> <p>a. Published reports and studies, including the last manuscript report if not published, with supporting papers documenting project initiation, scope, procedure, and accomplishments. Volume: 15 cubic feet. 1950 and thereafter. Annual accumulation: ½ cubic foot.</p> <p>Permanent. Offer to the National Archives when <del>10</del> <sup>10</sup> years old <del>or sooner if not needed for</del> <i>when the most recent records are 10 years old (e.g., 1960-70 block or 1980)</i></p> <p>b. Working papers, including background materials, studies, analyses, notes, rough drafts, interim reports, and related papers.</p> <p>Destroy 6 months after final action on project report or 3 years after completion of report if no final action is taken. (GRS #16, Item 10)</p> <p>c. Project control records for management or organization studies showing assignments, progress, and completion of projects.</p> <p>Destroy 1 year after project is completed or abandoned. (GRS #16, Item 7)</p> <p>d. Originating office copy of <del>management</del> <sup>status and data summary</sup> reports submitted to the Department of Commerce, and related analysis and feeder reports. These reports correspond to those</p>		

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	<p>described in General Records Schedule No. 16, Item 5 except that they are directed to the Department of Commerce rather than OMB. Volume: 2 cubic feet. 1964 and thereafter. Annual accumulation: Negligible.</p> <p><del>Permanent - Offer to the National Archives when 10 years old or sooner if no longer needed for current business.</del> <i>Destroy when 5 years old.</i></p> <p>e. Periodic activity reports summarizing in narrative and statistical form the accomplishments of an organization. Volume: 15 cubic feet. 1950 and thereafter. Annual accumulation: ½ cubic foot per year.</p> <p>(1) Originating unit copies prepared at division, office, or higher level. <i>Destroy when 5 years old.</i> <del>Permanent - Offer to the National Archives when no longer needed for current business.</del></p> <p>(2) Originating unit copies prepared and retained below division level.</p> <p>Destroy when 1 year old. (GRS #19, Items 11a and 11b)</p>		
7	<p><b>[7.]</b> Congressional authorizations and descriptive lists of records authorized for disposal.</p> <p>a. Records and Facilities Branch copy.</p> <p>Destroy when related records are destroyed or when no longer needed for administrative or reference purposes. (GRS #16, Item 3a)</p> <p>b. Other copies.</p> <p>Destroy when no longer needed for reference purposes. (GRS # 16, Item 3b)</p>		

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8.	<p><b>[8.]</b> Age Search Application index file showing name, address, and case number of applicant. Filed alphabetically by name of applicant and used as a locator while search is in progress, and as index to age search application file.</p> <p>Destroy when 3 years old.</p>		
9.	<p><b>[9.]</b> Communications records.</p> <p>a. Mail control records of receipt of routing.</p> <p>Destroy when 1 year old. (GRS #12, Item 6a)</p> <p>b. Fund receipt file consisting of memorandum copies of records, such as Form 10-200, "Statements of Receipt," used to transmit funds received in the mailroom to Finance Staff.</p> <p>Close file June 30 and December 31 and destroy 1 year later. (For originals see Item 32 <b>[Census Records Schedule 2, Item 17].</b>) (GRS #12, Item 6e)</p> <p>c. Post Office forms and supporting papers including records of received and dispatched registered mail pouches; receipts for and records of incoming registered, certified, insured, and special delivery mail; reports prepared from them; and similar records.</p> <p>Destroy <del>after</del> <sup>when</sup> 1 year <del>old</del> (GRS #12, Item 5a)</p> <p>d. Estimated mail payment report and all related papers.</p> <p>(1) Mail Management Unit copy.</p> <p>Destroy <del>after</del> <sup>when</sup> 6 years <del>old</del> (GRS #12, Item 7)</p> <p>(2) Division copies.</p> <p>Destroy after 2 years.</p>		

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	<p>e. Production reports, including records of mail handled, work performed, and reports compiled. Destroy <del>at</del><sup>when</sup> 1 year<sup>old</sup> (GRS #12, Item 6d)</p> <p>f. Messenger service records, including daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related and similar records. Destroy when 2 months old. (GRS #12, Item 1)</p> <p>g. Teletype file consisting of duplicate copies of messages received and transmitted via Public Building Service Western Union. Destroy when 6 months old. (GRS #12, Item 3a)</p>		
10	<p><b>[10.]</b> Directories, such as building, room, or telephone lists or cards; and lists, forms, reports, working papers, and correspondence used in compiling them.</p> <p>a. Destroy the directories when superseded or obsolete.</p> <p>b. Destroy other records 2 months after the directories are issued. (GRS #11, Item 3)</p>		
11	<p><b>[11.]</b> Cards listing items of equipment for each telephone line assigned to Census. Used for reference and for writing orders for equipment changes.</p> <p>Destroy old cards when they become filled up and new cards are prepared. (GRS #12, Item 2b)</p>		
12	<p><b>[12.]</b> Memorandum copies of orders for telephone service and the requesting documents. Used for reference and for updating the telephone equipment cards.</p> <p>a. Accomplished copy. Destroy when <del>2</del><sup>3</sup> years<sup>old</sup>. (GRS #12, Item 2b)</p>		

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	<p>b. Suspense copy.</p> <p>Destroy when accomplished copy is filed.  <del>GRS #12, Item 12</del></p>		
13	<p><b>[13.]</b> Memorandum copies of telephone toll tickets. (For originals see Item 27 <b>[</b>Census Administrative Records Schedule 2, Item 12<b>].</b>)</p> <p>Destroy when 1 fiscal year old. (GRS #12, Item 2d <del>GRS #12, Item 2d</del> (1)).</p>		
14	<p><b>[14.]</b> Index and control records.</p> <p>Dispose along with related files.</p>		
15	<p><b>[15.]</b> Transitory materials which involve no administrative action on the part of the receiver, or routine requests for material and information involving no special compilations or research.</p> <p>Destroy 3 months after transmittal or reply. (GRS #14, Item 3)</p>		

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	<p style="text-align: center;">CENSUS ADMINISTRATIVE RECORDS SCHEDULE 2 FINANCIAL MANAGEMENT</p> <p>These disposition instructions apply to the records accumulated by Census in preparing its budget for submission to the Department, OMB, and to the Congress; in defending its requests for funds; and in ensuring that appropriated and other funds are so used that they will last for the periods of time authorized, and are used for the purposes specified.</p> <p>This schedule applies to all such records regardless of where in Census they are located, or which organizational unit created them.</p> <p>16 <del>[1.]</del> <del>Correspondence and directives showing policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for Census programs. Volume: 24 cubic feet. 1950 and thereafter. Annual accumulation: 2 cubic feet.</del></p> <p style="padding-left: 40px;">a. Budget Division copy.</p> <p style="padding-left: 80px;">Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #5, Item 1)</p> <p style="padding-left: 40px;">b. All others.</p> <p><del>Destroy when 3 years old. (GRS #5, Item 1)</del></p> <p>17 [2.] Budget correspondence of a routine nature and not included in Item 1 above.</p> <p style="padding-left: 40px;">Destroy when 2 years old. (GRS #5, Item 3)</p> <p>18 [3.] Correspondence, reports, and similar records pertaining to the administration and operations of the payrolling and fiscal accounting functions of Census and not included in Item 1 above.</p> <p style="padding-left: 40px;">Destroy when 2 years old. (GRS #2, Item 2)</p>		<i>withdrawn</i>

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19	<p><b>[4.]</b> Monthly statements to Treasury of net disbursements and receipts, such as SF-224, "Status of Transactions."</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>when 3 years</del> <i>when 6 years, 3 months old.</i> (GRS #6, Item 1a)</p>		
20	<p><b>[5.]</b> General ledger tabulations reflecting in summary all assets and liabilities of Census, and income and expenses resulting from Census operation. Used as a central control over fiscal records, as a primary source of data for management, and in the preparation of fiscal reports.</p> <p>Destroy <del>when 10 years old</del> <i>6 years 3 months after close of the fiscal year involved.</i> (GRS #7, Item 2)</p>	GRS 7/2	
21	<p><b>[6.]</b> Allotment ledgers maintained at the appropriation level for apportionments and allotments. They are subsidiary to and support the applicable budgetary control accounts in the general ledger and are also used to prepare fiscal reports.</p> <p>Destroy <del>when 10 years old</del> <i>6 years and 3 months after the close of the fiscal year involved.</i> (GRS #7, Item 2)</p>	GRS 7/3	
22	<p><b>[7.]</b> Regular and special cost and other fiscal reports used to evaluate the economy of the Bureau's operation and in preparing budget estimates.</p> <p>a. Finance copies.</p> <p>Destroy when 3 years old. (GRS #8, Item 7a)</p> <p>b. Budget copies.</p> <p>(1) Year-end reports.</p> <p>Destroy when 5 years old.</p> <p>(2) Other budget copies.</p> <p>Destroy when 3 years old.</p>		

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	<p>c. All others.</p> <p>Destroy when 3 years old, <del>or sooner if no longer</del> <del>needed</del> (GRS #8, Items 7a and 7b)</p>		
23	<p><b>[8.]</b> Journal vouchers used to summarize transactions recorded in the various accounting registers for inclusion in the general ledger.</p> <p>Destroy when 3 years old. (GRS #7, Item 4)</p>		
24	<p><b>[9.]</b> Accounting registers which support the general and allotment ledgers of Census, such as accrued expenditures, cash disbursements, cash receipts, procurement, accounts payable, inventory, depreciation, and accounts receivable.</p> <p>Destroy after 3 years. (GRS #7, Item 4A)</p>		
25	<p><b>[10.]</b> Records such as Form TFS 6653, "Undisbursed Appropriation Accounts," submitted by Treasury monthly, showing transactions and balances for each of Census' appropriations and funds. Used to reconcile and control appropriations and funds.</p> <p>Destroy <del>after</del> 6 years, <del>(GRS #8, Item 1a)</del> <i>3 months after period covered by account.</i></p>	<i>GRS 6/1A</i>	
26	<p><b>[11.]</b> Appropriation warrants, transfers, and other papers relating to appropriations used to establish and control Census' appropriations and funds.</p> <p>Destroy 3 years after the date of document. (GRS #6, Item 4)</p>		
27	<p><b>[12.]</b> Obligating documents, such as bills of lading, requisitions for supplies, printing requests, work orders, contracts, toll tickets, and all other records used to obligate funds, or to accrue costs for obligation.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>2 years</del> <i>when 6 years old.</i> (GRS #6, Item 1a)</p>		

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28	<p><b>[13.]</b> Records, such as SF-1166, "Voucher and Schedule of Payments."</p> <p>a. G.A.O. audit copies.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <i>when</i>  <del>6</del> 6 years 3 months <del>after transfer</del> <i>old.</i>          (GRS #6, Item 1a)</p> <p>b. Bookkeeping copies. Memorandum copies of all schedules of disbursement used for reports and controls.</p> <p>Destroy 3 years after close of the fiscal year covered by the account.</p> <p>c. All others.</p> <p>Destroy when 2 months old or with records with which they are filed.</p>		
29	<p><b>[14.]</b> Transportation records, such as schedules of disbursement, vouchers, government bills of lading, transportation requests, and other supporting documents covering freight and passenger transportation services.</p> <p>a. GSA audit copies of SF-1166 and supporting vouchers.</p> <p>Transfer to GSA as audit records after close of each month.</p> <p>b. Vouchers supporting payments.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <i>when</i>  <del>6</del> 6 years 3 months <del>after transfer</del> <i>old.</i> (GRS #6, Item 1a)</p> <p>c. Government bills of lading.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <i>when</i>  <del>6</del> 6 years 3 months <del>after transfer</del> <i>old.</i> (GRS #6, Item 1a)</p>		

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	<p>d. Transportation requests. <i>Destroy when 3 years old.</i> <i>Also See Item 128 [redacted] Schedule 10, [redacted] 132.</i></p> <p>e. Unused ticket redemption forms.  When 90 days old, forward to GSA in accordance with FPMR 101-41.210-5, Amendment G-43.</p>	<i>GRS 9/3A</i>	
30	<p>[15.] Travel vouchers and attached worksheets, used to reimburse individuals for expenses of authorized travel.  Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>3 months</del> <i>when 6 years 3 months old.</i> (GRS #6, Item 1a)</p>		
31	<p>[16.] Miscellaneous vouchers and invoices, including attached worksheets, for all disbursements other than for transportation, travel, and personal services. Used in processing accounts payable.  Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>3 months</del> <i>when 6 years 3 months old.</i> (GRS #6, Item 1a)</p>		
32	<p>[17.] Statement of receipts of funds prepared by designated employees to account for and/or to transmit to the Finance Division monies received for publication sold or special services performed for others by Census.  Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>3 months</del> <i>when 6 years 3 months old.</i> (GRS #6, Item 1a)</p>		
33	<p>[18.] Records such as SF-1038, "Application and Account for Advance of Funds." When advance is repaid, it is withdrawn and filed in a "closed" file.  Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>3 months</del> <i>when 6 years 3 months old.</i> (GRS #6, Item 1a)</p>		

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34	<p><b>[19.]</b> Age Search Application files consisting of applications for search of the census records, certifications of the transcripts made from the records, and related correspondence. These are the basic fiscal records documenting the receipt of funds for age search. Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>years 3 months after transfer</del> (GRS #6, Item 1a) <i>when 6 years 3 months old.</i></p>		
35	<p><b>[20.]</b> Notices of refund prepared in the Personal Census Service Branch for the scheduling for payment of refunds to applicants for age information. Shows the amount to be refunded, reason for refund, and name and address of payee.</p> <p>a. Finance copies maintained in Pittsburg, Kansas. Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <i>when 6 8 years 3 months after transfer</i> (GRS #6, Item 1a) <i>old.</i></p> <p>b. Originating office copies. <del>See Item 8 [20.] and Rec. in Schedule 1, Item 8].</del> <i>Destroy when 3 years old.</i></p>		
36	<p><b>[21.]</b> Government Printing Office transmittal sheets and transmitted documents, such as memoranda for refund, certificates of deposit to GPO account, orders for publications, and notification of account to be charged for publications furnished by Census.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>years 3 months after transfer</del> (GRS #6, Item 1a) <i>when 6 years 3 months old.</i></p>		
37	<p><b>[22.]</b> Internal audit reports, workpapers, memoranda, correspondence, and similar papers documenting the internal audit function of Census.</p> <p>a. Decennial reports files.</p> <p>Destroy when 12 years old.</p>		

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	<p>b. Other recurring reports files.</p> <p>Destroy when the second subsequent report of the same kind has been completed.</p> <p>c. Nonrecurring reports files.</p> <p>Destroy when 6 years old.</p>		
38	<p><b>[23.]</b> Records such as SF-132, "Apportionment and Reapportionment Schedules," proposing obligations for specified periods of time for each authorized appropriation and fund, and related correspondence.</p> <p>Destroy when 2 years old. (GRS #5, Item 6)</p>		
39	<p><b>[24.]</b> Regular and special reports prepared for Congress, OMB, Treasury, the Department of Commerce, or any other fiscal regulatory body of the Federal Government on the status of the Bureau's appropriations and apportionments.</p> <p>Destroy when 5 years old. (GRS #5, Item 5a)</p>		
40	<p><b>[25.]</b> Budget execution and control records such as Form CD-3, "Allotment Advice"; BC-514 A, B, "Project Operating Plan"; BC-502A, "Program Authorization"; BC-502B, "Project Description"; BC-505A, "Official Cost Estimate and Acceptance (Reimbursable Work or Services)"; and similar documents used to authorize and control the expenditure of appropriated and other funds.</p> <p>a. Budget Division copy.</p> <p>Destroy 1 year after close of fiscal year covered by budget. (GRS #5, Item 4)</p> <p>b. All other copies.</p> <p>Destroy when no longer needed.</p>		

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41	<p><b>[26.]</b> OMB and Congressional budget presentations, exhibits, and appendices, and other data submitted in defense of the budget.</p> <p>a. Budget Division.</p> <p>Destroy when 15 years old or sooner if no longer needed for current business.</p> <p>b. All others.</p> <p>Destroy when 1 year old.</p>		
42	<p><b>[27.]</b> Budget backup documents such as status, manpower, progress, and similar reports and workpapers showing status and other conditions of Census' programs and projects and used in preparing or supporting the budget estimates.</p> <p>a. Budget Division copy.</p> <p>(1) Decennial appropriations.</p> <p>Destroy when 10 years old.</p> <p>(2) All Other appropriations.</p> <p>Destroy when 5 years old.</p> <p>b. All others.</p> <p>Destroy when 2 years old.</p>		
43	<p><b>[28.]</b> Budget workpapers and rough data accumulated in preparing the budget, including duplicates of papers included in the Budget Estimate file.</p> <p>Destroy 1 year after close of fiscal year covered by budget. (GRS #5, Item 2b)</p>		
44	<p><b>[29.]</b> Records, such as Form BC-135, "Individual Earnings Records," showing pay and service for each</p>		

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	<p>employee. Used to record individual earnings and creditable service, and to document the fiscal aspects of employment.</p> <p>Transfer to the Federal Records Center, St. Louis, Missouri, when no longer needed for administrative purposes. (GRS #2, Item 1)</p>		
45	<p><b>[30.]</b> Records, such as Form BC-1147, "Time and Attendance Report," showing attendance, and leave accruals and balances for both active and inactive employees. Used to process and prepare the payroll.</p> <p>a. Payroll or fiscal copy.</p> <p>Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Item 3a)</p> <p>b. All others.</p> <p>Destroy 6 months after the end of the pay period. (GRS #2, Item 3b)</p>		
46	<p><b>[31.]</b> Memorandum copy of Form SF-1166, "Voucher and Schedule of Payments," and SF-1183, "Subscriber List for Issuance of U.S. Savings Bonds," consisting of copy of certification; a listing run by purchase price of bond and by employees' names; and a listing run by division and by employees' names.</p> <p>a. Forms SF-1166 and SF-1183 that are maintained by Payroll Section.</p> <p>Destroy when 2 years old. (GRS #2, Item 5) <del>5</del></p> <p>b. Listings maintained by the bond designated officer.</p> <p>Destroy when 1 year old.</p> <p>c. Division copy of listings.</p> <p>Destroy when 1 year old.</p>		

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47	<p><b>[32.]</b> Records such as SF-71, "Application for Leave," and supporting papers. Used by employees to obtain approval of annual or sick leave, LWOP, and absences for which the time, attendance, and leave form has not been initialed.</p> <p>a. If the time card has been initialed by the employee:</p> <p>Destroy at the end of applicable pay period. (GRS #2, Item 8a)</p> <p>b. If the time card has not been initialed by the employee:</p> <p>Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Item 8b)</p>		
48	<p><b>[33.]</b> Payroll checklists and copies of schedule of disbursements, such as SF-1166, prepared biweekly and used by Treasury to verify the payroll checks. Returned to the Bureau with the checks.</p> <p>a. Site audit copy. (paid copy)</p> <p>Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Item 13b(1))</p> <p>b. Pending copy.</p> <p>Destroy when paid copy is returned to Treasury.</p>		
49	<p><b>[34.]</b> Employees' pay folders consisting of records of individual employees, filed alphabetically by name of employee, that support the payroll and earning records and authorize the withholding of wages. Separate files maintained for current and separated employees.</p> <p>Separated employees.</p> <p>Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Items 4a(2), 4b(2), 11a, 15a) <del>██████████</del></p>		

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50	<p>[35.] Comprehensive payroll listings run by pay period showing gross pay, deductions, and net pay for each employee. Used as a source of information for answering questions on the pay of individuals.</p> <p>Destroy upon receipt of individual earnings record.</p>		
51	<p>[36.] Payroll master listings consisting of records such as Form BC-174, "Manually Computed Payments"; BC-175, "Payroll Master Card Data"; and BC-178, "Payroll Control Log. These are intermediate records used to prepare the checklists, and for reconciliation, balancing, and agreement of accounts.</p> <p>Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Item 14)</p>		
52	<p>[37.] Records such as SF-2806, "Individual Retirement Records," used to record creditable service and fiscal data for each employee.</p> <p>Transfer to the <del>Office of Personnel Management</del> <i>Office of Personnel Management</i> upon separation of employee from the Department of Commerce. When an employee is transferred to an organizational unit of the Department other than the Bureau of the Census, transfer the records to the office to which the employee is transferred.</p>		
53	<p>[38.] Withholdings and contributions reports and related papers on Federal, State, and FICA taxes; insurance; health benefits; retirement contributions; and similar records.</p> <p>Destroy 4 years after form is superseded or obsolete. (GRS #2, Item 18a)</p>		
54	<p>[39.] Cumulative payroll listings showing cumulative payroll information for each employee of Census, and run by pay period. Used for quarterly balancing of Federal and State tax reports, and</p>		

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55	<p>for any need for cumulative payroll information during the year.</p> <p>Destroy 6 months after posting to Form BC-135, "Individual Earnings Record," <del>and end of [redacted]</del></p> <p><b>[40.]</b> Major or special census enumerators' personnel and payroll records.</p> <p>a. Enumerators' personnel records consisting of notice of short-term employment and appointment affidavit, and withholding tax statement on which the schedule number on which the employee was paid has been recorded. Used as an index to the enumerator's payroll records. (Item b below)</p> <p>Hold until after notice that the enumerators' payroll records (Item b below) have been transferred to the Federal Records Center, St. Louis, Missouri. After notice is received, transfer to the Federal Records Center, St. Louis, Missouri. (GRS #2, Item 1)</p> <p>b. Records such as SF-1166 and enumerators' payroll vouchers, used as an individual earnings record, a comprehensive payroll, and for reimbursement for travel and miscellaneous expenses. Prepared in blocks of about 100 payroll worksheets with an SF-1166 for each block. Sent to Treasury for preparation of payroll checks, and returned to the Bureau when the checks are mailed to the enumerators. Transfer to the Federal Records Center, St. Louis, Missouri, after G.A.O. audit, and when no longer needed for administrative purposes. (GRS #2, Item 1)</p>		
56	<p><b>[46.]</b> Unemployment compensation records consisting of Form ES-931, "Request for Wage and Separation Information for Unemployment Compensation for</p>		

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	<p>Federal Employees," or similar records. Prepared for State unemployment offices.</p> <p>Destroy when 2 years old. (Department of Labor Unemployment Compensation for Federal Employees, Instructions for Federal Agencies, Paragraph 337).</p>		
57	<p><b>[42.]</b> Form 941 and 941a, "Employer's Quarterly Federal Tax Return." Used to report individual tax withheld quarterly and annually for Federal and State income tax purposes, including social security tax.</p> <p>Destroy when 4 years old. (GRS #2, Item 18c)</p>		
58	<p><b>[43.]</b> Records such as Form CD-81, "Paid Overtime and/or Holiday Work," used to support the payroll.</p> <p>Destroy after G.A.O. audit or when 3 years old, whichever is sooner. (GRS #2, Item 16a)</p>		
59	<p><b>[44.]</b> Reimbursable project records reflecting the performance of services for other Government agencies on a reimbursable basis, such as signed work authorities, bills for collection, collection vouchers, distribution and transfer of budget, progress reports, correspondence, and similar papers documenting the project. Separate file maintained for "Open Projects" and "Closed Projects."</p> <p>Closed Projects file.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>6 months after</del> <i>when</i> <del>6 months after</del> <i>old.</i> (GRS #6, Item 1a)</p>		
60	<p><b>[45.]</b> Trust fund project records reflecting the performance of services for companies or individuals, such as signed agreements, estimate letters, GPO refunds, requests for additional fee, cash receipts register documents, and correspondence. Separate</p>		

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	<p>file maintained for "Open Projects" and "Closed Projects."</p> <p>Closed Projects file.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>3 years</del> <i>when</i> 3 months <del>after transfer</del>. (GRS #6, Item 1a)</p> <p><i>6 years, old.</i></p>		
61	<p><b>[46.]</b> Working fund project records reflecting the performance of services for other Government agencies on a working-fund basis, such as signed agreements, accomplished copies of advance payments, refund, and other related papers. Separate file maintained for "Open Projects" and "Closed Projects."</p> <p>Closed Projects file.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>3 years</del> <i>when</i> 3 months <del>after transfer</del>. (GRS #6, Item 1a)</p> <p><i>6 years, old.</i></p>		
62	<p><b>[47.]</b> Agency for International Development records consisting of work authorizations from AID, memorandum copies of reports submitted by the Bureau, and related papers reflecting services performed.</p> <p>Closed projects file.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>3 years</del> <i>when</i> 3 months <del>after transfer</del>. (GRS #6, Item 1a)</p> <p><i>6 years, old.</i></p>		
63	<p><b>[48.]</b> Deposit tickets.</p> <p>a. Original copies.</p> <p>Transfer to the Federal Records Center when 3 years old as G.A.O. audit records. Destroy <del>3 years</del> <i>when</i> 3 months <del>after transfer</del>. (GRS #6, Item 1a)</p> <p><i>6 years, old.</i></p>		

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b. Memorandum copies.	Destroy when 3 years old.		
64. [49.]	<p>Imprest Fund records.</p> <p>Transfer to the Federal Records Center <del>after</del> <sup>when</sup> 3 years <del>years, or after notice of audit</del> as G.A.O. records. (GRS #6, Item 1a) <i>old</i> <del>Destroy when 3 years,</del> <i>3 months old.</i></p>		

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	<p>CENSUS ADMINISTRATIVE RECORDS SCHEDULE 3</p> <p>PERSONAL PROPERTY</p> <p>These disposition instructions cover the procurement and supply records accumulated in obtaining supplies and services, controlling stock on hand, reporting, and related matters.</p>		
65	<p><b>[1.]</b> Correspondence files of procurement and service operating activities.</p> <p>Destroy when 2 years old. Bring material forward into the current file when file is closed, if frequent reference exists. (GRS #3, Item 3)</p>		
66	<p><b>[2.]</b> Contract case files consisting of numbered and unnumbered contracts.</p> <p>a. Procurement file involving transactions of \$10,000 or more.</p> <p>Destroy 6 years and 3 months after date of final payment. (GRS #3, Item 4a(1))</p> <p>b. Procurement file involving transactions of less than \$10,000.</p> <p>Destroy 3 years after final payment. (GRS #3, Item 4a(2))</p> <p>c. Copies of contracts used for verification of deliveries.</p> <p>Destroy after deliveries are completed.</p> <p>d. Copies of contracts, used for administrative purposes.</p> <p>Destroy upon termination or completion. (GRS #3, Item 4c)</p>		

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67	<p><b>[3.]</b> Bid invitations on which no awards were made. (Accepted and rejected bids are covered in Item 2a.)</p> <p>Destroy when 1 year old.</p>		
68	<p><b>[4.]</b> Bidder's mailing lists.</p> <p>a. Application from vendors to be placed on mailing lists to receive invitations to bid.</p> <p>Destroy when new mailing list is established.</p> <p>b. Commodity card index indicating commodities which applicants to bid can furnish.</p> <p>Destroy when superseded or obsolete. (GRS #3, Item <del>6d</del> 6d)</p>		
69	<p><b>[5.]</b> Purchase order files.</p> <p>a. Numerical file, consisting of a copy of a request order such as Form CD-45, "Supply, Equipment or Service Order," used as a purchase document; worksheets; and related correspondence.</p> <p>Destroy 6 years and 3 months after date of final payment. (GRS #3, Item 4a(1))</p> <p>b. Vendor file, consisting of an alphabetical file of purchase orders, which serves as an index to Item a above.</p> <p>Destroy concurrently with Item a above.</p> <p>c. Numerical file used for reporting purposes.</p> <p>Destroy when 1 year old.</p> <p>d. Commodity index card file.</p> <p>Close file every 5 years and destroy 5 years later.</p>		

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	<p>e. Copies of purchase orders used for follow-up purposes.</p> <p>Destroy when deliveries are completed.</p>		
70	<p><b>[6.]</b> Job order files, consisting of combined cost estimates and work orders for property alteration or construction, memoranda quoting costs, and related records.</p> <p>Destroy 6 years and 3 months after date of final payment. (GRS #3, Item 4a(1))</p>		
71	<p><b>[7.]</b> Repair and maintenance files.</p> <p>a. Files consist of forms such as BC-5, "Equipment Repair Request," estimated costs of repairs, copies of vendor's report of repairs, and issues and returns to stock.</p> <p>Destroy 3 years after date of final payment. (GRS #3, Item 4a(2))</p> <p>b. Control register of orders.</p> <p>Destroy 6 years after register is filled or closed.</p>		
72	<p><b>[8.]</b> Records such as Form BC-22, "Request for Supplies, Equipment, or Service."</p> <p>a. Stockroom copies.</p> <p>Destroy when 2 years old. (GRS #3, Item 9a)</p> <p>b. All other copies.</p> <p>Destroy when 6 months old. (GRS #3, Item 9b)</p>		

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73	<p><b>[9.]</b> Stock control records for expendable property such as Forms CD-123, "Stock Issue Record Card," and CD-124, "Historical Records Card," used to record amounts ordered, received, due dates, issued, stocks on hand, and unit price.</p> <p>Destroy 2 years after discontinuance of time or 2 years after card is completed. Transfer inactive and completed cards to a separate file maintained on an annual basis. (GRS #3, Item 10b)</p>		
74	<p><b>[10.]</b> Property control file for nonexpendable property such as Form BC-1196A, "Mechanical Transactions;" BC-1196E, "Descriptive Code File, Mechanical;" BC-1391A, "Non-Mechanical Transactions;" and, BC-1391B, "Descriptive Code File (Non-Mechanical)." Used to control inventory input to the computers.</p> <p>Dispose when 6 months old. (GRS #3, Item 9b)</p>		
75	<p><b>[11.]</b> Excess property file.</p> <p>a. Consists of forms, such as CD-50, CD-51, CD-52, and related papers, which document the disposition of excess, or surplus, accountable property. Case filed by field and Suitland offices, by case number.</p> <p>Destroy 6 years after final action. (GRS #4, Item 6a)</p> <p>b. Quarterly Report to GSA and Annual Report to the Department of Commerce.</p> <p>Consisting of forms, such as SF-121, "Quarterly Report of Utilization and Disposal of Excess and Surplus Personal Property," and GSA 1473, "Supply Activity Report," used to report excess and surplus property to GSA and to the Department of Commerce.</p> <p>Destroy when 3 years old. (GRS #4, Item 3)</p>		

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76	<p><b>[12.]</b> Accountable property inventory listings.</p> <p>a. Mechanical and nonmechanical master listings.</p> <p>These are monthly inventory listings which reflect increases and decreases of mechanical and nonmechanical property during the course of a current month. Used as a principle source of data for accountable property. Filed by month, fiscal year, type (Executive Furniture), person's name, and room number.</p> <p>Destroy when 2 years old. (GRS #3, Item 10a)</p> <p>b. Mechanical and nonmechanical locator listings.</p> <p>These listings are prepared each month showing the location of mechanical and nonmechanical property by division. Used as a quick reference for property information by division. Filed by month, by fiscal year.</p> <p>Destroy when 6 months old or sooner if not needed.</p> <p>c. Transaction listings.</p> <p>(1) Transaction listings by account code.</p> <p>These listings reflect all transactions of mechanical and nonmechanical accountable property during the course of a current month, such as purchases, issuances, no-cost acquisitions, return to stock and transfer of excess and surplus property. Used to balance totals on the current month master listings. Filed by month, by fiscal year.</p> <p>Destroy when 2 years old. Cut off file at the end of fiscal year, hold 1 year, and transfer to Bureau Reference Center and destroy 1 year later. (GRS #3, Item 10a)</p>		

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	<p>(2) Transaction listings by transaction number.</p> <p>These listings contain the same information as Item c(1) above, except that they appear in the same numerical sequence as the input coding documents. Used to verify punch errors and omissions. Filed by month, by fiscal year.</p> <p>Destroy when 1 year old or sooner if not needed.</p>		
77	<p><b>[13.]</b> Property issuance records for nonexpendable property to an individual for official use, on or off premises, such as Form BC-208, "Memorandum Receipt," and Form OF-7, "GSA Property Pass."</p> <p>Destroy 3 months after expiration or revocation. (GRS #18, Item 13)</p>		
78	<p><b>[14.]</b> Shipping Service, consisting of forms such as BC-41, "Request for Shipping Service," and BC-468, "Request for Computer Tape Shipment," prepared by divisions for material to be shipped from the Bureau, showing mode of shipment and special instructions. Also used as a receipt for material being transported.</p> <p>a. Shipping Section (ASD) copies.</p> <p>Destroy when 1 year old. (GRS #9, Item 1b)</p> <p>b. Tape Management Section (CSvD) copies.</p> <p>Destroy when 3 years old. (GRS #9, Item 1a)</p> <p>c. Other copies.</p> <p>Destroy when no longer needed for reference.</p>		

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79.	[15.] Records such as Form BC-261, "Release of Computer Tape," used to account for the disposition of capital equipment.  Destroy when 2 years old. (GRS #3, Item 10c)		

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80	<p style="text-align: center;">CENSUS ADMINISTRATIVE RECORDS SCHEDULE 4</p> <p style="text-align: center;">PERSONNEL</p> <p>This schedule covers the disposition of personnel records. These records are maintained in accordance with Civil Service Commission regulations where required.</p> <p><b>[1.] Official personnel folders.</b></p> <p>a. Employees transferring to another agency.</p> <p style="padding-left: 40px;">Forward folder to agency as soon as employee's final leave record has been processed. (GRS #1, Item 1b(1))</p> <p>b. Employees separated from Federal service.</p> <p style="padding-left: 40px;">Transfer folder to Federal Records Center, St. Louis, Missouri, 30 days after separation. (GRS #1, Item 1b(2))</p>		
81	<p><b>[2.] All copies of correspondence and forms maintained as temporary records on the left side of folder in accordance with the Federal Personnel Manual.</b></p> <p>a. Employees transferring within the Department.</p> <p style="padding-left: 40px;">Review and transfer with permanent records.</p> <p>b. Employees transferring to another agency or separating from Federal service.</p> <p style="padding-left: 40px;">Remove from file and forward to the Census Security Office.</p> <p style="padding-left: 40px;"><del>Remove</del> After final review by the Census Security Office, <del>(GRS #1, Item 1b(2))</del> <i>destruction</i></p> <p style="padding-left: 40px;"><i>upon separation or transfer of employee or when 1 year old, whichever is sooner.</i></p>	<i>GRS 1/10</i>	

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82	<p><b>[3.]</b> Notifications of personnel actions, exclusive of those in official personnel folders.</p> <p>Destroy when 2 years old, <del>or after Civil Service inspection, whichever is earlier.</del> (GRS #1, Item <del>14b</del>)</p>	GRS/14a	
83	<p><b>[4.]</b> Copies of documents duplicated in official personnel folders and not provided for elsewhere in this schedule.</p> <p>Destroy when 1 year old. (GRS #1, Item 14b)</p>		
84	<p><b>[5.]</b> Correspondence files relating to the administration and operation of personnel functions.</p> <p>Destroy when 3 years old. Bring forward into the current file material of continuing reference value when file is destroyed. (GRS #1, Item 3a)</p>		
85	<p><b>[6.]</b> Statistical reports relating to personnel, including staffing reports, accession and loss reports, retention registers, and other periodic tabulations.</p> <p>Destroy when 2 years old. (GRS #1, Item 16)</p>		
86	<p><b>[7.]</b> Applications for employment and related papers, excluding (a) records relating to appointments requiring senatorial confirmation, and (b) applications resulting in appointment filed in the official personnel folder (covered in Item 1 of this schedule).</p> <p>Destroy upon receipt of <del>Civil Service Commission</del> <i>Office of Personnel Management</i> report of inspection, or when 2 years old, whichever is earlier, provided the requirements of Chapter 333, sub-chapter 1, of the Federal Personnel Manual are observed. (GRS #1, Item 15)</p>		

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87	<p><b>[8.]</b> Communications offering appointment to potential employees.</p> <p>Destroy immediately if appointment is accepted. If appointment is declined: (a) return to <del>Personnel Management</del> <i>Office of</i> <del>Personnel Management</del> with reply and application if name was received from certificate of eligibles; (b) file inside application, if offered as a result of application for temporary or excepted appointment, and destroy when 2 years old, and (c) destroy all others immediately. (GRS #1, Item 15)</p>		
88	<p><b>[9.]</b> Certificate files including requests for and certificates of eligibles.</p> <p>Destroy 2 years after date of certificate. (GRS #1, Item 5)</p>		
89	<p><b>[10.]</b> Employee interview records.</p> <p>Place in inactive file on transfer or separation of employee, <del>and start a new inactive file every 6 months.</del> Destroy inactive file <del>6 months after it is started.</del> <i>after transfer or separation of employee.</i> (GRS #1, Item 10)</p>	<i>GRS 1/B</i>	
90	<p><b>[11.]</b> Records such as Form OF-4b, "Employee Record Card," used for information purposes outside personnel offices.</p> <p><del>Destroy on transfer to another agency or bureau, or on separation of employee. (GRS #1, Item 10)</del></p>		<i>see revised disposition P. 34A</i>
91	<p><b>[12.]</b> Position descriptions used in classification work and in employment control.</p> <p>a. Classification unit copy.</p> <p>Destroy 5 years after position is abolished or description is superseded. <del>(GRS #1, Item 10)</del></p>	<i>GRS 1/B(1)</i>	

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90.	Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee 1 year after separation or transfer.	GRS 1/18a	

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	<p>b. Other copies.</p> <p>Destroy when the position is abolished or description is superseded. (GRS #1, Item 7b(2))</p>		
92	<p><b>[13.]</b> Forms such as SF-70, "Position Identification Strip," used by the various divisions and offices to provide summary data on each position occupied.</p> <p>Destroy when position is cancelled or new strip is prepared. (GRS #1, Item 11)</p>		
93	<p><b>[14.]</b> Incentive awards reports pertaining to the incentive program.</p> <p>Destroy when 3 years old. (GRS #1, Item 13)</p>		
94	<p><b>[15.]</b> Duplicate case files of efficiency rating boards of review, copies of which have been forwarded to the <del>Civil Service Commission</del> <i>Office of Personnel Management.</i></p> <p><i>Destroy 1 year after case is closed.</i></p>		
95	<p><b>[16.]</b> <del>Certificates of performance rating.</del> <i>Employee Performance File System Records.</i></p> <p><del>Destroy when 2 years old. (GRS #1, Item 23)</del> <i>See GRS 1, item 23 and use appropriate dispositions.</i></p>		
96	<p><b>[17.]</b> Individual health record cards.</p> <p>Destroy 6 years after date of last entry on the individual cards. (GRS #1, Item 19)</p>		
97	<p><b>[18.]</b> PROP records.</p> <p>a. FOSDIC personnel data sheets.</p> <p>Destroy when 2 months old.</p>		

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	<p>b. FOSDIC microfilm.</p> <p>Destroy when 1 year old.</p> <p>c. PROP printouts (reports).</p> <p>Destroy 2 years after date of report.</p>		
98	<p><b>[19.]</b> Employee injury files, consisting of records such as CD-137, "Supervisor's Accident Investigation Report"; CA-1, "Employee's Notice of Injury or Occupational Disease"; or any other records regarding individual employee injury.</p> <p>Destroy 6 years after case is closed. (GRS #1, Item 21)</p>		
99	<p><b>[20.]</b> Records relating to individual employee operation of Government-owned vehicles such as, application for Operator's Identification Card (CD-133), physical fitness inquiry for motor vehicle operators (SF-47), driver tests, authorization to use, safe driving awards, and related correspondence.</p> <p>Destroy 3 years after separation of employee or 3 years after revision of authorization to operate Government-owned vehicle, whichever is earlier. (GRS #10, Item 7)</p>		

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	<p style="text-align: center;">CENSUS ADMINISTRATIVE RECORDS SCHEDULE 5</p> <p style="text-align: center;">PUBLIC RELATIONS</p> <p>This schedule covers records pertaining to informational services performed by the Bureau in its day-to-day affairs and in its relations with the public.</p>		
100	<p><b>[1.]</b> Record copies of formal information releases and publications, such as press releases, press conference transcripts, official speeches, graphic presentations, and any related indexes. 1951 and thereafter.</p> <p>Volume: 15 cubic feet. Annual accumulation: <math>\frac{1}{2}</math> cubic foot.</p> <p><del>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #14, Item 1)</del></p>		<p><i>see revision P. 37A</i></p>
101	<p><del><b>[2.]</b> Policy correspondence files of Census Bureau's formally designated Public Information Office concerning the release of information to the public.</del></p> <p><del>1976 and thereafter. Volume: Negligible. Annual accumulation: Negligible.</del></p> <p><del>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #14, Item 2)</del></p>		<p><i>withdrawn</i></p>
102	<p><b>[3.]</b> Correspondence and related records of a general administrative nature maintained by the office responsible for public relations and for furnishing information to the public, and not covered in Item 2.</p> <p>Destroy when 2 years old. Bring forward into current file material of continuing reference value when file is destroyed. (GRS #3, Item 3)</p>		



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103	<p><b>[4.]</b> Informational services case files consisting chiefly of preliminary drafts, requisitions, distribution lists, statistical compilations, and work papers used to prepare and to issue formal information releases.</p> <p>Destroy when 1 year <del>after</del> <i>after close of file or 1 year after completion of project.</i></p>	GRS 14/6	
104	<p><b>[5.]</b> Requests for information which involve no policy decisions and no great amount of research, and replies thereto; requests for and transmittals of publications, photographs and other informational literature; and acknowledgements and transmittals of inquiries and referred outside Bureau for reply.</p> <p>Destroy 3 months after transmittal, acknowledgment, or referral.</p> <p>(GRS #14, Items 3 and 4)</p>		
105	<p><b>[6.]</b> Anonymous letters, letters of commendation, complaints, criticisms, suggestions, and similar documents, and replies thereto, unless administrative action was taken or they were incorporated in individual personnel records.</p> <p>Destroy when 3 months old. (GRS #14, Item 7)</p>		

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106	<p style="text-align: center;"><b>CENSUS ADMINISTRATIVE RECORDS SCHEDULE 6</b></p> <p style="text-align: center;"><b>PUBLICATIONS AND PRINTING</b></p> <p>This schedule covers the disposition of published reports, administrative and procedural instructions, and related records covering their development, printing, and distribution.</p> <p><b>[1.]</b> Published statistical reports (whether in textual or microform format), operating manuals and instructions, administrative issuances, and related materials.</p> <p>a. Statistical reports. Volume: 1,300 cubic feet. 1790 and thereafter. Annual accumulation: 30 cubic feet.</p> <p><del>Transfer one copy to the National Archives when issued, or, if issued prior to this schedule, when microformed. (GRS #13, Item 1a)</del></p> <p>b. <del>Operating manuals, instructions, and memoranda.</del> Volume: 40 cubic feet. 1965 and thereafter. Annual accumulation: 3 cubic feet.</p> <p>One complete set of each issuance, and a copy or reproduction, will be maintained as a "record set" by the division or office primarily responsible for its issuance. Transfer to Census Records Center Unit when a complete set is accumulated or when the related records are transferred.</p> <p><del>Offer to the National Archives when 15 years old or sooner if no longer needed.</del></p>		<p><i>see revised disposition P. 39A</i></p> <p><i>see revision P. 39A</i></p>

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106.	<p>A.</p> <p>Permanent. Offer to NARS when 5 years old in 5 year blocks when the most recent records are 5 years old (e.g., offer 1971-75 block in 1980).</p> <p>B. Formal operating manuals, directives, instructions and memoranda related to Census program functions.</p> <p>Permanent. Transfer to FRC when 5 years old. Offer to NARS in 10 year blocks when the latest records are 20 years old.</p> <p>C. Administrative issuances related to routine administrative functions (e.g., payroll, procurement, personnel).</p> <p>Destroy when superseded or obsolete.</p>	<p>GRS 16/ 1A</p> <p>GRS 16/ 1C</p>	

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	<p><del>c. Administrative issuances, 1960 and thereafter. 16 cubic feet. Annual accumulation: 1 cubic foot.</del></p> <p><del>A "record set" of each issuance, and a copy or reproduction of related forms, will be maintained by the Directives and Reports Management Branch, Organization and Management Systems Division. Offer to the National Archives when 15 years old or sooner if no longer needed. (GRS #16, Item 1a)</del></p> <p>d. Reference copies of Census reports, manuals, and instructions, administrative issuances, and such reference materials as GPO Style Manuals.</p> <p>Destroy when superseded, obsolete, or no longer needed for reference. Stocks of publications and valuable reference materials, as GPO Style Manuals, will be referred to the Bureau stockroom for appropriate disposition. (GRS #13, Item 1b)</p> <p>e. Case files of background or supporting papers to published and reproduced materials, consisting of source materials, comments and recommendations, worksheets, and related materials of a substantive nature.</p> <p>Destroy when 3 years old. <del>(GRS #13, Item 1b)</del></p>		<p><i>see revision P.39A</i></p>
107	<p><b>[2.]</b> Files of Forms CD-10, "Printing Requisition"; SF-1, "Printing and Binding Requisition"; and supplementary specifications, vendors shipping invoice, sample of print, and related correspondence.</p> <p>a. Preparing Office copies.</p> <p>Destroy when 3 years old. (GRS #3, Item 7a)</p> <p>b. Finance Division copies.</p> <p><del>See Item 27 (GRS #3, Item 7a)</del></p> <p><i>Destroy when 6 years, 3 months old.</i></p>		

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108	<p><b>[3.]</b> Requisitions for printing and duplicating services from Department of Commerce, consisting of Form CD-10.</p> <p>a. Preparing Office copies.</p> <p>Destroy <del>when</del> 1 year <del>(GRS #13, Item 4)</del> <i>after completion of job.</i></p> <p>b. Finance Division copies.</p> <p><del>See Item 27 (Schedule 2, Item 1)</del> <i>Destroy when 6 years 3 months old.</i></p>	GRS 13/3A	
109	<p><b>[4.]</b> Control registers, ledgers, and cards relating to requisitions and work orders.</p> <p>Destroy when 1 year old or 1 year after filling of registers, whichever is applicable. (GRS #13, Item 4)</p>		
110	<p><b>[5.]</b> Requisitions for and reports of photocopy, micro-filming, and related services.</p> <p>a. Preparing Office copies.</p> <p>Destroy <del>when</del> 1 year <del>(GRS #13, Item 4)</del> <i>after completion of job.</i></p> <p>b. Finance Division copies.</p> <p><del>See Item 27 (Schedule 2, Item 1)</del> <i>Destroy when 6 years 3 months old.</i></p>	GRS 13/3A	
111	<p><b>[6.]</b> Publications mailing lists and related material.</p> <p>a. Correspondence relating to changes in mailing lists.</p> <p>Destroy after revision of mailing list is made. (GRS #13, Item 5a)</p> <p>b. Mailing lists.</p> <p>Destroy when cancelled, superseded, or revised. (GRS #13, Item 5a)</p>		

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112	<p><b>[7.]</b> Correspondence files relating to the publications and printing functions.</p> <p>Destroy when 2 years old. Bring material forward into the current file when file is destroyed, if frequent reference exists. (GRS #13, Item 2)</p>		
113	<p><b>[8.]</b> Requests for publications and information which do not involve special compilations or research.</p> <p>Destroy when 3 months old. (GRS #14, Item 3)</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>CENSUS ADMINISTRATIVE RECORDS SCHEDULE 7</p> <p>REAL PROPERTY MANAGEMENT</p> <p>This schedule provides for the disposal of real property management records, including those pertaining to building plans and space, identification credentials, parking permits, and request for maintenance service.</p>		
114	<p><b>[1.]</b> Building plan files and related records, including internal reports, utilized in space planning, assignment, and adjustment.</p> <p>Destroy 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or become obsolete. (GRS #11, Item 2a)</p>		
115	<p><b>[2.]</b> Correspondence files relating to real property management, including correspondence with the reports relating to agency space holdings and requirements.</p> <p>Destroy when 2 years old. Bring forward into the current file material of continuing reference value when file is destroyed. (GRS #11, Item 2b(1))</p>		
116	<p><b>[3.]</b> Identification credentials such as cards, badges, photographs, building passes, visitor passes, and records accounting for use and control, including Form CD-75, "Messenger Identification Cards."</p> <p>Destroy 3 months after return to issuing office or after accountability has been cleared. (GRS #11, Item 4a)</p>		
117	<p><b>[4.]</b> Parking permit records including lists, memoranda, and related records controlling parking on Bureau occupied space, and agreements with other agencies occupying parts of the same areas.</p>		

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118	<p>Destroy 3 months after the credentials are returned, when the records are superseded, or when they become obsolete. (GRS #11, Item 4b)</p> <p><b>[5.]</b> Records relating to requests for maintenance services, repair, and improvement to buildings, grounds, and fixed equipment, other than those records included in Job Order files covered in Item 6, Census Records Schedule 3.</p> <p>Destroy 3 months after the work is performed, or 3 months after the date of the record if the requisition is cancelled. (GRS #11, Item 5)</p>		

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	<p style="text-align: center;">CENSUS ADMINISTRATIVE RECORDS SCHEDULE 8</p> <p style="text-align: center;">RESEARCH</p> <p>This schedule provides for the disposition of records created in the Bureau by the divisions engaged in statistical research and development programs. The records document the development of new concepts, techniques, equipment and materials, or the improvement of those already in existence.</p>		
119	<p><del>1.1</del> Program files of the offices with the responsibility for execution, review, and final analyses of Bureau research and development, and sampling programs, consisting of correspondence and other records which document policy, planning, and coordination of the programs. 1950 and thereafter. Volume: 40 cubic feet. Annual accumulation: 1-1/3 cubic feet.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #19, Item 1)</p>		<i>withdrawn</i>
120	<p><del>2.1</del> Case files of research, development, and analysis projects consisting of documents reflecting initiation, research, design, development and testing, technical and progress reports, and summaries of findings with recommendations, if any. 1950 and thereafter. Volume: 40 cubic feet. Annual accumulation: 1-1/3 cubic feet.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #19, Item 3)</p>		<i>withdrawn</i>
121	<p><del>3.1</del> Committee files of Bureau technical and advisory committees on research and development, consisting of agenda, minutes of meetings, reports, and correspondence.</p>		<i>withdrawn</i>

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	<p><del>a. Record copy 1950 and thereafter. Volume: 15 cubic feet. Annual accumulation: 1/2 cubic foot.</del></p> <p>Permanent. Offer to the National Archives when 15 years old or sooner, if no longer needed for current business. (GRS #19, Item 2)</p> <p>b. Other copies.</p> <p><del>Destroy when no longer needed for reference.</del></p>		Withdrawn
122	<p><del>[4.] Consolidated reports prepared by the offices with prime responsibility for Bureau research, development, and sampling functions.</del></p> <p>a. Record copy. 1950 and thereafter. Volume: 19 cubic feet. Annual accumulation: 2/3 cubic foot.</p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #19, Item 11c)</p> <p>b. Other copies and feeder reports.</p> <p><del>Destroy when no longer needed for reference.</del></p>		Withdrawn
123	<p><del>[5.] Drawing and specification files, consisting of an official file copy of each drawing and/or specification, showing final design and technical characteristics of each research and development item developed by the Bureau. 1950 and thereafter. Volume: 20 1/2 cubic feet. Annual accumulation: 0.7 cubic feet.</del></p> <p>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #22, Item 2a)</p>		Withdrawn
124	<p>[6.] Work papers, reference materials, basic raw data, notes and similar materials relating to research</p>		

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	<p>and development projects, and not covered in Item <del>██████████</del> #120.</p> <p>Destroy when the project to which they relate has been completed or cancelled. <del>██████████</del> #120</p>		
125	<p><b>[7.]</b> Correspondence and other records of a general administrative or housekeeping nature maintained by the offices responsible for the research and development, and sampling functions of the Bureau.</p> <p>Destroy when 2 years old. Bring forward into current file material of continuing reference value when file is closed. (GRS #19, Item 9)</p>		
126	<p><b>[8.]</b> Certain materials which have served their purpose as statistical documents or program records (e.g., production records, questionnaires, recurring reports) are often selected for use as raw material in research and planning. Having been so selected, they shed whatever retention value they have had before selection and assume values which are determined according to the secondary use to which they are put.</p>		

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	<p style="text-align: center;">CENSUS ADMINISTRATIVE RECORDS SCHEDULE 9</p> <p style="text-align: center;">SECURITY AND EMERGENCY PLANNING</p> <p>This schedule provides for the disposition of security and protective service records created by the Bureau to control and protect security classified information, to protect its facilities, to determine fitness and loyalty of employees, and to implement plans for the protection of life and property under emergency conditions.</p>		
127	<p><del>1.1 Directives, plans, manuals, correspondence, and similar records of a policy nature developed in the administration and direction of the security and emergency programs in the Bureau. 1963 and thereafter. Volume: 1/2 cubic foot. Annual accumulation: Negligible.</del></p> <p><del>Permanent. Offer to the National Archives when 15 years old or sooner if no longer needed for current business. (GRS #18, Item 1)</del></p>		<p><i>see revision P.48A</i></p>
128	<p>2.1 Classified information accounting and control records.</p> <p>a. Registers or logs used to record names of visitors or employees admitted to areas after normal working hours, or to restricted areas.</p> <p>(1) For areas under maximum security.</p> <p style="padding-left: 40px;">Destroy 5 years after final entry or 5 years after date of document, as appropriate. (GRS #18, Item 18a)</p> <p>(2) For other areas.</p> <p style="padding-left: 40px;">Destroy 2 years after final entry or 2 years after date of document, as appropriate. (GRS #18, Item 18b)</p>		

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127.	<p>Security - protective services - emergency records.</p> <p>A. Security, protective services, and emergency planning correspondence files.</p> <p style="padding-left: 40px;">Destroy when 2 years old.</p> <p>B. Security and emergency directives reference files.</p> <p style="padding-left: 40px;">Destroy when obsolete or superseded.</p>	<p>GRS 18/ 2, 9, &amp; 27</p> <p>GRS 18/ 29</p>	

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129	<p><b>[3.] Personnel security clearance records.</b></p> <p>b. Correspondence pertaining to classification, control, and accounting for security classified documents, exclusive of records covered in Item 1 above.</p> <p>Destroy when 2 years old. (GRS #18, Item 5)</p> <p>c. Classified document receipts, lists of record material destroyed, destruction certificates, and other records relating to the receipt, issue, control and disposal of classified material.</p> <p>(1) Copy three of classified material receipts, and lists of record material destroyed. Attach to BC-39, "Accountability Record of Classified Material to be Destroyed."</p> <p>Destroy <del>when</del> 5 years <del>after</del> <i>after documents shown on forms are downgraded, transferred or destroyed.</i></p> <p>(2) All other classified material receipts, including copy two which is signed as a destruction certificate, and issue and control records.</p> <p>Destroy when 2 years old. (GRS #18, Item 4)</p> <p>d. Access request records consisting of requests and authorizations for individuals to have access to classified files.</p> <p>Destroy 2 years after authorization expires. (GRS #18, Item 7)</p>	<i>GRS 18/6A</i>	
	<p>a. Security violation records relating to investigations of alleged security violations classed as felonies.</p> <p>Destroy <del>when</del> 5 years <del>after</del> <i>after close of case.</i> (<del>GRS #18, Item 25</del>)</p>	<i>GRS 18/25A</i>	

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	<p>b. Case files containing records of investigations of personnel employed by or seeking employment with the Bureau or whose association with the Bureau requires a security clearance, whether or not a security clearance is granted.</p> <p>Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable. (GRS #18, Item 23a)</p> <p>c. Status records showing the security clearance status of individuals, including research associates, guest workers, and trainees, whether American citizens or foreigners, either as lists or rosters, or as individual case files.</p> <p>(1) Lists or rosters.</p> <p>Destroy when superseded or obsolete. (GRS #18, Item 24)</p> <p>(2) Case files.</p> <p>Destroy 5 years after separation or transfer of individual to another agency, or no later than 5 years after contract relationship expires, whichever is applicable.</p> <p>d. Correspondence relating to the administration and operation of the personnel security clearance program in the Bureau not covered in Item 1 above.</p> <p>Destroy when 2 years old. Bring forward into the current file material of continuing reference value when file is destroyed. (GRS #18, Item 22)</p> <p>e. Security violation records relating to investigations of alleged security violations, except</p>		

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130	<p>records concerning felonies and papers placed in official personnel folders.</p> <p>Destroy 2 years after <del>completion of final disciplinary action or</del> <i>completion of final</i></p> <p><i>when no longer needed, whichever is sooner.</i></p> <p><b>[4.]</b> Facilities protective service records.</p> <p>a. Fire protection records, including investigations, reports, tests, instructions, and related materials.</p> <p>Destroy when 2 years old. (GRS #18, Item 12)</p>	GRS 18/25 13	
131	<p><b>[5.]</b> Emergency program records.</p> <p>a. Consolidated reports reflecting Bureau-wide results in operations tests conducted under emergency plans.</p> <p>Permanent. Cut-off <i>and transfer to FRC</i> when related plan or directives become obsolete or is superseded. Offer to NARS <del>when 15 years old</del> <i>in 10 year blocks when the latest records are 20 years old.</i></p> <p>b. Paper accumulated from tests conducted under emergency plans, such as instructions to members participating, staffing assignments, messages, test of communications and facilities, and retained copies of reports.</p> <p>Destroy when 3 years old. (GRS #18, Item 31)</p> <p>c. Correspondence relating to the administration and operation of the emergency program.</p> <p>Destroy when 2 years old. Bring forward into the current file material of continuing reference value when file is destroyed. (GRS #18, Item 27)</p>	GRS 18/30	

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	CENSUS ADMINISTRATIVE RECORDS SCHEDULE 10		
	TRANSPORTATION AND VEHICLE MAINTENANCE AND OPERATION		
	This schedule provides instruction for the disposition of records accumulated by the Bureau in providing transportation for people and things, and in the maintenance and operation of vehicles owned, rented, or leased.		
132	<p><b>[1.]</b> Items such as SF-1169, "United States of America Transportation Requests," or SF-1172, "Certificate in Lieu of Lost U.S. Transportation Request;" and any adjustments or cancellations, used in paying the transportation vouchers and to clear the transportation request accountability record.</p> <p>Destroy 3 years after issue. (GRS #9, Item 3a)</p>		
133	<p><b>[2.]</b> Items such as SF-1103, "U.S. Government Bill of Lading" and SF-1108, "Certificate in Lieu of Lost U.S. Government Bill of Lading," used to document the shipment of materials to and from the offices of the Bureau.</p> <p>a. Transportation unit copy.</p> <p>Destroy when 3 years old. (GRS #9, Item 2)</p> <p>b. Finance Division copy.</p> <p><i>Destroy when 6 years 3 months old.</i> <del>See Item No. 27 (Schedule 2, Item 10)</del></p>		
134.	<p><b>[3.]</b> Freight bills, consisting of waybills or similar records, prepaid or collect, issued by commercial carriers for material shipped to the Bureau, used to check and document the receipt of material and to prepare Government bills of lading.</p> <p>a. Transportation unit copy.</p> <p>Destroy 3 years after issue. (GRS #9, Item 1)</p> <p>b. Finance Division copy.</p> <p><del>See Item No. 27 (Schedule 2, Item 10)</del></p> <p><i>Destroy when 6 years 3 months old.</i></p>		

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135	<p><b>[4.]</b> Items such as SF-1120, "Transportation Request Accountability Record," and Form BC-320, "Receipt of Transportation Request," used to account for the transportation requests.</p> <p>a. Accountability records.</p> <p>Destroy 1 year after all entries on the records are cleared. (GRS #9, Item 5b)</p> <p>b. Receipts for transportation requests.</p> <p>Destroy when accountability records are cleared.</p>		
136	<p><b>[5.]</b> Bills of lading accountability records, consisting of a card for each book of transportation requests, used to account for their issue and use.</p> <p>Destroy 1 year after all entries on the records are cleared. (GRS #9, Item 5b)</p>		
137	<p><b>[6.]</b> Form BC-63, "Hand Delivery Request," used as control over items which require special handling.</p> <p>Destroy when 2 months old. (GRS #12, Item 1)</p>		
138	<p><b>[7.]</b> Forms such as SF-91, "Operator's Report of Motor Vehicle Accident"; SF-91A, "Investigation Report of Motor Vehicle Accident"; SF-94, "Statement of Witness"; SF-95, "Claim for Damage or Injury"; CD-111, "Accident Summary"; CD-137A, "Supervisor's Accident Investigation Report - Motor Vehicle Accident or other Federal Property Damage"; and State or D.C. Department of Vehicle reports, and related correspondence, used to protect the interest of the Government in accident claims.</p> <p>Destroy 6 years after the case is closed. (GRS #10, Item 5)</p>		
139	<p><b>[8.]</b> Forms such as CD-119, "Motor Vehicle Record," for each vehicle owned and operated by the Bureau and</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>used to accumulate and to report to Commerce operating and maintenance on a monthly basis. Also used to prepare semi-annual report to Commerce and annual report to GSA.</p> <p>Destroy 4 years after vehicle is removed from Bureau control. (GRS #10, Item 6)</p>		
140	<p><b>[9.]</b> Motor vehicle cost and use reports to Commerce and General Services Administration, such as CD-192, "Semi-Annual Motor Vehicle Report"; GSA-494, "Monthly Motor Vehicle Use Record"; and SF-82, "Annual Motor Vehicle Report."</p> <p>Destroy <del>when 3 years old</del> <i>after date of report.</i></p>	GRS 10/4	
141	<p><b>[10.]</b> Forms such as BC-824, "Motor Vehicle Daily Operating Cost Record," used to accumulate operating and maintenance costs for each vehicle, and to prepare motor vehicle reports to Commerce and GSA.</p> <p>Destroy when 3 years old. <del>GRS #10, Item 6</del></p>	GRS 10/3	
142	<p><b>[11.]</b> Motor vehicle control records, such as BC-150, "Vehicle Dispatch Record"; BC-148, "Passenger Register"; BC-149, "Car Dispatcher's Daily Report"; and checklists showing condition of vehicle and maintenance action taken.</p> <p>Destroy when 3 months old. (GRS #10, Item 2a)</p>		
143	<p><b>[12.]</b> Special trip register, consisting of a monthly record of special trips made, used by Finance Staff to allocate costs for special trips.</p> <p>a. Transportation unit copy.</p> <p>Destroy when 3 months old. (GRS #10, Item 2a)</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
144	<p>b. Finance copy.</p> <p><del>See Item 13.1</del></p> <p><i>Destroy when 6 years 3 months old.</i></p> <p>[13.] Forms such as BC-260, "Request for Travel Reservation," used to record Bureau employee reservation information.</p> <p>Destroy 3 years after the fiscal year to which they relate. (GRS #9, Item 4a)</p>		