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	certify that I am authorized to act for this agency in matters pertaining	to the diennes	I of the agency	i's racorda
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209	PUBLICATIONS MANAGEMENT FILES. These files relate		regularită (E.)	
(226)	application of management practices and supervisor		Property And Parties	**************************************
*	trols to the initiation and preparation of publica	tions; to		
	printing, reproduction, binding operations, plants,		*	
•	equipment; to contract printing; and similar matte			•
	are accumulated by the FCDNA Field Printing Plant.			,
			•	_
209.01	PRINTING PLANT ESTABLISHMENT FILES. Documents rel		Deviat	Line
(226-06)	the establishment, relocation, or disestablishment		,	,
	printing plants and duplicating facilities. Inclu		GRS	3/Item.
	requests for establishment with justification data			/
	tories of equipment on hand, congressional and high			_
	authorizations, and related papers, but not reques	ts and		• •
	justifications for items of printing equipment.		٠,,	
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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
209.02	continued)			
	Destroy 3 years after di	sposal of		·
	equipment or disapproval	_	i	
	acquisition request.		:	
09.03	PRINTING REPORTING FILES. Reports reflecting infor			
26-08)	printing/duplication operations and equipment requiningher authority and/or the Joint Congressional Com			i i
	Printing. Included are contract printing reports,			
	ture statements, printing/duplicating registers, co	mparable		
	reports and related papers.	<i>;</i>		
	Office requiring Destroy when 5 years old	l <b>.</b>		
	report:	•		
•	Other offices: Destroy after 2 years or	on	.,•	
	discontinuance, whicheve	r is cal	lier.	·
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