

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

N1-306-89-1

DATE RECEIVED

10-14-88

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

1. FROM (Agency or establishment)

United States Information Agency

2. MAJOR SUBDIVISION

Voice of America

3. MINOR SUBDIVISION

Radio Marti Program

4. NAME OF PERSON WITH WHOM TO CONFER

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

485-7501

9/18/89

[Signature]

Ms. Retta Graham-Hall

6. CERTIFICATE OF AGENCY REPRESENTATIVE

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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 31 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: ☐ is attached; or ☒ is unnecessary.

B. DATE

C. SIGNATURE OF AGENCY REPRESENTATIVE

D. TITLE

10/12/88

[Signature]

A. Lee Humbert
Records Officer

7.
ITEM
NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. GRS OR
SUPERSEDED
JOB
CITATION

10. ACTION
TAKEN
(NARS USE
ONLY)

The Radio Marti Program was established by congressional mandate in 1983. The aim of the Program is to broadcast news and entertainment programs that are complete and free of propaganda to the people of Cuba.

This schedule covers all headquarters and field office records of the Radio Marti Program. NOTE: Records that are common to most offices are located at the back of this schedule.

*Copies sent to agency
NARS, NNS, NMX 9/20/89*

RECORDS OF THE RADIO MARTI PROGRAM

OFFICE OF THE DIRECTOR AND DEPUTY DIRECTOR
(VOA/M)

1. Directorate Subject Files. Correspondence, memoranda, telegrams, Radio Marti Program Fact Sheets, weekly reports to the Director of USIA, other reports, speeches, briefing books, minutes of staff meetings, and other materials relating to the Radio Marti mandate. Arranged by subject-numeric filing system. Included in this series are the Radio Marti Newsletters that were produced from June 1987 to July 1988. These are no longer printed.

DISPOSITION: PERMANENT. Cutoff annually. Transfer to WNRC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: ca. 10 cubic feet.

Annual Accumulation: ca. 2 cubic feet.

2. Biographic Files.

- a. Biographies of prominent Cubans, mainly government officials, compiled from interviews by Radio Marti and other USIA personnel and from published sources. Arranged alphabetically.

DISPOSITION: PERMANENT. Cutoff file every 5 years. Transfer to the National Archives when 25 years old or when no longer needed for research, *whichever is sooner.**

Volume on hand: 12 cu. Ft.

Annual accumulation: ca. 1.5 cu. ft.

- b. Tapes of interviews used as sources for biographies.

DISPOSITION: TEMPORARY. Destroy when no longer needed.

3. RMP Handbook of Broadcast Operations Files. A manual describing the RMP policies and procedures. The first section describes the RMP mandate and the general responsibilities of the RMP components and the other sections describe in detail the missions, organizational structure, and operational policies and procedures of the various components.

- a. One copy of the handbook and each revision to it. Arranged by subject.

* *As per telephone conversation between Jeannette Giordetti, USIA, and Martha Crowley, NIRM, September 11, 1989. Martha L. Crowley*

DISPOSITION: PERMANENT. Cutoff at end of year in which handbook or revision is issued. Transfer to the National Archives 25 after cutoff in 5 year blocks.

Volume on Hand: 0.1 cubic foot.
Annual Accumulation: ca. 0.1 cubic foot.

- b. Background materials accumulated in developing the manual and revisions to it.

DISPOSITION: Cutoff at end of year in which handbook or revision is issued. Destroy one year after issuance of a new handbook or new revision of same section.

4. Chronological File. In the Director and Deputy Director's offices, chronological files are not extra copies but are record copies of policy related outgoing correspondence with attachments and original incoming letters attached.

DISPOSITION: PERMANENT. Cutoff annually. Transfer to the National Archives 25 years after cutoff.

Volume on Hand: 2 cu. ft.
Annual Accumulation: ca. .5 cu. ft. per year. (See ~~attached~~)

ADMINISTRATIVE OFFICE
(VOA/MA)

5. Real Property Files. Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).

- a. Records relating to property acquisition other than abstract or certificate of title.

DISPOSITION: Cutoff on sale or release by the Government of conditions, restrictions, mortgages or other liens. Destroy 10 years after cutoff (GRS 3, Item 1a).

- b. Abstract or certificate of title.

DISPOSITION: Transfer to purchaser after unconditional sale or release by the Government of conditions, restrictions, mortgages, or other liens (GRS 3, Item 1b).

6. Routine Procurement Files. Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment (other than those covered by Item 3 of this schedule).

a. Procurement or purchase organization copy, and related papers.

- (1) Transactions of more than \$25,000 and all construction contracts exceeding \$2,000.

DISPOSITION: Cutoff on final payment.
Destroy 6 years and 3 months after cutoff (GRS 3, Item 3a(1)).

- (2) Transactions of \$25,000 or less and construction contracts under \$2,000.

DISPOSITION: Cutoff on final payment.
Destroy 3 years after cutoff (GRS 3, Item 3a(2)).

b. Obligation copy.

DISPOSITION: Destroy when funds are obligated (GRS 3, Item 3b).

c. Data submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.

DISPOSITION: Cutoff at end of fiscal year.
Destroy 5 years after cutoff (GRS 3, Item 3d).

7. Solicited and Unsolicited Bids and Proposals Files.

a. Successful Bids and Proposals.

DISPOSITION: Destroy with related contract case files (see Item 4 of this schedule) (GRS 3, Item 5a).

b. Solicited and Unsolicited Unsuccessful Bids and Proposals.

- (1) Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.

DISPOSITION: Cutoff on date of award or final payment, whichever is later. Destroy 1 year after cutoff (GRS 3, Item 5b(1)).

- (2) Relating to transactions above the small purchases limitations in 48 CFR 13.

DISPOSITION: Destroy with related contract case file (see Item 4 of this schedule) (GRS 3, Item 5b(2)).

c. Cancelled Solicitations Files.

- (1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Proposals, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.

DISPOSITION: Cutoff on date of cancellation. Destroy 5 years after cutoff (GRS 3, Item 5c(1)).

- (2) Unopened bids.

DISPOSITION: Return to bidder (GRS 3, Item 5c(2)).

d. Lists or Card Files of Acceptable Bidders.

DISPOSITION: Destroy when superseded or obsolete (GRS 3, Item 5d).

8. Nonpersonal Requisition Files. Requisitions for nonpersonal services such as duplicating, laundry, binding, and other services (excluding records associated with accountable officers' accounts (see Item 15 of this schedule).

DISPOSITION: Cutoff annually. Destroy 1 year after cutoff (GRS 3, Item 7).

9. Telephone Records Files. Telephone statements and toll slips.

DISPOSITION: Cutoff at end of fiscal year. Destroy 3 years after cutoff (GRS 3, Item 10).

10. Inventory Files.

a. Inventory Lists.

DISPOSITION: Destroy 2 years from date of list (GRS 3, Item 9a).

b. Report of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in this schedule or the GRS.

DISPOSITION: Destroy 2 years after date of survey action or date of posting medium (GRS3, Item 9c).

11. General Procurement Correspondence Files. Correspondence files of operating procurement units concerning internal operation and administration matters not covered elsewhere in this schedule or in General Records Schedule 3.

DISPOSITION: Cutoff annually. Destroy 2 years after cutoff (GRS 3, Item 2).

12. Excess Personal Property Reports Files.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff (GRS 4, Item 2).

13. Surplus Property Case Files. Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence.

a. Transactions of more than \$25,000.

DISPOSITION: Cutoff on final payment. Destroy 6 years after cutoff (GRS 4, Item 3a).

b. Transactions of \$25,000 or less.

DISPOSITION: Cutoff on final payment. Destroy 3 years after cutoff (GRS 4, Item 3b).

14. Budget Background Records Files. Cost statements, rough data and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules; and originating offices' copies of reports submitted to budget offices.

~~DISPOSITION: Cutoff at end of fiscal year. Destroy 1 year after the close of the fiscal year covered by the budget (GRS 5, Item 2).~~

15. Budget Reports Files. Periodic reports on the status of appropriation accounts and apportionment.

a. Annual Report (end of fiscal year).

~~DISPOSITION: Cutoff at end of fiscal year.
Destroy 5 years after cutoff (GRS 5, Item 3a).~~

b. All Other Reports.

~~DISPOSITION: Cutoff at end of fiscal year.
Destroy 3 years after cutoff (GRS 5, Item 3b).~~

16. Budget Apportionment Files. Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.

~~DISPOSITION: Cutoff at end of fiscal year. Destroy 2 years after cutoff (GRS 5, Item 4).~~

17. Accountable Officers' Files.

a. Original or ribbon copy of accountable officers' accounts maintained in the agency for site audit by GAO auditors, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers, exclusive of freight records and payroll records, EXCLUDING accounts and supporting documents pertaining to American Indians (see GRS 6, Item 1 for examples of Standard and Optional Forms that are considered to be site audit records).

~~DISPOSITION: Cutoff at end of fiscal year.
Destroy 6 years and 3 months after cutoff (GRS 6, Item 1a).~~

b. Memorandum copies of accountable officers' returns including statements of transactions and accountability, all supporting vouchers, schedules, and related documents not covered elsewhere in this schedule, EXCLUDING freight records covered below in this schedule.

~~DISPOSITION: Cutoff at end of fiscal year.
Destroy 1 year after cutoff (GRS 6, Item 1b).~~

18. Freight and Passenger Transportation Files.

- a. Original vouchers and support documents covering freight and passenger transportation charges of settled fiscal accounts. Including registers and other control documents.

- (1) Records covering payment for services furnished when the charges for any single bill of lading or passenger transportation request is less than \$100, EXCLUDING those covered by Item 16a(4) of this schedule.

DISPOSITION: Cutoff at end of fiscal year.
Destroy 3 years after cutoff (GRS 9, Item 1a(1)).

- (2) Records covering payment for freight and passenger transportation charges for interstate transportation and international transportation by freight forwarders of unaccompanied baggage or privately owned vehicles shipped separate from household goods; the charges for which are published in tariffs lawfully on file with the Interstate Commerce Commission (ICC) or based on tenders or quotations, pursuant to section 22 of the Interstate Commerce Act offering a reduction from the published ICC tariffs. EXCLUDING those covered by Item 16a(4) of this schedule.

DISPOSITION: Cutoff at end of fiscal year.
Destroy 3 years after cutoff (GRS 9, Item 1a(2)).

- (3) Records covering payment for all other freight and passenger transportation charges not covered by Items 16a(1) and 16a(2) above. EXCLUDING those covered by Item 16a(4) of this schedule.

DISPOSITION: Cutoff at end of fiscal year.
Destroy 6 years after cutoff (GRS 9, Item 1a(3)).

- (4) Records covering payment for freight and passenger transportation charges for services for which 1) notice of overcharge has been or is expected to be issued, or if a rail freight overpayment is involved, 2) deduction or collection action has been taken,

3) voucher contains inbound transit shipment(s), 4) parent voucher has print of paid supplemental bill associated, 5) voucher has become involved in litigation, or 6) any other condition that requires the voucher to be retained beyond the 3 or 6-year disposal period, such as detection of an undercharge.

DISPOSITION: Cutoff at end of fiscal year.
Destroy 10 years after cutoff (GRS 9, Item 1a(4)).

- b. Issuing office memorandum copies of Government or commercial bills of lading, passenger transportation vouchers (SF 113A) and transportation requests (SF 1169), travel authorizations, and supporting documents.

DISPOSITION: Cutoff at end of fiscal year.
Destroy 3 years after cutoff (GRS 9, Item 1b).

- c. Obligation copy of passenger transportation vouchers.

DISPOSITION: Destroy when funds are obligated (GRS 9, Item 1c).

- d. Unused ticket redemption forms, such as SF 1170.

DISPOSITION: Destroy when no longer needed for administrative use (GRS 9, Item 1d).

19. Passenger Reimbursement Files. Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.

- a. Travel administrative office files.

DISPOSITION: Cutoff at end of fiscal year.
Destroy 3 years after cutoff (GRS 9, Item 3a).

- b. Obligation copies.

DISPOSITION: Destroy when funds are obligated (GRS 9, Item 3b).

20. General Travel and Transportation Files. Forms, correspondence, and related records pertaining to RMP

~~travel and transportation functions, not covered elsewhere in this schedule General Records Schedules 9.~~

~~DISPOSITION: Cutoff at end of fiscal year. Destroy 2 years after cutoff (GRS 9, Item 4a).~~

21. ~~Agency Space Files. Records relating to the allocation, utilization, and release of space under agency control, and related reports to the General Services Administration.~~

- ~~a. Building plan files, surveys and other records utilized in agency space planning, assignment, and adjustment.~~

~~DISPOSITION: Cutoff after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete. Destroy 2 years after cutoff (GRS 11, Item 2a).~~

- ~~b. Correspondence with and reports to staff agencies relating to agency space holdings and requirements, including reports to the General Services Administration.~~

~~DISPOSITION: Cutoff annually. Destroy 2 years after cutoff (GRS 11, Item 2b(1)).~~

22. ~~Directory Service Files. Correspondence, forms, and other records relating to the compilation of directory service listings.~~

~~DISPOSITION: Destroy 2 months after issuance of listing (GRS 11, Item 3).~~

23. ~~Credentials Files. Identification credentials and related papers.~~

- ~~a. Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and other identification credentials.~~

~~DISPOSITION: Destroy 3 months after return to issuing office (GRS 11, Item 4a).~~

- ~~b. Receipts, indexes, listings, and accountable records.~~

~~DISPOSITION: Destroy after all listed credentials are accounted for (GRS 11, Item 4b).~~

24. Building and Equipment Service Files. Requests for building and equipment maintenance services, excluding fiscal copies.

DISPOSITION: Cutoff after work is performed or requisition cancelled. Destroy 3 months after cutoff (GRS 11, Item 5).

25. Communication General Files.

- a. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff (GRS 12, Item 2b).

- b. Telecommunications statistical reports including cost and volume data.

DISPOSITION: Cutoff annually. Destroy when 1 year old (GRS 12, Item 2c).

26. Records Holdings Files. Copies of statistical reports of RMP holdings sent to Agency records officer, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.

DISPOSITION: Cutoff annually. Destroy 1 year after cutoff (GRS 16, Item 4b).

27. Records Management Files. Correspondence, reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail and files management; the use of microforms, ADP systems, land word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule or the GRS.

DISPOSITION: Cutoff annually. Destroy 6 years after cutoff or when superseded, obsolete, or no longer needed for reference, whichever is sooner (GRS 16, Item 7).

28. Feasibility Studies Files. Studies conducted before the installation of any technology or equipment associated with information management systems, such as word processing, copiers, micrographics, and communications. Studies and system analyses for the initial

establishment and major changes of these systems. Such studies typically include a consideration of the alternatives of the proposed system and a cost/benefit analysis, including an analysis of the improved efficiency and effectiveness to be expected from the proposed system.

DISPOSITION: Cutoff on completion or cancellation of study. Destroy 5 years after cutoff (GRS 16, Item 9).

29. General Management Files. Correspondence, forms, reports, and related records, concerning the internal administration of management activities such as procurement, budget, office services, supply, and other similar activities that are not covered elsewhere in this schedule or the General Records Schedules.

DISPOSITION: Cutoff annually. Destroy 2 years after cutoff.

30. Key Accountability Files. Files relating to accountability for keys issued.

- a. For areas under maximum security.

DISPOSITION: Cutoff on turn-in of key. Destroy 3 years after cutoff (GRS 18, Item 16a).

- b. For other areas.

DISPOSITION: Cutoff on turn-in of key. Destroy 6 months after cutoff (GRS 18, Item 16b).

PERSONNEL OFFICE
(VOA/MP)

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

- a. Transferred Employees.

DISPOSITION: See Federal Personnel Manual for instructions relating to folders of employees transferred to another agency (GRS 1, Item 1a).

- b. Separated Employees.

~~DISPOSITION: Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO., 30 days after separation. NPRC will destroy 65 years after separation from Federal service (GRS 1, Item 1b).~~

32. ~~Temporary Individual Employee Records. All copies of correspondence and forms maintained on the left side of the OPF in accordance with Federal Personnel Manual, Chapter 293, and Supplement 292-31, EXCLUDING performance-related records.~~

~~DISPOSITION: Destroy upon separation or transfer of employee or when 1 year old, whichever is sooner (GRS 1, Item 10)..~~

33. ~~Service Record Card. (Standard Form 7 or equivalent).~~

~~DISPOSITION: Destroy 3 years after separation of employee (GRS 1, Item 2).~~

34. ~~Personnel Correspondence Files. Correspondence, reports, and other records relating to the general administration and operation of personnel functions, but excluding records specifically described elsewhere in this schedule or General Records Schedule No. 1, Civilian Personnel Records, and records maintained at agency staff planning levels.~~

~~DISPOSITION: Cutoff annually. Destroy 3 years after cutoff (GRS 1, Item 3).~~

35. ~~Offers of Employment Files. Correspondence including letters and telegrams offering appointments to potential employees.~~

~~a. Accepted Offers.~~

~~DISPOSITION: Destroy immediately on acceptance (GRS 1, Item 4a).~~

~~b. Declined Offers.~~

- ~~(1) When name is received from certificate of eligibles.~~

~~DISPOSITION: Return to OPM with reply and application (GRS 1, Item 4b(1)).~~

- ~~(2) Temporary or excepted appointment.~~

~~DISPOSITION: File with application (see
Item of this schedule (GRS 1, Item 4b(2)).~~

(3) All others.

~~DISPOSITION: Destroy immediately (GRS 1,
Item 4b(3)).~~

36. Employment Applications. Applications (SF 171) and related records, EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF.

~~DISPOSITION: Cutoff annually. Destroy upon receipt of OPM inspection report or 2 years after cutoff, whichever is earlier, provided the requirements of the FPM chapter 333, Section A4, are observed (GRS 1, Item 15).~~

37. Personnel Operations Statistical Reports. Statistical reports in the operating personnel office and subordinate units relating to personnel.

~~DISPOSITION: Cutoff annually. Destroy 2 years after cutoff (GRS 1, Item 16).~~

38. Position Classification Files.

a. Position Classification Standards Files.

- (1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency.

~~DISPOSITION: Destroy when superseded or obsolete (GRS 1, Item 7a(1)).~~

- (2) Correspondence and other records relating to the development of standards for classification of positions peculiar to the Radio Marti Program and OPM approval or disapproval.

(a) Case files.

~~DISPOSITION: Cutoff after position is abolished or description is superseded. Destroy 5 years after cutoff (GRS 1, Item 7a(2)(a)).~~

(b) Review files.

DISPOSITION: Cutoff annually. Destroy 2 years after cutoff (GRS 1, Item 7a(2)(b)).

- b. Position Descriptions. Record copy of position descriptions which include information on title, series, grade, duties and responsibilities, and related documents.

DISPOSITION: Cutoff when position is abolished or description superseded. Destroy 2 years after cutoff (GRS 1, Item 7b).

- c. Survey Files. Inspection, audit and survey reports and related records.

- (1) Classification survey reports on various positions prepared by classification specialists, including periodic reports.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff or 2 years after regular inspection, whichever is sooner (GRS 1, Item 7c(1)).

- (2) Inspection, audit and survey files including correspondence, reports, and other records relating to inspections, surveys, desk audits and evaluations.

DISPOSITION: Destroy when obsolete or superseded (GRS 1, Item 7c(2)).

- d. Appeal Files. Case files relating to classification appeals.

DISPOSITION: Cutoff on close of case. Destroy 3 years after cutoff (GRS 1, Item 7d).

39. Employee Awards Files. General awards, length of service and sick leave, letters of commendation and appreciation, and related indexes.

- a. General Awards.

- (1) Case files including recommendations, approved nominations, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within-grade merit

increases, suggestions, and outstanding performance.

DISPOSITION: Cutoff on approval or disapproval award. Destroy 2 years after cutoff (GRS 1, Item 12a(1)).

- (2) Correspondence pertaining to awards from other Federal agencies or non-Federal organizations.

DISPOSITION: Cutoff annually. Destroy 2 years after cutoff (GRS 1, Item 12a(2)).

- b. Length of Service and Sick Leave Awards Files. Records, including correspondence, reports, computations of service and sick leave, and list of awardees.

DISPOSITION: Cutoff annually. Destroy 1 year after cutoff (GRS 1, Item 12b).

- c. Letters of Commendation and Appreciation. Copies of letters recognizing length of service and retirement and letters of appreciation and commendation for performance, EXCLUDING copies filed in the OPF.

DISPOSITION: Cutoff annually. Destroy 2 years after cutoff (GRS 1, Item 12c)

- d. Lists or Indexes to Agency Award Nominations. Lists of nominees and winners and indexes of nominations.

DISPOSITION: Destroy when superseded or obsolete (GRS 1, Item 12d).

40. Notification of Personnel Actions. Standard Form 50, documenting all individual personnel actions such as employment, promotions, transfers, and separation, exclusive of the copy in the OPF.

- a. Chronological file copies, including fact sheets, maintained in personnel offices.

DISPOSITION: Cutoff annually. Destroy 2 years after cutoff (GRS 1, Item 14a).

- b. All other copies maintained in personnel offices.

DISPOSITION: Cutoff annually. Destroy 1 year after cutoff (GRS 1, Item 14b).

41. Employee Medical Folder (EMF).

- a. Long-term medical records as defined in the FPM, Chapter 293..

- (1) Transferred employees.

DISPOSITION: See FPM for instructions (GRS 1, Item 21a(1)).

- (2) Separated employees.

DISPOSITION: Transfer to National Personnel Records Center (NPRC), St. Louis, MO., 30 days after separation. NPRC will destroy 75 years after birth date of employee, 60 years after date of the earliest document in the folder if the date of birth cannot be ascertained, or 30 years after latest separation, whichever is later (GRS 1, Item 21a(2)).

- b. Temporary or Short-term Records as defined in the FPM.

DISPOSITION: Cutoff on separation or transfer of employee. Destroy 1 year after cutoff (GRS 1, Item 21b).

- c. Individual Employee Health Case Files created prior to establishment of the EMF system that have been retired to a Federal Records Center.

DISPOSITION: Destroy 60 years after retirement to FRC (GRS 1, Item 21c).

42. Employee Performance File System Records.

- a. Non-SES Appointees (as defined in 5 USC 4301(2)).

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

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

- (2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

DISPOSITION: Destroy upon supersession (GRS 1, Item 23a(2)).

- (3) Performance-related records pertaining to a former employee.

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

DISPOSITION: Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates. An agency retrieving an OPF from NPRC will dispose of these documents in accordance with Item 23a(3)(b) of this schedule (GRS 1, Item 23a(3)(a)).

- (b) All other performance plans and ratings.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff or when no longer needed, whichever is sooner (GRS 1, Item 23a(3)(b)).

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

DISPOSITION: Cutoff after date of appraisal. Destroy 3 years after cutoff (GRS 1, Item 23a(4)).

- (5) Supporting documents.

DISPOSITION: Cutoff after date of appraisal. Destroy 3 years after cutoff or when no longer needed, whichever is sooner (GRS 1, Item 23a(5)).

b. SES Appointees (as defined in 5 USC 3132a(2)).

- (1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

DISPOSITION: Destroy when superseded (GRS 1, Item 23b(1)).

- (2) Performance-related records pertaining to a former SES appointee.

- (a) Latest rating of record that is less than 5 years old, performance plan upon which it is based, and any summary rating.

DISPOSITION: Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (GRS 23b(2)).

- (b) All other performance ratings and plans.

DISPOSITION: Cutoff annually. Destroy 5 years after cutoff or when no longer needed, whichever is sooner (GRS 1, Item 23b(2)(b)).

- (3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based, EXCLUDING those for SES appointees serving on a Presidential appointment (5 CFR 214).

DISPOSITION: Cutoff after date of appraisal. Destroy 5 years after cutoff (GRS 1, Item 23b(3)).

- (4) Supporting documents.

DISPOSITION: Cutoff after date of appraisal. Destroy 5 years after cutoff or when no longer needed, whichever is sooner (GRS 1, Item 23b(4)).

43. Equal Employment Opportunity Records.

- a. Official Discrimination Complaint Case Files. Originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency, by EEOC, or by a U.S. Court.

DISPOSITION: Cutoff on resolution of case. Destroy 4 years after cutoff (GRS 1, Item 25a)

- b. Copies of Complaint Case Files. Duplicate case files or documents pertaining to case files retained in Official File Discrimination Complaint Case Files.

DISPOSITION: Cutoff on resolution of case.
Destroy one year after cutoff (GRS 1, Item 25b).

- c. Background Files. Records not filed in the Official Discrimination Complaint Case Files.

DISPOSITION: Cutoff on resolution of case.
Destroy 2 years after cutoff (GRS 1, Item 25c).

- d. Compliance Records.

- (1) Compliance Review Files. Reviews, background documents and correspondence relating to contractor employment practices.

DISPOSITION: Cutoff annually. Destroy 7 years after cutoff (GRS 1, Item 25d(1)).

- (2) EEO Compliance Reports.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff (GRS 1, Item 25d(2)).

- e. Employee Housing Requests. Forms requesting agency assistance in housing matters, such as rental or purchase (GRS 1, Item 25e).

DISPOSITION: Cutoff annually. Destroy 1 year after cutoff.

- f. Employment Statistics Files. Employment statistics relating to race and sex.

DISPOSITION: Cutoff annually. Destroy 5 years after cutoff (GRS 1, Item 25f).

- g. EEO General Files. General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff, or when superseded or obsolete, whichever is applicable (GRS 1, Item 25g).

- h. EEO Affirmative Action Plans (AAP). RMP copies of consolidated AAP(s), feeder plan to consolidated AAP(s), reports of on-site reviews of Affirmative Action Programs, and annual report of Affirmative Action accomplishments.

~~DISPOSITION: Cutoff annually. Destroy 5 years after cutoff (GRS 1, Item 25h).~~

44. Standards of Conduct Files. Correspondence, memoranda, and other records relating to codes of ethics and standards of conduct.

~~DISPOSITION: Destroy when obsolete or superseded (GRS 1, Item 27).~~

45. Labor Management Relations Files. Correspondence, memoranda, reports and other records relating to the relationship between management and employee unions or other groups.

~~DISPOSITION: Cutoff on expiration of agreement. Destroy when 5 years old (GRS 1, Item 28a).~~

46. Training Records.

- a. General file of agency-sponsored training, EXCLUDING record copy of manuals, syllabuses, textbooks, and other training aids developed by the agency.

- (1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.

~~DISPOSITION: Cutoff annually or on completion of a specific training program. Destroy 5 years after cutoff (GRS 1, Item 29a(1)).~~

- (2) Background and working files.

~~DISPOSITION: Cutoff annually. Destroy 3 years after cutoff (GRS 1, Item 29a(2)).~~

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

~~DISPOSITION: Cutoff annually. Destroy 5 years after cutoff or when superseded or obsolete, whichever is sooner (GRS 1, Item 29b).~~

47. Grievance, Disciplinary and Adverse Action Files.

- a. Grievance, Appeals Files (5 CFR 771). Records originating in the review of grievance and appeals raised by agency employees, except EEO ~~complaints~~ complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.

DISPOSITION: Cutoff on close of case. Destroy 3 years after cutoff (GRS 1, Item 30a).

- b. Adverse Action Files (5 CFR 752). Case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records, EXCLUDING letters of reprimand which are filed in the OPF.

DISPOSITION: Cutoff on close of case. Destroy 4 years after cutoff (GRS 1, Item 30b).

48. Merit Promotion Case Files. Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, EXCLUDING, any records that duplicate information in the promotion plan, in the OPF, or in any other personnel records.

DISPOSITION: Cutoff on completion of the action. Destroy after OPM audit or 2 years after cutoff, whichever is sooner (GRS 1, Item 32).

RESEARCH DEPARTMENT
(VOA/MR)

49. Cuba - Reports. Reports that provide a summary of events in Cuba during the period covered and their possible significance for the current flow of news. The reports include sections on foreign policy, economics, military, social development, domestic politics and ideological control. The Cuba - Quarterly Situation Reports are published, almost verbatim, as the Cuba - Annual Report.

- a. Cuba - Quarterly Situation Reports (QSR) Files.
Draft of the Annual Report.

DISPOSITION: TEMPORARY. Cutoff annually.
Destroy when Annual Report is published.

- b. Cuba - Annual Report. One copy of each yearly report.

DISPOSITION: PERMANENT. Cutoff in 5 year blocks. Transfer to the National Archives 25 years after cutoff.

50. Daily Radio Reports Files. Daily summaries of major Cuban news broadcasts. Two reports per day.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff.

51. Calendar of Significant Events Files. Lists of significant events in Cuban history, prepared monthly, used in preparing programs for broadcast.

DISPOSITION: Cutoff annually. Destroy 1 year after cutoff.

52. Calendar of Upcoming Events Files. Lists of upcoming events relating to Cuba, prepared monthly, used in preparing programs for broadcast.

DISPOSITION: Cutoff annually. Destroy 1 year after cutoff.

53. Radio and TV Monitoring Files. Audio tapes and video cassettes of selected Cuban radio or television programs recorded by Radio Marti as source materials for future RMP broadcasts.

DISPOSITION: Review periodically. Destroy (erase) when no longer needed for reference.

54. "Testimony" Program Interview Files. Audio tape Cassettes of original interviews of recent emigres from Cuba. Often include much more information, covering a broader historical period, than the edited tapes used for broadcast.

DISPOSITION: PERMANENT. Cutoff cassettes every 2 years and transfer to the National Archives 5 years after cutoff.

Volume on Hand: 80 cassettes.

Annual Accumulation: ca. 25-30 cassettes per year.

55. Program Background Files. Background materials for programs such as "Focus" and "Roundtable", including scripts, copies of source information, and related materials used in producing the program.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff.

56. Information Center Files. Bibliographies, lists of experts, Research Notes, Information Center Bulletins, and similar materials produced by the Information Center for the RMP staff to use in developing programs.

DISPOSITION: Review periodically. Destroy when no longer needed for reference.

AUDIENCE RESEARCH
(VOA/ML)

57. Listeners Letters Files. Letters received from listeners of Radio Marti commenting on programs and quality of radio reception with copy of form letter in response to listeners outside of Cuba.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff.

58. Audience Research Reports Files. Reports providing feedback on listener response to RMP broadcasts. Included are program evaluations by focus groups or panels of experts on Cuban radio; field surveys among the recent Cuban emigre population; surrogate listener panels; and interviews on Cuban media habits and audience response from emigres and visitors. Arranged chronologically by type of report.

DISPOSITION: PERMANENT. Cutoff annually. Retire to FRC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: ca. 2 cubic feet.

Annual Accumulation: ca. 0.5 cubic foot.

59. Input/Source Records. Non-electronic documents or forms designed and used solely to create, update, or modify the records in an electronic medium and not required for audit or legal purposes (such as need for signatures) and not scheduled for permanent retention elsewhere in this schedule. These records are the source materials for the reports prepared under Item 58.

~~DISPOSITION: Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later (GRS 20, Item 2a).~~

60. Audience Research Master Files. Electronic file of data bases which contain the data from the audience surveys that Radio Marti conducts each year.

a. Magnetic tapes.

1. Final tapes for each year.

PERMANENT. Cutoff annually. Transfer to the National Archives 10 years after cutoff, in software independent format specified by 36 Code of Federal Regulations, Ch. 1228.188.

2. Monthly and other interim versions of the data that are superseded by the final annual cumulative tapes.

TEMPORARY. May be overwritten when superseded.

b. Documentation.

1. Final annual tabulation and all analysis of field surveys in table form.

Volume On Hand: ca. 6 cu. ft.

Annual Accumulation: ca. 10 ft. per year.

PERMANENT. Cutoff annually. Transfer to the National Archives with tapes 10 years after cutoff. May transfer to the FRC 2 years after cutoff.

2. Interim versions of tables.

TEMPORARY. Destroy when superseded.

3. Other documentation. One copy of each field survey questionnaire in Spanish and English version, if available; code books; record layouts; technical specifications of media; encoding information, and all information, in accordance with 36 Code of Federal Regulations, Ch. 1228.188, that would facilitate the use of the magnetic tapes. With the exception of the original survey questions, this documentation should be in English.

PERMANENT. Cutoff annually. Transfer to the National Archives with tapes, 10 years after cutoff.

61. "Perception Analyzer" Tape Files. Magnetic tapes containing a record of the reaction of audiences, using "Perception Analyzers", to RMP broadcasts. The results are summarized in the Audience Research Reports listed above.

DISPOSITION: Erase when 5 years old or when no longer needed for research, whichever is sooner.

PROGRAMS DEPARTMENT
(VOA/MB)

62. Logger Tapes. Audio tapes consisting of verbatim recordings of programs broadcast over Radio Marti, beginning March 27, 1985. Each tape covers one day of broadcasting and is on a 7 inch reel. These tapes are extremely thin and do not meet archival standards. they are intended only for temporary use. Because broadcasts are repeated, much of the logger tape material is duplication.

DISPOSITION: TEMPORARY. Destroy when no longer needed for operations.

63. Program Log. Daily report showing time, name, and length of programs broadcast over Radio Marti. Arranged chronologically.

DISPOSITION: PERMANENT. Cutoff annually. Transfer to the National Archives with the Evening News Tapes

Volume on Hand: ca. 4 cubic feet.

Annual Accumulation: ca. 1 cubic foot.

64. Individual Program (Reference) Tapes ~~Index~~.

- a. Audio tapes of programs that document Radio Marti's mission to bring commentary, current events, social, political, and economic information to Cuba, including, but not limited to: "Enfoque" (Focus), "Testimonio" (Testimony), "Mesa Redonda" (Round Table), "Cuba sin censura" (Cuba Without Censorship, and "Que Pasa en Casa" (a comedy show produced by Radio Marti). In addition to these, programs deemed by Radio Marti staff to have importance in documenting Radio Marti's mission.

DISPOSITION: PERMANENT. Cutoff after 3 years. Transfer to the National Archives 6 years after cutoff, in the format specified by 36 Code of Federal Regulations, Ch. 1232.4. May be retired to the FRC at cutoff.

- b. Other program tapes not selected by Radio Marti staff as part of group a.

DISPOSITION: TEMPORARY. Erase or destroy when no longer needed.

65. Individual Program (Reference) Tapes Index.

- a. Printout or "snapshot" of the Individual Program (Reference) Tapes Index, containing the indexing data of only the tapes scheduled as permanent, to be run with each cutoff group and to include any documentation or instructions necessary to read the printout.

DISPOSITION: PERMANENT. Cutoff after 3 years. Transfer to the National Archives with the related permanent Individual Program (Reference) Tapes in item 64.

- b. Electronic form of the index and accompanying documentation.

DISPOSITION: TEMPORARY. Destroy or erase when superseded.

66. Library Sound Recordings. Music and other sound recordings used for special effects and background in RMP programs.

DISPOSITION: Destroy (erase) when no longer needed (GRS 21, Item 25).

67. Program Working Files. Daily record of all programs broadcast over Radio Marti. Includes Daily Broadcast Content Report, Cover Sheet for Broadcast Script, producers' copies of scripts with notes of deletions, additions, revisions, and other changes from original, and background materials such as news sources.

DISPOSITION: Cutoff annually. Retire to FRC 3 years after cutoff. Destroy 5 years after cutoff.

68. Producers' Project Files. Form used to chart the progress of a program during the various stages of production.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff.

69. Producer's Journals. Form used to control the recordings of programs. Includes time on and time off, program name, length of time of program, technicians name, and remarks.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff.

NEWS DEPARTMENT
(VOA/MN)

70. Evening news Tapes. Tapes of the Evening News broadcasts, one show per day, 5 days per week.

DISPOSITION: PERMANENT. Cutoff annually. Transfer to the National Archives 2 years after cutoff, in the format specified by 36 Code of Federal Regulations, Ch. 1232.4. May be retired to the FRC at cutoff.

Expected Annual Accumulation: ca. 80 reels per year.

71. Daily Record of News Service Files. Daily record of news broadcast by RMP. Includes Daily Broadcast Content Reports, scripts, news sources, and other background materials.

a. Master File.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff.

- b. Other copies maintained by reporters, writers, editors, and others involved in the preparation of the news broadcasts.

DISPOSITION: Cutoff monthly. Destroy 3 months after cutoff or when no longer needed for reference, whichever is sooner.

72. Stringer/Correspondents Files. Correspondence, reports, and copies of purchase orders and other payroll information relating to individual stringer/correspondents.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff.

73. News Reference Files. Reports, clippings from various publications, scripts, and other materials used by reporters and writers as background and reference files used in developing broadcast script.

DISPOSITION: Review files periodically. Destroy materials that are obsolete or no longer needed for reference.

TECHNICAL OPERATIONS DIVISION
(VOA/MT)

74. Technical Supervisors' Office Files. Correspondence, memoranda, schedules, forms, reports, chron files, and other materials relating to the operation of the Division, not covered elsewhere in this schedule.

DISPOSITION: Cutoff annually. Destroy 3 years after cutoff.

75. Technical Project Files. Copies of contracts, correspondence, project logs, financial logs, and related materials concerning the contract.

DISPOSITION: Cutoff on completion of contract. Transfer to the Procurement Office records necessary to complete their case file on the contract. Destroy remaining records 3 years after cutoff.

76. Maintenance and Operations Controls Files. Logs, schedules, inventories, and similar records relating to the day to day operations of the radio and relay stations. Including work schedules and assignments, parts inventories, tape duplication forms, maintenance logs (equipment trouble reports), operating logs, short wave reception logs, dehydrator pressure logs, generator operating logs, tube service reports, master logs, discrepancy logs, and production logs.

DISPOSITION: Cutoff annually. Destroy 6 months after cutoff (II-NNA-2747, Items 3-19).

ADVISORY BOARD ON RADIO BROADCASTING TO CUBA

77. Advisory Board Subject Files. Agenda, minutes of meetings, correspondence with Board members, general correspondence, annual reports to The President, special studies, and related materials concerning the functions and activities of the Board. Arranged by subject.

DISPOSITION: PERMANENT. Cutoff annually. Transfer to WNRC 5 years after cutoff. Transfer to the National Archives 25 years after cutoff in 5 year blocks.

Volume on Hand: ca. 4 cubic feet.
Annual Accumulation: ca. 1 cubic foot.

78. Advisory Board Chronological File. Outgoing correspondence of the Board filed chronologically. These are not duplicates of other files.

PERMANENT

DISPOSITION: ~~A~~ Cutoff annually. Transfer to the National Archives 25 years after cutoff.

RECORDS COMMON TO MOST OFFICES

79. Heads of Offices Files. Copies of memoranda, correspondence, reports, newsclippings and other informational materials maintained by the Heads of a Departments or Divisions that relate to their programs.

DISPOSITION: Cutoff annually. Destroy 2 years after cutoff (files having further reference use should be brought forward to the current year file).

80. Office Administrative Files. Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.

DISPOSITION: Cutoff annually. Destroy 2 years after cutoff, or when no longer needed, whichever is sooner (GRS 23, Item 1).

81. Supervisors' Personnel Files. Correspondence, forms, and other records relating to positions, authorizations, pending actions, copies of position descriptions, requests for personnel action, and records on individual employees duplicated in or not appropriate for the OPF.

DISPOSITION: Review annually and destroy superseded or obsolete documents relating to an individual

~~employee within 1 year after separation or transfer
(GRS 1, Item 18a).~~

82. Working Papers and Background Material. Project background records, such as studies, analyses, notes, drafts, scripts, and interim reports.

DISPOSITION: Destroy 6 months after final action on project or 3 years after completion of report if no final action is taken.

83. Chronological Files. Except those of the Office of the Director and the Deputy Director, and of the Advisory Board. Extra copies of communications, correspondence, and other materials arranged in order of occurrence either alphabetically, geographically, organizationally, or other method, and used as a general reference file.

DISPOSITION: Cutoff annually. Destroy when purpose has been served (usually one year).

84. Leave Application Files. Application for Leave, SF 71, or equivalent, and supporting documents relating to requests for and approval of taking leave.

- a. If time card has been initialed by employee.

DISPOSITION: Destroy at end of applicable pay period (GRS 2, Item 8a).

- b. If timecard has not been initialed by employee.

DISPOSITION: Destroy after GAO audit or when 3 years old, whichever is sooner (GRS 2, Item 8b).

85. Time and Attendance Reports Files.

- a. Optional Form 1130 or equivalent. Copies of forms used in recording the time and attendance of employees.

DISPOSITION: Destroy 6 months after the end of the pay period (GRS 2, Item 3a(2)).

- b. Flexitime Attendance Records. Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime systems.

~~DISPOSITION: Cutoff annually. Destroy after GAO audit or 3 years after cutoff, whichever is sooner (GRS 2, Item 3b).~~

86. Procurement Files. Copies of contracts, requisitions, purchase orders, and related papers, that are duplicated in the official procurement files but necessary for administrative purposes in other offices.

DISPOSITION: Destroy when no longer needed or on termination or completion, whichever is sooner.

87. Word Processing Files. Documents such as letters, messages, memoranda, reports, handbooks, directives, and manuals recorded on electronic media such as hard disks or floppy diskettes and used to produce hard copy which is maintained in organized files.

- a. When used to produce hard copy which is maintained in organized files.

DISPOSITION: Delete when no longer needed to create a hard copy (GRS 23, Item 2a).

- b. When maintained only in electronic form, and duplicate the information in and take the place of records that would otherwise be maintained in hard copy providing that the hard copy has been authorized for destruction by the GRS or a NARA-approved SF 115.

DISPOSITION: Delete after the expiration of the retention period authorized for the hard copy by the GRS or a NARA-approved SF 115 (GRS 23, Item 2b).

88. Administrative Data Bases. Data bases that support administrative or housekeeping functions, containing information derived from hard copy records authorized for destruction by the GRS or a NARA-approved SF 115, if the hard copy records are maintained in organized files.

DISPOSITION: Delete information in the data base when no longer needed (GRS 23, Item 3).

89. Transitory Files. Documents of short-term interest which have no documentary or evidential value and normally need not be kept more than 90 days. Examples of transitory correspondence are shown below.

- a. Routine requests for information or publications and copies of replies which require no administrative action, no policy decision, and no special compilation or research for reply.
- b. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material, and receiving office copy if filed separately from transmitted material.
- c. Quasi-official notices including memoranda and other records that do not serve as the basis of official actions, such as notices of holidays or charity and welfare fund appeals, bond campaigns, and similar records.

DISPOSITION: Destroy when 3 months old, or when no longer needed, whichever is sooner (GRS 23, Item 7).