

Revised 7/20/80

REQUEST FOR RECORD DISPOSITION AUTHORITY  
(See Instructions on reverse)

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

1 FROM (AGENCY OR ESTABLISHMENT)  
General Services Administration

2 MAJOR SUBDIVISION  
National Archives and Records Service

3 MINOR SUBDIVISION  
Records Disposition Division

4 NAME OF PERSON WITH WHOM TO CONFER  
Daniel J. Rooney

5 TEL EXT  
724-1621

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JOB NO  
NC1-GRS-80-8

DATE RECEIVED  
August 7, 1980

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the disposal request, including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

6-17-81  
Date

*[Signature]*  
Archivist of the United States

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 ~~2~~ 4 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 1/27/80	D SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	E TITLE THOMAS W. WADLOW, DIRECTOR
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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><u>Office Administrative Files</u></p> <p>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 papers; 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 include copies of internal activity and workload reports (including work progress, statistical, and narrative reports which are prepared in the office and forwarded to higher levels), and other materials that do not serve as official documentation of the programs of the office.</p> <p>→ Destroy when 2 years old or when no longer needed, whichever is earlier.</p> <p>Note: This authority is not applicable to the record copies of organizational charts, functional statements, and related records that document the essential organization, staffing, and procedures of the agency. Use GRS 16, item 13. Closed Out: 6-22-81: K.T.J.</p>		

*7 items*

**Request for Records Disposition Authority – Continuation**

JOB NO

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2 4

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p><del>Reading Files.</del></p> <p>Copies of correspondence prepared and maintained by the originating office and used solely as a reading or reference file for the convenience of personnel. Also referred to as Chronological or Day Files.</p> <p>a. Files of heads of Departments and independent agencies. Submit SF 115, Request for Records Disposition Authority.</p> <p>b. All other offices. Destroy when 1 year old or when no longer needed, whichever is earlier.</p>		WITHDRAWN
3.	<p><u>Suspense Files.</u></p> <p>Papers arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.</p> <p>a. A note or other reminder to submit a report or to take some other action. Destroy after action is taken.</p> <p>b. The file copy, or an extra copy of an outgoing communication, filed by the date on which a reply is expected.</p> <p>Withdraw papers when reply is received. (1) If suspense copy is an extra copy, destroy immediately; (2) If the suspense copy is the file copy, incorporate it with other papers for file.</p>		
4.	<p><u>Transitory Files.</u></p> <p>Papers 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.</p> <p>a. <u>Requests for Information or Publications.</u> 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, such as requests for publications or other printed material.</p>		

**Request for Records Disposition Authority – Continuation**

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3 4

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	<p style="text-align: center;"><i>Originating office copies of</i></p> <p>b. <u>Letters of Transmittal.</u> Letters of transmittal that do not add any information to that contained in the transmitted material, <i>and receiving office copy if filed separately from transmitted material.</i></p> <p>c. <u>Quasi-Official Notices.</u> Memoranda and other papers 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 papers.</p> <p>Destroy when 3 months old or when no longer needed, whichever is earlier.</p>		
5.	<p><u>Routine Control Files.</u></p> <p>Job control records, status cards, routing slips, work processing sheets, correspondence control forms, receipts for records chargeout, and other similar records used solely to control work flow and to record routine and merely facilitative actions taken.</p> <p><i>Remove from related record and</i> Destroy when work is completed or when no longer needed for operating purposes.</p>		
6.	<p><u>Technical Reference Files.</u></p> <p>Copies of documents retained strictly for reference and informational purposes and which are not part of the official files. Includes copies of reports, studies, special compilation of data, drawings, periodicals, books, clippings, <i>extra (nonrecord) copies</i>, "policy and precedent" files, brochures, catalogs, vendor price lists, and publications prepared internally and externally.</p> <p>Review annually and destroy material of no further reference value.</p> <p><del><u>Finding Aids.</u></del></p> <p><del>Indexes, lists, registers and other finding aids necessary for the efficient utilization of other records.</del></p> <p><del>Dispose of in accordance with the approved disposition instructions applicable to the records to which they relate.</del></p> <p><i>Note: Reference materials relevant to records accessioned by or scheduled to be accessioned by the National Archives should be offered to the National Archives for appraisal (Submit SF 258).</i></p>		

**Request for Records Disposition Authority-- Continuation**

JOB NO

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7.	<p><u>Finding Aids.</u></p> <p>Indexes, lists, registers, and other finding aids necessary for the efficient utilization of other records.</p> <p>a. Finding <sup>aids for</sup> <del>and</del> series that have been accessioned by the National Archives and those relating to major program case files not previously authorized for disposal.</p> <p>Submit SF 115, Request for Records Disposition Authority.</p> <p>b. All other finding aids.</p> <p>Dispose of in accordance with the approved disposition instructions applicable to the records to which they relate, or when no longer needed for reference.</p>		

**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)

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NOTIFICATION TO AGENCY
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	<p align="center">INTRODUCTION TO GENERAL RECORDS SCHEDULE 23</p> <p><u>Records Common to Most Offices</u></p> <p>This schedule provides for the disposal or retention of certain records common to most offices in all Federal agencies. The records covered by this schedule relate to routine internal administrative and housekeeping activities. These records generally serve facilitative or informational purposes. <u>They are not basic program records and are not part of official program files.</u> They are often extra copies of documents whose record copies must be scheduled by submitting an SF 115, Request for Records Disposition Authority, or are scheduled in the office of primary responsibility by such other General Records Schedules as Schedule 5, <u>Budget Preparation, Presentation, and Apportionment Records</u>, and Schedule 16, <u>Administrative Management Records</u>.</p>		