

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(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 & Records Service*  
~~Office of Management Services~~

3. MINOR SUBDIVISION

~~Records Management Branch~~

4. NAME OF PERSON WITH WHOM TO CONFER

Raymond F. Hershberger

5. TEL EXT

183-5132

6. CERTIFICATE OF AGENCY REPRESENTATIVE

## LEAVE BLANK

DATE RECEIVED

JUL 29 1975

JOB NO

64-76-2

NC -

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

4-5-76

(Date)

*James B. Rhoads*  
Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 56 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

7-25-75

Date

*Michael G. Barbour*

Michael G. Barbour

(Signature of Agency Representative)

Chief, Records Management Branch (BRAR)

(Title)

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>National Archives and Records Service Program Files</p> <p>Files descriptions and requested disposition authorizations are contained in the attached proposed chapters 70-73 and 75-78 the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2).</p>		<p><i>OK, no 7/1/76</i></p> <p><i>n Allard 3-31-76</i></p>

*Copy to Agency & All FRC's*  
*4-13-76*

*117 items*

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CHAPTER 72.	EDUCATIONAL PROGRAMS FILES
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CHAPTER 74.	PRESIDENTIAL LIBRARIES PROGRAM FILES

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Order Form BL Chapter PAGE **iii** CHAPTER FILES

\*Used on first page of order ONLY.

CHAP if a handbook page.

\*\*\*Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1

(Use reverse for LEFT PAGE)

CSA

OAD P 1820.2 CHGE

CHAPTER 75.

OFFICE OF FEDERAL RECORDS CENTERS  
PROGRAM FILES

CHAPTER 76.

RECORDS MANAGEMENT PROGRAM FILES

CHAPTER 77.

FEDERAL REGISTER PROGRAM FILES

CHAPTER 78.

NATIONAL HISTORICAL PUBLICATIONS AND  
RECORDS COMMISSION PROGRAM FILES

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FORM

Center PAGE **iv** SUBJECT box

CHGE if a handbook page.

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GSA - 7025 BAC

## CHAPTER 70. NATIONAL AUDIOVISUAL CENTER PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for the National Audiovisual Center program files. These instructions are contained in appendix 70-A.

2. Reserved.

Use broken line for drawing change lines.

(Do NOT type text below this line)

Insert CHAPTER 70-1 and 2 OVER index CHAP 70-1

Used on first page of order ONLY.

CHAP if a handbook page.

\*\* Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1

(Use reverse for LEFT PAGE)

CSA 11-160

This appendix describes files created in providing Federal agencies and the public with general information; loan, rental and sales services; and technical assistance pertaining to federally produced audiovisual materials. National Audiovisual Center (NAC) program files are created pursuant to National Archives Board Act 44 U.S.C. 2301-2308, the GSA Organization Manual (OFA P 5440.1) and the HB, National Archives Trust Fund Board (HAR P 1829.1).

# Appendix 70-A. National Audiovisual Center Program Files

10-11-77 (10-11-77) and 2

Used on first page of each FILE.

1-1-78 DATE and ORDER TO (signed on top of 1-1-78)

(Use only for 1-1-78)

70A1. Statistical report inventory control file. Documents accumulated in verifying audiovisual control inventory. Included are monthly reports and related records.

Cut off annually, hold 1 year, and destroy.

70A2 - 70A4. Reserved.

70A5. Utilization log report. Documents accumulated in recording errors found in the monthly utilization report. Included are listings and related records.

Cut off annually, hold 1 year, and destroy.

70A6 - 70A9. Reserved.

70A10. Manual title number file. Documents created to control issuance of title numbers. Included are title number list and related records.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

70A11 - 70A14. Reserved.

70A15. Information index file. Documents accumulated to record location of audiovisual materials such as films, film strips, and slides during reproduction process. Included are information cards and related records.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

70A16 - 70A19. Reserved.

70A20. Monthly progress report. Documents accumulated to record status of projects. Included are background data, monthly progress reports, and related records.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

70A21 - 70A24. Reserved.

70A25. Master data file. Documents created in indexing federally produced films, film strips, or slides. Included are background information sheets and related records.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

# Appendix 70-A

OAD P 1820.2 CHGE

70A26 - 70A29. Reserved.

70A30. Film topical index file. Documents created in indexing films, film strips, and slides by topic and thereunder by title. Included are cards, listings, and related records.

Destroy when superseded <sup>or</sup> ~~obsolete, or no longer needed.~~

70A31 - 70A34. Reserved.

70A35. Promotional and advertising file. Documents created in making available to Federal agencies and the public, information regarding audiovisual items, services of NAC, and the film industry. Included are brochures, catalogs, conference announcements, mailing lists, and related records.

Destroy when superseded <sup>or</sup> ~~obsolete, or no longer needed.~~

70A36 - 70A39. Reserved.

70A40. Order acknowledgement file. Documents accumulated in acknowledging receipt of order from a customer. Included are original orders, processed receipts, and related records.

Cut off after order is completed, hold 1 year, and destroy.

70A41 - 70A44. Reserved.

70A45. Invoice file. Documents created in verifying the billing of a customer. Included are copies of bills, orders, invoices, and related records.

Cut off at the end of the fiscal year, hold 1 year, and retire. Destroy <sup>when</sup> ~~after 5 additional~~ years *old.*

70A46 - 70A49. Reserved.

70A50. Supplier purchase order file. Documents accumulated in recording requests for audiovisual reproductions to be processed by photo labs. Included are order logs, purchase orders, customer orders, and related records.

Cut off at the end of fiscal year of final payment, hold 3 years, and destroy.

70A51 - 70A54. Reserved.

#### Appendix 70-A

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4

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GSA

345 B

70A55. Cash sales file. Documents accumulated to record prepaid sale of audiovisual reproductions stock items. Included are copies of order logs, customer orders, cashier receipts, acknowledgement of receipt, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

70A56 - 70A59. Reserved.

70A60. Completed sales file. Documents accumulated to record shipment of special orders for audiovisual reproductions. Included are copies of mail receipts, air freight receipts, custom forms for overseas mailing, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

70A61 - 70A64. Reserved.

70A65. Pending order file. Documents accumulated in recording unfilled orders. Included are copies of order forms, acknowledgment forms, order logs, and related records.

Destroy ~~when no longer needed.~~ *on completion of order.*

70A66 - 70A69. Reserved.

70A70. Agency agreement file. Documents accumulated in securing authorization to loan, rent, or sell audiovisual material produced by Federal agencies. Included are copies of agreements, amendments to agreements, and related records.

Cut off after completion of agreement, hold 1 year, and retire. Destroy ~~after 11 additional years~~ *old.*  
*when 12*

70A71 - 70A74. Reserved.

70A75. Manual inventory sales record. Documents created in recording the sale of audiovisual materials. Included are listings of audiovisual items sold and related records.

Destroy when superseded *or* ~~obsolete, or no longer needed.~~

70A76 - 70A79. Reserved.

Appendix 70-A



OAD P 1820.2 CHGE

70A80. Completed purchase order file. Documents accumulated in verifying the completion and receipt of orders from photo labs. Included are package slips, purchase orders, and related records.

Cut off annually, hold 2 years, and destroy.

70A81 - 70A84. Reserved.

70A85. Project files. Documents created for administrative control of project assignments. Included are work assignment registers, progress reports, and related records.

Cut off after completion of project, hold 2 years, and destroy.

70A86 - 70A89. Reserved.

70A90. Inventory control file. Documents created in verifying audiovisual holdings of NAC. Included are audiovisual lists, inventories, and related records.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

70A91 - 70A94. Reserved.

70A95. Utilization report file. Documents created to verify frequency of the use of audiovisual materials. Included are lists of audiovisual items that have been loaned, rented, or sold, and related records.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

70A96 - 70A99. Reserved.

70A100. Computer program files. Documents created in programing and maintaining NAC's audiovisual catalog. Included are punch cards, computer programs, listings, and related records.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

70A101 - 70A104. Reserved.

70A105. Messenger service files. Documents created in recording the pick-up and delivery of audiovisual and related materials. Included are copies of pickup and delivery receipts and related records.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

#### Appendix 70-A

## CHAPTER 71. NATIONAL ARCHIVES TRUST FUND BOARD PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for the files of the National Archives Trust Fund Board. These instructions are contained in:

- a. Appendix 71-A. National Archives Trust Fund Board Program Files.
- b. Appendix 71-B. National Archives Trust Fund Board Finance Program Files.

2. Reserved.

(Do NOT type text below this line)

1. General. This chapter provides documentation, maintenance, and disposition instructions for the files of the National Archives Trust Fund Board. These instructions are contained in:

CHAP 71-1

Used on first page of order ONLY.

CHAP 71-1 handbook page.

\*\*\*Insert DATE and ORIGIN NO. in grid on top of all pages of this order.

(U.S. GOVERNMENT PRINTING OFFICE)

CSA 1-1-79

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This appendix describes files created or accumulated by the National Archives Trust Fund Board (NATFB) that document its activities. These files pertain to the membership of the Board, its meetings and bylaws, the Americana Project, and the Associates of the National Archives program. National Archives Trust Fund Board program files are created pursuant to the National Archives Trust Fund Board Act 44 U.S.C. 23; and the HB, National Archives Trust Fund Board (NAR P 1829.1).

Labrador 1900-1901

## Appendix 71-A. National Archives Trust Fund Board Program Files

Order first and last name ONLY. CLAR if a handbook page  
 \* Place DATA and ORDER NO. align far right on the top line of each page.  
 (Use the rest of the page for DATA) DATA

71A1. Membership files. Documents accumulated in recording the membership of the National Archives Trust Fund Board (NATFB).

Permanent. Cut off every fifth year, hold 5 years, and offer to the National Archives.

71A2 - 71A4. Reserved.

71A5. Meeting files. Documents created in recording NATFB meetings. Included are agenda, minutes, policy papers, documents discussed at the meetings, and related records.

Permanent. Cut off every fifth year, hold 5 years, and offer to the National Archives.

71A6 - 71A9. Reserved.

71A10. Bylaws, rules, and regulations file. Documents created to record amendments, repeals, revisions, and deletions to the bylaws. Included are approved copies of the bylaws, amendments, background papers, and related records and resolutions adopted by the Board.

Permanent. Cut off when superseded, or no longer needed, hold 5 years, and offer to the National Archives.

71A11 - 71A14. Reserved.

71A15. Americana Project. Documents accumulated in recording the solicitation and acquisition of gifts and patrons for the purpose of acquiring historic period furnishings for the National Archives collection. Included are listings of patrons and donors, deeds, copies of brochures, and related records.

Permanent. Deeds, patron lists, ~~and records documenting activities of the project.~~ Cut off every 5 years, hold 5 years, and offer to the National Archives.

Other records. Destroy when ~~no longer needed in the collection aspect of the project.~~

71A16 - 71A19. Reserved.

## Appendix 71-A

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Document # \_\_\_\_\_ Control # AS 11 3

Used on first page of each ONLY.

Insert DATE and ORDER NO. signed or ten on all pages of the

(See instructions on page 1)

*2/2/76  
18 Nov 76*

*Brochures, and documentation  
relating to furnishings and  
special exhibits.*

*obsolete or superseded.*

*Change 8 Apr 76*  
 71A20. Associates of the National Archives. Documents created in developing and administering a general public membership organization to gain public support for National Archives' programs and activities. Included are papers on development of the associates organization, register of members, plans for program promotion, plans for membership activities, brochures, and related records.

*Development papers, brochures, and plans for program promotion and membership activities;*  
 Permanent. ~~Records documenting the activities of the organization.~~ Cut off every 5th year, hold 5 years, and offer to the National Archives.

Records essential to program administration. Destroy *when* ~~when no longer needed.~~ *obsolete or superseded.*

Appendix 71-A

(Do NOT use for other than this purpose)

CHARGE PAGE | 4

OAD P 1820.2 CHGE

This appendix describes files created or accumulated in the administration of the financial papers of the National Archives Trust Fund Board. These files pertain to gifts or bequests of monies, securities, or other personal property for the benefit of or in connection with the National Archives. National Archives Trust Fund Board finance program files are created pursuant to the National Archives Trust Fund Board Act 44 U.S.C., Chap. 23; and the HB, National Archives Trust Fund Board (NAR P 1829.1).

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## Appendix 71-B. National Archives Trust Fund Board Finance Program Files

For information: Chapter PAF1 and 2 (DATE) (box) (PAF1) (PAF2)

Used on first page of order ONLY.

CHAP is a handbook page.

\*\*\*Insert DATE and ORDER NO. aligned on top on all end pages other than page 1

(Use reverse for LLE 1 Page 2)

CSA 11-1-79

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71B1. Collection document copy file. Documents accumulated or created in the sale of publications and reproductions. Included are copies of vouchers, purchase orders, invoices, deposit certificates, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

71B2 - 71B4. Reserved.

71B5. Collection registers. Documents created to record the receipt of checks, money orders, or cash. Included are registers of remittance forms or comparable documents and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

71B6 - 71B9. Reserved.

71B10. Delinquent payment listings. Documents accumulated to record audio-visual delinquent payment accounts. Included are monthly reports of delinquent accounts and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

71B11 - 71B14. Reserved.

71B15. Delinquent accounts file. Documents accumulated to record actions taken to collect delinquent accounts in the sale of reproductions and publications during the prescribed 1-year period from the date of first billing. Included are records of telephone conversations and summaries of meetings with agency representatives, lists of delinquent accounts, copies of bills and vouchers, and related records.

Cut off at the end of the fiscal year, hold 3 years, and destroy.

71B16 - 71B19. Reserved.

71B20. Insurance policy files. Copies of policies retained to record actions taken to protect or receive monetary compensation for losses suffered through damage or theft of NATFB holdings or property. Included are copies of insurance policies and related records.

Withdraw expired or canceled policies, from the active file and place in an inactive file. Cut off the inactive file at the end of the year, hold 1 year, and destroy.

# (2) Appendix 71-B

For information for drawing of copy book.

71B21 - 71B24. Reserved.

*Office  
3/10/76  
N/A  
3-31-76*  
71B25. Grant and foundation file. Documents accumulated to record receipt and expenditure of funds. Included are progress reports, invoices, copies of grants, and related records.

~~Permanent. Cut off after completion of the grant.  
hold 5 years, and offer to the National Archives~~

*Destroy 10 years after termination of grant.*

71B26 - 71B29. Reserved.

71B30. Customer service files. Documents accumulated to record the sale of Archives publications. Included are sales registers for microfilm and printed publications, and related records.

*obsolete or superseded.*  
Institutional files: Destroy when ~~no longer needed.~~

Individual files: Destroy 1 year after last order.

71B31 - 71B34. Reserved.

71B35. Circulation files. Documents accumulated in recording subscription information for Archives publications. Included are subscriber's records, labeling and billing information, and related records.

Destroy 1 year after expiration of subscription,  
or when no longer needed, whichever is sooner.

#### Appendix 71-B



## CHAPTER 72. EDUCATIONAL PROGRAMS FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for the files of Educational Programs. These instructions are contained in:

- a. Appendix 72-A. Educational Program Files.
- b. Appendix 72-B. Editorial Publication Program Files.
- c. Appendix 72-C. Public Information Program Files.

2. Reserved.

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Center Data 1 and 2

CHAP 72-1

U. S. Government Printing Office: Washington, D. C. 20540

For information and orders, contact the Superintendent of Documents, U. S. Government Printing Office, Washington, D. C. 20540

(Use orders form GSA FPMR 101-11.6)

CSA 101-11.6

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This appendix describes files created in documenting, developing, and implementing programs to promote and publicize NARS educational and cultural services. Educational Programs program files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); the HB, National Archives Procedures (NAR P 1848.1A); and the HB, NARS Administrative Procedures (NAR P 5410.2).

## Appendix 72-A. Educational Program Files

1 and 2

Cutoff on termination of exhibit, hold 5 years, and destroy.

~~no longer needed for current operations.~~  
(materials of value for future exhibits may be retained)

Cut off after return of loan, hold 1 year, and destroy:

~~Destroy when superseded, obsolete, or no longer needed.~~

Cut off annually, hold 2 years, and destroy.

Destroy when superseded <sup>or</sup> obsolete, or  
~~no longer needed.~~

APPENDIX 72-A

3 and 4

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Insert LA 12 and 13 (LA 12 and 13 are required for all applicants)

(1) 1990年1月1日起, 凡在境内销售货物或提供应税劳务, 以及进口货物的单位和个人, 均须依法缴纳增值税。

This appendix describes files created in documenting, developing, and implementing editorial functions for Archives publications. Editorial publication program files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); the HB, National Archives Procedures (NAR P 1848.1A); and the HB, NARS Administrative Procedures (NAR P 5410.2).

## Appendix 72-B. Editorial Publication Program Files

1. **Editorial Publication Program Files** and 2. **Editorial Publication Program Files**  
 (Use on first page of order ONLY)  
 Insert DATE and ORDER NO. aligned at top on all order pages  
 (Use reverse for LIT/PAO) OFA

*RH 8/Nov/76*  
 72B1. Publication file. Documents accumulated in editing, printing, and publishing papers for the Archives, including papers on activities at archival conferences. Included are printing contracts, printers galleys, graphics, cover designs, edited manuscript, record copy of <sup>each</sup> the publication <sup>and report</sup> ~~and~~ related records.

*PERMANENT: of each publication and report with related background papers.*  
 Record copy <sup>1</sup> Cut off annually, hold 5 years, and offer to the National Archives.

*other*  
~~Working~~ papers: Cut off after publication of each paper, hold 1 year, and destroy.

72B2 - 72B4. Reserved.

72B5. Advertisers file. Documents accumulated in arranging reciprocal agreements with historical societies, educational institutions, and other organizations in printing advertisements. Included are copies of advertisements, contracts, and related records.

Cut off annually, hold 4 years, and destroy.  
 Earlier disposal authorized, if no longer needed.

72B6 - 72B9. Reserved.

72B10. Microfilm publication file. Documents accumulated in cataloging microfilm publications of the National Archives. Included are lists of microfilm publication holdings and related records.

Destroy when superseded <sup>or</sup> obsolete. ~~or no longer needed.~~

# Appendix 72-B

(Do Not Delete)

3 and 4

Used on first revision only

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the following

1. Insert DATE and GATE 100 (highlighted in red) in the DATA column of the DATA table.

72C1. Archives Advisory Council file. Documents accumulated in recording activities of the Archives Advisory Council. Included are copies of notifications of member appointments, letters of resignation, reports to the Administrator of General Services, meetings arrangements, plans, agenda and minutes, and related records.

*a. PERMANENT:*

National Archives Advisory Council: Cut off after each meeting, hold 5 years, and offer to the National Archives.

*b. PERMANENT:*

Regional Archives Advisory Councils: Cut off after each meeting, hold 5 years, and ~~destroy~~ offer to NARS.

72C2 - 72C4. Reserved.

72C5. Press release file. Documents accumulated in preparing Archives press releases. Included are background material, final press copies, and related records.

*a. PERMANENT: one copy of each press release, offer to NARS when 5 years old.*

Cut off annually, hold 5 years, and ~~destroy~~.

*b. other materials - Destroy when 5 years old.*

72C6 - 72C9. Reserved.

72C10. Conference support files. Documents accumulated pertaining to administrative support activities of conferences. Included are lists of guests and speakers, plans for hospitality and logistics, and related records.

Cut off after each conference, hold 1 year, and destroy.

72C11 - 72C14. Reserved.

72C15. Archives newsletter file. Documents accumulated relating to editing, publishing, and distributing newsletters. Included are notes, editorial material, printing contracts, and related records.

Record copy: Permanent. Hold 5 years, and offer to the National Archives.

Working papers: Cut off after publication of each newsletter, hold 1 year, and destroy.

72C16 - 72C19. Reserved.

Appendix 72-C

72C20. Ceremonial file. Documents accumulated in preparation for presentation ceremonies at the National Archives. Included are plans for program arrangements, ceremony programs, logistic support plans, program theme, attendance and speakers lists, and related records.

Cut off annually, hold 2 years, and retire.

Destroy ~~after 7 additional years~~ *when 7 years old.*

72C21 - 72C24. Reserved.

72C25. Study tour file. Documents accumulated in arranging tours for colleges, professional organizations, and other interested groups. Included are lists of these groups, program outlines, and related records.

Cut off after tour is completed, hold 1 year, and destroy.

72C26 - 72C29. Reserved.

*OK*  
*1/11/76*  
*NR*  
*3-31-76*  
72C30. Press clipping file. Press clippings from magazines and newspapers pertaining to the Archives and its holdings. Included are copies and originals of press clippings and related records.

**PERMANENT.**

Cut off annually, hold 2 years, and retire.

~~Destroy after 5 additional years.~~

*offer to NARS when 7 years old.*

#### Appendix 72-C

(Use for 1964-1965)

Page 4

GROUP 1 - EXCLUDED FROM AUTOMATIC DECLASSIFICATION

(Use for 1966-1967)

GROUP 2 - EXCLUDED FROM AUTOMATIC DECLASSIFICATION



## CHAPTER 73. ARCHIVAL PROGRAM FILES

1. General. This chapter provides documentation maintenance, and disposition instructions for files relating to the functions of the Office of the National Archives, Central Office, and regional Archives Branches.

- a. Appendix 73-A. Reference Service Program Files.
- b. Appendix 73-B. Archival Project Program Files.
- c. Appendix 73-C. Appraisal, Disposition, and Accessioning Program Files.

2. Reserved.

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CHAP 73-1

CHAP 73-1

Used on first page of order ONLY.

Insert DATE and OADR NO. single group or on each page.

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CSA 103

This appendix describes files created in making available records accessioned into the National Archives of the United States for use in research rooms, loans to Federal agencies, or for reproduction, and in supplying information and advice concerning these records to researchers and the general public. Reference service program files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); and the HB, National Archives Procedures (NAR P 1848.1A).

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## Appendix 73-A. Reference Service Program Files

1 and 2

\*Used on for 10, 15, 20, 30, 40, 50, 60, 70, 80, 90, 100, 110, 120, 130, 140, 150, 160, 170, 180, 190, 200, 210, 220, 230, 240, 250, 260, 270, 280, 290, 300, 310, 320, 330, 340, 350, 360, 370, 380, 390, 400, 410, 420, 430, 440, 450, 460, 470, 480, 490, 500, 510, 520, 530, 540, 550, 560, 570, 580, 590, 600, 610, 620, 630, 640, 650, 660, 670, 680, 690, 700, 710, 720, 730, 740, 750, 760, 770, 780, 790, 800, 810, 820, 830, 840, 850, 860, 870, 880, 890, 900, 910, 920, 930, 940, 950, 960, 970, 980, 990, 1000, 1010, 1020, 1030, 1040, 1050, 1060, 1070, 1080, 1090, 1100, 1110, 1120, 1130, 1140, 1150, 1160, 1170, 1180, 1190, 1200, 1210, 1220, 1230, 1240, 1250, 1260, 1270, 1280, 1290, 1300, 1310, 1320, 1330, 1340, 1350, 1360, 1370, 1380, 1390, 1400, 1410, 1420, 1430, 1440, 1450, 1460, 1470, 1480, 1490, 1500, 1510, 1520, 1530, 1540, 1550, 1560, 1570, 1580, 1590, 1600, 1610, 1620, 1630, 1640, 1650, 1660, 1670, 1680, 1690, 1700, 1710, 1720, 1730, 1740, 1750, 1760, 1770, 1780, 1790, 1800, 1810, 1820, 1830, 1840, 1850, 1860, 1870, 1880, 1890, 1900, 1910, 1920, 1930, 1940, 1950, 1960, 1970, 1980, 1990, 2000, 2010, 2020, 2030, 2040, 2050, 2060, 2070, 2080, 2090, 2100, 2110, 2120, 2130, 2140, 2150, 2160, 2170, 2180, 2190, 2200, 2210, 2220, 2230, 2240, 2250, 2260, 2270, 2280, 2290, 2300, 2310, 2320, 2330, 2340, 2350, 2360, 2370, 2380, 2390, 2400, 2410, 2420, 2430, 2440, 2450, 2460, 2470, 2480, 2490, 2500, 2510, 2520, 2530, 2540, 2550, 2560, 2570, 2580, 2590, 2600, 2610, 2620, 2630, 2640, 2650, 2660, 2670, 2680, 2690, 2700, 2710, 2720, 2730, 2740, 2750, 2760, 2770, 2780, 2790, 2800, 2810, 2820, 2830, 2840, 2850, 2860, 2870, 2880, 2890, 2900, 2910, 2920, 2930, 2940, 2950, 2960, 2970, 2980, 2990, 3000, 3010, 3020, 3030, 3040, 3050, 3060, 3070, 3080, 3090, 3100, 3110, 3120, 3130, 3140, 3150, 3160, 3170, 3180, 3190, 3200, 3210, 3220, 3230, 3240, 3250, 3260, 3270, 3280, 3290, 3300, 3310, 3320, 3330, 3340, 3350, 3360, 3370, 3380, 3390, 3400, 3410, 3420, 3430, 3440, 3450, 3460, 3470, 3480, 3490, 3500, 3510, 3520, 3530, 3540, 3550, 3560, 3570, 3580, 3590, 3600, 3610, 3620, 3630, 3640, 3650, 3660, 3670, 3680, 3690, 3700, 3710, 3720, 3730, 3740, 3750, 3760, 3770, 3780, 3790, 3800, 3810, 3820, 3830, 3840, 3850, 3860, 3870, 3880, 3890, 3900, 3910, 3920, 3930, 3940, 3950, 3960, 3970, 3980, 3990, 4000, 4010, 4020, 4030, 4040, 4050, 4060, 4070, 4080, 4090, 4100, 4110, 4120, 4130, 4140, 4150, 4160, 4170, 4180, 4190, 4200, 4210, 4220, 4230, 4240, 4250, 4260, 4270, 4280, 4290, 4300, 4310, 4320, 4330, 4340, 4350, 4360, 4370, 4380, 4390, 4400, 4410, 4420, 4430, 4440, 4450, 4460, 4470, 4480, 4490, 4500, 4510, 4520, 4530, 4540, 4550, 4560, 4570, 4580, 4590, 4600, 4610, 4620, 4630, 4640, 4650, 4660, 4670, 4680, 4690, 4700, 4710, 4720, 4730, 4740, 4750, 4760, 4770, 4780, 4790, 4800, 4810, 4820, 4830, 4840, 4850, 4860, 4870, 4880, 4890, 4900, 4910, 4920, 4930, 4940, 4950, 4960, 4970, 4980, 4990, 5000, 5010, 5020, 5030, 5040, 5050, 5060, 5070, 5080, 5090, 5100, 5110, 5120, 5130, 5140, 5150, 5160, 5170, 5180, 5190, 5200, 5210, 5220, 5230, 5240, 5250, 5260, 5270, 5280, 5290, 5300, 5310, 5320, 5330, 5340, 5350, 5360, 5370, 5380, 5390, 5400, 5410, 5420, 5430, 5440, 5450, 5460, 5470, 5480, 5490, 5500, 5510, 5520, 5530, 5540, 5550, 5560, 5570, 5580, 5590, 5600, 5610, 5620, 5630, 5640, 5650, 5660, 5670, 5680, 5690, 5700, 5710, 5720, 5730, 5740, 5750, 5760, 5770, 5780, 5790, 5800, 5810, 5820, 5830, 5840, 5850, 5860, 5870, 5880, 5890, 5900, 5910, 5920, 5930, 5940, 5950, 5960, 5970, 5980, 5990, 6000, 6010, 6020, 6030, 6040, 6050, 6060, 6070, 6080, 6090, 6100, 6110, 6120, 6130, 6140, 6150, 6160, 6170, 6180, 6190, 6200, 6210, 6220, 6230, 6240, 6250, 6260, 6270, 6280, 6290, 6300, 6310, 6320, 6330, 6340, 6350, 6360, 6370, 6380, 6390, 6400, 6410, 6420, 6430, 6440, 6450, 6460, 6470, 6480, 6490, 6500, 6510, 6520, 6530, 6540, 6550, 6560, 6570, 6580, 6590, 6600, 6610, 6620, 6630, 6640, 6650, 6660, 6670, 6680, 6690, 6700, 6710, 6720, 6730, 6740, 6750, 6760, 6770, 6780, 6790, 6800, 6810, 6820, 6830, 6840, 6850, 6860, 6870, 6880, 6890, 6900, 6910, 6920, 6930, 6940, 6950, 6960, 6970, 6980, 6990,

11. Insert DATA and COLUMNS 3 into table 'c' as follows: c.insert(1, DATA, COLUMNS 3)

CSA

73A1. Reference service correspondence files. Documents created in providing reference service by mail. Included are requests for information, copies of replies, and related records.

(9) PERMANENT:

Cut off annually: <sup>1</sup> Replies relating to significant persons or events ~~likely to be the subject of future requests~~ and replies involving unusually difficult or complex research: ~~Destroy when no longer needed for reference.~~ *Offer to NAAS when 10 years old.*

(6) All other records: Hold 2 years and destroy. Earlier destruction is authorized.

73A2 - 73A4. Reserved.

73A5. Researcher application and authorization files. Documents created in issuing researcher identification cards and in authorizing researchers access to security area, classified, or other restricted material. Included are researcher applications, letters of introduction, official documents authorizing individual access to restricted material, and related records.

Cut off annually, hold 1 year, and retire.  
Destroy ~~after 15 additional~~ years *old.*  
*when*

73A6 - 73A9. Reserved.

73A10. Research room use file. Documents created in recording researchers' use of research rooms. Included are research room registers and related records.

Cut off annually, hold 1 year, and retire.  
Destroy ~~after 15 additional~~ years *old.*  
*when*

73A11 - 73A14. Reserved.

73A15. Research room reference service files. Documents created in providing records to researchers in National Archives research room. Included are reference service slips, papers identifying the records that researchers have consulted, and related records.

Cut off annually, hold **5** years, and destroy.

73A16 - 73A19. Reserved.

73A20. Transferring agency loan files. Documents accumulated in making records available to originating agency. Included are external loan receipts and related records.

Appendix 73-A

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13

Use on first page of order ONLY

Insert DATE and ORDER NO. signs for top on ch. 1 page of order

13

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*Office*  
*18 Apr 76*

Cut off annually following return of records,  
hold 1 year, and destroy.

73A21 - 73A24. Reserved.

73A25. Reproduction and authentication service files. Documents created in filling requests for photographic, photostatic, quick-copy, or other reproductions of accessioned records or authentication of reproductions. Included are correspondence requesting reproduction or authentication service, price quotations, reproduction or authentication service orders, and related records.

Cut off annually, hold 2 years, and destroy.

73A26 - 73A29. Reserved.

73A30. Finding aid files. Documents accumulated to assist researchers and National Archives staff members to find accessioned records. Included are non-record copies of published and unpublished findings aids, description of archives, books, pamphlets, and other publications.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

Appendix 73-A

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This appendix describes files created in planning and implementing preservation, arrangement, and description projects for records accessioned into the National Archives of the United States, documentary and finding aid publication projects relating to Archives and similar archival project activities. Archival project program files are created pursuant to 44 U.S.C. 21; the GSA Organization Manual (OFA P 5440.1); and the HB, National Archives Procedures (NAR P 1848.1A).

## Appendix 73-B. Archival Project Program Files

System of \_\_\_\_\_ Order PAC 1 and 2

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\*\* Insert DATE and ORDER NO. aligned at top on all of pages other than

(Use reverse for LEFT PAGE)

CSA

73B1. Archival project files. Documents created in planning, directing, and implementing arrangement, description, and microfilm and letterpress publication projects relating to records accessioned into the National Archives. Included are project descriptions, authorizations, background papers, any completed publication, and related records.

Cut off files following completion of project. *unpublished*  
Record copy of project product: Permanent.  
Offer to the National Archives ~~when no longer~~  
~~needed for current operations.~~ *5 years after completion.*

Other records: Hold 2 years and destroy.

NOTE: Working papers, including galley and page proofs, are not included and may be destroyed as non-record material, ~~when no longer needed.~~

73B2 - 73B4. Reserved.

73B5. Project control file. Documents created within an operating unit for administrative control of archival project assignments. Included are work assignment registers; daily, weekly, or monthly progress reports; and related records.

Cut off files following completion of project, hold 2 years, and destroy.

73B6 - 73B9. Reserved.

73B10. Document restoration records. Documents created in planning and ordering document restoration service for records accessioned into the National Archives. Included are restoration proposals, forms used to order restoration service, and related records.

*Planning documents relating to significant projects*  
(a) Document Preservation Branch: Permanent. Cut off every 5th year, hold 5 years, and offer to the National Archives. *(b) other materials - Destroy when 20 years old.*

Other offices: Cut off annually following re-turn of rehabilitated records, hold 1 year, and destroy.

73B11 - 73B14. Reserved.

# Appendix 73-B

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OAD P 1820.2 CHGE

73B15. Records storage files. Documents accumulated in controlling the physical location of records accessioned into the National Archives. Included are shelf lists, location registers, storage equipment inventories, and related records.

Destroy when superseded or obsolete.

Appendix 73-B

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APP. SER. 150

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GENERAL SERVICE APPENDIX

OAD P 1820.2 CHGE

This appendix describes files created in appraising Federal records for administrative, legal, fiscal, or historical value; authorizing disposal of nonpermanent Federal records; accessioning records of permanent value to the National Archives; assisting Federal agencies to develop and operate records retention programs; and related activities. Appraisal, disposition, and accessioning program files are created pursuant to 44 U.S.C. 21, 29, and 33; the GSA Organization Manual (OFA P 5440.1); and the HB, National Archives Procedures (NAR P 1848.1A).

### Appendix 73-C. Appraisal, Disposition and Accessioning Program Files

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OAD P 1820.2 CHGE

# Disposal Reference Files Copies of

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73C1. ~~Records appraisal files.~~ Documents accumulated in appraising requests for authority to dispose of agency records and NARS internal records. Included are requests for disposal authority, ~~registers recording the receipt of such requests, checklists,~~ endorsement sheets, and related records.

~~Records Appraisal Staff (office of record): Permanent. Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.~~

All  
~~Other offices: Cut off in 1-year blocks, hold 5 additional years, and destroy when 5 years old.~~

73C2 - 73C4. Reserved.

73C5. Record accession files. Documents accumulated in accessioning permanently valuable records into the National Archives. Included are record transfer offers, registers recording receipt of such offers, appraisal reports, accession inventories, and related records.

Office with custody of the record: Permanent. When no longer needed for current operations, offer to the National Archives.

~~Other offices: Destroy when no longer needed.~~

73C6 - 73C9. Reserved.

73C10. Special study case files. Documents accumulated in preparing studies relating to special records appraisal problems, or questions of archival theory and practice. Included are special study proposals, registers, completed studies, and related records.

Special studies: Permanent. Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.

Other papers: Destroy ~~when no longer needed.~~ on completion of study.

73C11 - 73C19. Reserved.

73C20. Change of holdings and status files. Documents created to record changes in the volume or custody of accessioned record holdings. Included are change of holdings reports and similar records.

Permanent. Offer to the National Archives when no longer needed for current operations.

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Disposal of \_\_\_\_\_ Copy PAGE 3

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73C21 - 73C24. Reserved.

73C25. Records restriction files. Documents created in establishing limitations on access to records accessioned in the National Archives. Included are restriction statements and related records.

Permanent. Offer to the National Archives  
when superseded, ~~or no longer needed.~~

73C26 - 73C29. Reserved.

73C30. Record group registration files. Documents created in establishing and assigning record groups.

Permanent. Offer to the National Archives when *Superseded,*  
~~no longer needed for current operations.~~

73C31 - 73C34. Reserved.

73C35. Agency data files. Documents accumulated for reference use during research into functions and recordkeeping practices of agencies whose records are accessioned into the National Archives. Included are records management surveys of the agencies, copies of manuals, directives, and other issuances relating to the management and filing of agency records, copies of agency directories, and related records.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

Appendix 73-C  
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\*CHAP if a handbook page.

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GSA 1628 174 OF

## CHAPTER 75. OFFICE OF FEDERAL RECORDS CENTERS PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for the Office of Federal Records Centers program files. These instructions are contained in appendix 75-A.

2. Reserved.

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First page of order only. Order PAGE 1 and 2 CHAP 75-1  
 \*Used on first page of order ONLY. CHAP is a hand check page.  
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GENERAL SERVICES ADMINISTRATION

OAD P 1820.2 CHGE

This appendix describes records accumulated in appraising, scheduling, storing, and servicing the non-current records of Federal agencies. The Federal records center program files are created pursuant to 44 U.S.C. 21; GSA Organization Manual (OFA P 5440.1); the HB, Records Center Operations (NAR P 1864.1A); and the HB, National Archives Trust Fund Board (NAR P 1829.1).

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# Appendix 75-A. Federal Records Centers Program Files

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\*Used on first page of order ONLY.

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\*\*Insert DATE and ORDER NO aligned at top on all odd pages other than page 1

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75A1. Office of Federal Records Centers general files. Documents accumulated in reporting Federal records center activities. Included are periodic narrative and statistical reports, statistical summaries of records center holdings, accessions and disposals, performance analysis reports, space and equipment availability reports, and related records.

Destroy when 7 years old, or when no longer needed, whichever is sooner.

75A2 - 75A4. Reserved.

75A5. Agency information files. Documents accumulated in the review of agency records retention and disposal programs. Included are background materials, reference service reports, disposal procedures, agency record evaluation programs, and related records.

Destroy when 7 years old, or when no longer needed, whichever is sooner.

75A6 - 75A9. Reserved.

75A10. Records scheduling contract case file. Documents accumulated in preparation of record control schedules for Federal agencies on a reimbursable basis. Included are contracts, approved records control schedules, and related records.

Cut off after completion of contract, hold 2 years, and destroy.

75A11 - 75A14. Reserved.

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75A15. Records disposition case files. Documents accumulated in disposing of Federal records. Included are requests for records disposition authority, ~~related~~ appraisal reports, and ~~related records~~ registers, endorsement sheets and related records (includes internal and external disposition). Permanent. Cut off ~~when no longer needed~~ annually and offer to the National Archives. *Periodically*

75A16 - 75A19. Reserved.

75A20. Office of Federal Records Centers numbered memoranda file. Documents created to inform HARS Regional Commissioners and Federal Records Center Directors of certain policies, procedures, and notices pertinent to their operations.

Permanent. Cut off annually, and offer to the National Archives when 10 years old.

#### Appendix 75-A

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This appendix describes files created in maintaining liaison with Federal, State, and local governments. This includes exchange of information regarding prompt and orderly disposition of records, and advising and assisting in formulating records management programs and policies. Records management program files are created pursuant to 44 U.S.C. 21; and the GSA Organization Manual (OFA P 5440.1).

## Chapter 76-A. Records Management Program Files

### Section 1 and 2

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Insert OAD P 1820.2 and OAD P 1820.3 into OAD P 1820.2.

Revised 10/1/78

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76A1. Contract reimbursement file. Documents accumulated in preparation for and arrangement of records management analysis and technical assistance to Federal, State, and local governments. Included are project proposals, contracts, and related records.

Cut off after completion of the contract, hold ~~2~~ <sup>3</sup> years, and retire. Destroy ~~after 6 additional years~~ <sup>when 6 additional years</sup> old.

76A2 - 76A4. Reserved.

76A5. ~~Monthly project listing report~~ <sup>Project lists</sup> file. Documents accumulated in reporting the status of reimbursable and non-reimbursable projects. Included are listings, ~~project status reports~~, and related records.

Cut off after completion of the project, hold 5 years, and destroy.

76A6 - 76A9. Reserved.

76A10. Reimbursable billing file. Documents accumulated in recording billing of accounts. Included are non-record copies of bills, copies of vouchers, and related records.

Cut off after bill is paid, hold 2 years, and destroy.

76A11 - 76A14. Reserved.

76A15. Program survey file. Documents accumulated in analyzing, evaluating, and recommending changes in records management programs for Federal, State, and local governments. Included are contracts, interagency agreements, project outlines, final reports, agency action plans for program implementation, copies of surveys, and related records.

Cut off after final report is published, hold 2 years, and retire. Destroy ~~after 10 additional years~~ <sup>when 12</sup> old.

76A16 - 76A19. Reserved.

76A20. ~~Standard forms case~~ <sup>and optional</sup> file. Documents accumulated during the analysis, design, clearance, evaluation, and approval of forms. Included are requests for forms management services, papers relating to development of forms, drafts of issuances prescribing the forms or written statements explaining their purpose, clearances, copies of each edition of the form, form action notice, running record of all actions taken, and related records.

## Appendix 76-A

(Do Not Remove)



Permanent. Place in an inactive file upon cancellation or discontinuance of the form. Cut off the inactive file at the end of 5 years, hold 5 additional years, and offer to the National Archives.

76A21 - 76A24. Reserved.

76A25. Interagency reports file. Documents accumulated in planning, directing, and administering the Government-wide interagency reports program. Included are reporting requirements, clearances, report justifications, action notice, and related records.

Permanent. Place in an inactive file upon cancellation or discontinuance of the report. Cut off the inactive file at the end of **3** years, hold **3** additional years, and offer to the National Archives.

76A26 - 76A29. Reserved.

76A30. Symposium conference program file. Documents accumulated in planning, arranging, and holding symposiums and conferences. Included are announcements, agenda, minutes, listing of speakers and quests, and related records.

Cut off after symposium, hold 2 years, and destroy.

76A31 - 76A34. Reserved.

76A35. Workshop file. Documents accumulated in providing and conducting records management workshops. Included are applications for training, room and instructor arrangements, attendance records, and related records.

Cut off annually, hold 1 year, and destroy.

76A36 - 76A39. Reserved.

76A40. Workshop materials file. Documents accumulated relating to the preparation, clearance, and issuance of materials for use in records management training. Included are outlines, texts, handouts, training aids, and related records.

Destroy when superseded <sup>or</sup> obsolete, ~~or no longer needed.~~

FEDERAL REGISTER PROGRAM FILES

OAD P 1820.2 CHGE

## CHAPTER 77. FEDERAL REGISTER PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for Federal Register program files. These instructions are contained in:

- a. Appendix 77-A. Federal Register Program Files
- b. Appendix 77-B. Document Input Files

2. Reserved.

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**CHAP 77-1**

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U.S. Federal Register  
October 19, 1978

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77A2 - 77A4. Reserved.

77A6 - 77A9. Reserved.

~~Permanent. Cut off in 5 year blocks and offer to the National Archives. Destroy when obsolete or superseded.~~

77A11 - 77A14. Reserved.

Permanent. Retire when immediate access is no longer needed.

77A16 - 77A19. Reserved.

## Appendix 77-A

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77A20. Staff papers. Documents created by ~~the staff of~~ the Office of the Federal Register in surveying and studying Office of the Federal Register administrative techniques, editorial and publication policies, and related subjects. Included are completed staff surveys or studies, supporting papers, and related records.

Cut off annually, ~~hold 2 years, and destroy.~~

*a. PERMANENT. One record copy of each study,  
offer to NARS when 5 years old.*

*b. Working and background papers: Destroy  
~~in~~ 2 years after completion of project.*

This appendix describes files created in compiling papers for inclusion in the Federal Register, Code of Federal Regulations, Weekly Compilation of Presidential Documents, Public Papers of the President of the United States, United States Government Manual, United States Statutes at Large, and other publications of the Office of the Federal Register and in publishing slip copies of laws enacted by Congress. Document input files are created pursuant to the Federal Register Act, 44 U.S.C. 15; Depository for Agreements between States Act, 44 U.S.C. 2109; and the GSA Organization Manual (OAO P 5540.1). These files are accumulated only by the Office of the Federal Register.

## Appendix 77-B. Document Input Files

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77B1. Congressional information papers. Documents accumulated in obtaining authority for publication of official material related to U.S. Statutes at Large from the Joint Committee on Printing.

Congressional authority for publication of U.S. Statutes at Large: Permanent. Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.

Other papers: Cut off annually, hold 5 years, and destroy.

77B2 - 77B4. Reserved.

77B5. Advisory opinion files. Documents received from Federal agencies requesting the printing and publishing of regulations by the Office of the Federal Register. Included are requests from Federal agencies and related records.

Cut off annually, hold 1 year, and destroy.

77B6 - 77B9. Reserved.

77B10. Publication paper. Documents accumulated from the Executive and Legislative Branches of the Government, required by law or authorized to be published. Included are regulations, notices, Presidential documents, news conference transcripts, messages, and other documents made public by the White House, and related records.

*See disposition statement after Item 77B25.*

~~Permanent. Cut off every 6 months, hold 6 additional months, and transfer to the National Archives.~~

77B11 - 77B14. Reserved.

77B15. Notice of ratifications of Constitutional Amendments from States. Documents accumulated as required by law in confirmation of proposed amendments to the Constitution from the 50 States and the District of Columbia. Included are transmittals and certificates of ratification and related records, and the original signed certificate by the Administrator of GSA proclaiming the Amendment as part of the Constitution.

Permanent. Transfer to the National Archives after proclamation of ratification, or determination that proposed Amendment will not be ratified.

77B16 - 77B19. Reserved.

# Appendix 77-B

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77B20. State agreement files. Documents accumulated as a result of the requirement of the States to submit constitutional agreements between the States. Included are duplicate of originals or authenticated copies of agreements, compacts, and related records.

Permanent. Cut off annually, hold 1 year, and transfer to the National Archives.

77B21 - 77B24. Reserved.

*Office  
4/11/76* 77B25. Certificate of <sup>ascertainment of</sup> electors. Documents accumulated as a result of the votes cast by the electors of the 50 States and the District of Columbia. Included are the ballots and related records.

Permanent. Cut off at end of year following election, and transfer to the National Archives.

*Office  
2/4/76* 77B10 Publication Papers. (Continued from previous page)

*NA  
3-21-76* Disposition:

- (a) Presidential Proclamations, Executive orders, and other Presidential documents, and enrolled Public Laws and Resolutions, with related papers: PERMANENT: Offer to NARS when administrative needs cease.
- (b) Rules and Regulations of Federal Agencies, with related materials: DISPOSITION NOT AUTHORIZED AT THIS TIME: Cut off every six months, transfer to FARC 6 months after cut off. Resubmit to NARS for appraisal when 44 U.S.C. 1503 is amended.

(Part) Appendix 77-B

Page 4

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## CHAPTER 78. NATIONAL HISTORICAL PUBLICATIONS AND RECORDS COMMISSION PROGRAM FILES

1. General. This chapter provides documentation, maintenance, and disposition instructions for files relating to the functions of the National Historical Publications and Records Commission. These instructions are contained in appendix 78-A.
2. Reserved.

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### Appendix 78-A

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CHAP 78-1

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\*CHAP if a handbook, etc.

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This appendix describes files created by the National Historical Publications and Records Commission (NHPRC). These files document NHPRC's encouragement and advice to historical committees, universities, and other research institutions in research, compilation, and publication of source documents significant to the history of the United States, and providing and administering grants for these activities. NHPRC program files are created pursuant to 44 U.S.C. 25, and the GSA Organization Manual (OFA P 5440.1). These files are accumulated only by NHPRC.

## Appendix 78-A. National Historical Publications and Records Commission Program Files

(Do NOT type on this form)

Enter page 1 and 2

\*Used on first page of order ONLY.

CHAP is a Handbook page.

\* Insert DATE and ORDER NO. (placed at top of page 1 and on that page 2)

(Use only one line)

GSA 1000

78A1. Commission membership files. Documents accumulated in recording appointments to NHPRC and other official actions affecting Commission membership. Included are correspondence appointment orders, letters of resignation, other official actions, and related records.

Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.

78A2 - 78A4. Reserved.

78A5. Commission meeting files. Documents created in recording NHPRC proceedings. Included are agenda, minutes, policy papers, typed transcripts, and tape recordings of meeting proceedings, and related records.

Cut off in 5-year blocks, hold 5 additional years, and offer to the National Archives.

78A6 - 78A9. Reserved.

78A10. Approved grant files. Documents accumulated in administering NHPRC grants. Included are grant applications, background material on projects and editors, semiannual financial reports prepared by project editors, official and informal correspondence with project staff, and related records.

Grant folders: Cut off in 5-year blocks, hold 5 additional years and offer to the National Archives.

78A11 - 78A14. Reserved.

78A15. Disapproved grant files. Documents accumulated in administering rejected applications. Included are grant applications, background material on applicants, correspondence with applicants, and related records.

Cut off annually following rejection of grant, hold 2 years, and retire. Destroy ~~after 10 additional years~~ *old.*  
*when 12*

78A16 - 78A19. Reserved.

78A20. Documentary publication files. Documents accumulated in assisting, encouraging, planning, developing, and preparing publications. Included are copies of publications, clearances, and related records.

Retire when immediate access is no longer needed.  
Destroy ~~after 25 additional years~~ *old.*  
*when*

78A21 - 78A24. Reserved.

# Appendix 78-A

78A25. Special advisory committee files. Documents accumulated in recording membership appointment and actions of special advisory committees of the HPRC. Included are official appointments, completed reports, and related records.

*Perkins*  
*8 Apr 76*  
*3-31-76*  
PERMANENT

Cut off following termination of committee, hold 5 years, and retire. ~~Destroy after 45 additional years.~~  
*offer to NARS when 10 years old.*

78A26 - 78A29. Reserved.

78A30. Staff study files. Documents accumulated by the staff in studying special problems relating to the administration of grants or administrative matters. Included are completed studies, relevant background material, and related records.

*Perkins*  
*18 Apr 76*  
*3-31-76*  
Cut off 5 years after completion of each study, hold 5 years, and retire. ~~Destroy after 45 additional years.~~

(A) PERMANENT: *Record copy of each study - offer to NARS when 10 years old.*  
78A31 - 78A34. Reserved. (B) *other materials - Destroy when 10 years old.*

78A35. Commission seminar files. Documents created in the preparing, organizing, and administering HPRC seminars, institutes, and related programs. Included are agenda, quest and attendance lists, copies of seminar programs, and related records.

Cut off after completion of each seminar, hold 3 years, and retire. ~~Destroy after 10 additional years~~ *old. when 13*

78A36 - 78A39. Reserved.

78A40. Commission fellowship file. Documents accumulated in accepting, declining, and administering annual fellowships. Included are fellowship applications, background material on proposed projects and prospective candidates, correspondence with candidates, and related records.

Cut off annually after each fellowship is terminated, hold 3 years, and retire. ~~Destroy after 10 additional years~~ *old. when 13*

Appendix 78-A

(U.S. GPO: 1975-0-250-000)

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