

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG 220

LEAVE BLANK	
DATE RECEIVED <i>11/20/73</i>	JOB NO. <i>NC 174-103</i>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including omdenments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>1-4-74</i> Date	<i>James B. Rhoads</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT) *Spanish Speaking People.*
Cabinet Committee on Opportunities for

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
George Upshaw

5. TEL. EXT.
382-2533

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 ~~25~~ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11-9-1973 (Date) *George Upshaw* (Signature of Agency Representative) **Office Serv. Spec.** (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Records to be disposed are described in Chapter V111 "RECORDS CONTROL SCHEDULE" of RECORDS CONTROL MANUAL for Cabinet Committee on Opportunities for Spanish Speaking People.</p> <p>CCOSSP wishes to dispose of the agency records as outlined in the "RECORDS CONTROL SCHEDULE" in order to remove inactive also so that costly records office space may better utilized.</p> <p>Inclosed are three copies 56 CHAPTER V111 RECORDS CONTROL SEHEDULE.</p>		

76 items

CHAPTER VI

SELECTING SAMPLE CONTRACT/PROJECT/PROGRAMS AND/OR GRANT CASE FILES

- A. Purpose: A history of the Cabinet Committee on Opportunities for Spanish Speaking People would be incomplete without a record of the activities of Contractors, Projects, Programs and Grantees. Therefore, it is necessary to preserve those papers which reflect these activities. However, not all Contract/Project/Programs and/or Grant case files need be preserved permanently in order to have an accurate picture of the procedures, goals, operations, accomplishments, and failures of projects, contractors and grantees. Select sample Contract/Project/Programs and/or Grant case files chosen judiciously and maintained permanently, will contain the necessary historical information.
- B. Responsibility: The Division Director in the Office of Administration, is responsible for insuring that sample case files are selected and maintained permanently. The Chiefs of each Division which administer Contracts/Projects/Programs/ and/or Grants, participate in the selection of sample cases to insure that all the selection criteria are completely and accurately met.
- C. Selection Criteria: Select Contract/Project/Programs and/or Grant case files which:
- (1) Serve as an example of a particular program (e.g.) Project BETA).
 - (2) Result in developments of political and historical significance.
- Sample case files should amount to no more than 3% of the total number of case files.
- D. Procedure: At the end of every other fiscal year, Contract/Project/Programs and/or Grant case files on which the final decision has been made or phased out, e.g. Educational Projects, are removed from the active file and placed in the inactive file. Two years later, the Director of Management will meet with the Chiefs of the Divisions which administer Contracts/Projects/Programs and/or Grants to select the cases that have archival value and are to be retained permanently. At this time those cases selected for permanent retention should be separated in the inactive file and filed separately.

A SF 115 (See Exhibit D) should be prepared to formally request for authority to dispose of COSSP records.

CHAPTER VIII
RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
<p>1. <u>Administrative Services</u> Records relating to services needed to administer COSSP. Included are records relating to ADP, Civil Defense and Emergency Preparedness, space, and travel.</p>	<p>1. At the end of every other fiscal year.</p>	<p>1. 1 year after file break.</p>	<p>1. DESTROY 4 years after file break. <u>DISPOSAL APPROVED</u></p>
<p>2. Mailing lists and related materials.</p>			<p>2. DESTROY when updated list is prepared or received. <u>DISPOSAL APPROVED</u></p>
<p>3. Procurement Requests.</p>	<p>3. Place in inactive file on final payment. Break inactive file at the end of every other fiscal year.</p>	<p>3. 2 years after file break.</p>	<p>3. DESTROY 5 years after file break. <u>DISPOSAL APPROVED</u></p>
<p>4. Requisitions for Printing.</p>		<p><u>DISPOSAL APPROVED</u></p>	<p>4. DESTROY when costs estimates are no longer needed.</p>
<p>5. Telephone Statements and Tollslips.</p>		<p><u>DISPOSAL APPROVED</u></p>	<p>5. DESTROY 4 years after period covered by related account.</p>
<p>6. Backup Information for Reports and Papers.</p>		<p><u>DISPOSAL APPROVED</u></p>	<p>6. DESTROY 1 year after information is consolidated in report paper.</p>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
<p>7. <u>Budget and Fiscal</u> (See Footnote on page 24[*]). Records relating to the preparation and presentation of the budget which show agency policy and procedure and reflect expenditures policies for agency programs.</p>	<p>7. At the end of every other Fiscal Year.</p>		<p>7. <u>PERMANENT</u>. Offer to National Archives 1 year after file break. DISPOSAL NOT APPROVED</p>
<p>8. Accounting lists of non expendable property showing depreciation and documents on the acquisition and inventory of property.</p> <p>(a) Originals (b) Copies.</p>	<p>8. (a) At the end of every fiscal year. (b) At the end of every fiscal year.</p>	<p>8. (a) 1 year after file break. DISPOSAL APPROVED (b) DISPOSAL APPROVED</p>	<p>8. (a) DESTROY 4 years after file break. (b) DESTROY 2 years after file break.</p>
<p>9. Payroll records (such as SF 1125 and SF 1126) used in General Accounting Office audits.</p>	<p>9. At the end of every other fiscal year.</p>	<p>9. 1 year after file break. DISPOSAL APPROVED</p>	<p>9. DESTROY 2 years after audit of related pay records by the General Accounting Office.</p>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
<p>10. Periodic reports on the status of appropriation Accounts and Apportionments.</p> <p>(a) End of fiscal year report.</p> <p>(b) Back up reports.</p>	<p>10.</p> <p>(a) At the end of 3rd fiscal year.</p> <p>(b) At the end of every fiscal year.</p>	<p>10.</p> <p>(b) 1 year after file break.</p>	<p>10.</p> <p>DISPOSAL NOT APPROVED (a) <u>PERMANENT.</u> Offer to National Archives when no longer needed by COOSSP.</p> <p>DISPOSAL APPROVED (b) DESTROY 4 years after file break.</p>
<p>11. Bonds and Contributions.</p> <p>(a) Authorization for purchase of Bonds, Request for Reissuance or Cancellation of Bonds, Notice of Returned Bonds, Claim for Loss of Bonds Stolen or Destroyed and Request and Authorization for Voluntary Allotment UGF.</p> <p>(b) Bonds registration form and request for issuance of U.S. Bonds.</p>	<p>11.</p> <p>(b) At the end of every fiscal year.</p>		<p>11.</p> <p>DISPOSAL APPROVED (a) DESTROY when superseded by new card of separation of employee. Upon transfer, forward card to new agency.</p> <p>DISPOSAL APPROVED (b) DESTROY 2 years after file break.</p>
<p>12. Employee Payroll Status and Activity Reports.</p>			<p>DISPOSAL APPROVED 12. DESTROY 1 year after report to Census.</p>
<p>13. Payroll Earning Register.</p>	<p>13. At the end of every fiscal year.</p>		<p>DISPOSAL APPROVED 13. DESTROY 3 years after file break.</p>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
14. Individual Earning History	14. At the end of every fiscal year.	14. 3 years after file break transfer to FRC, St. Louis, Mo. (See Chapter II).	14. Not authorized by this schedule. See GAO Records Retention and Disposal Schedule No. 5, Item 1.
15. Check Issue Listing.	15. At the end of every other fiscal year.	<u>DISPOSAL APPROVED</u>	15. DESTROY 3 years after file break.
16. Retirement reports including Register of Separation and Transfer and W-2 Summary Check List.	16. At the end of fiscal year.	16. 1 year after file break.	16. DESTROY 4 years after file break. <u>DISPOSAL APPROVED</u>
17. Administrative reports, correspondence and data relating to payrolling operations and pay administration.	17.	17.	17.
(a) Reports, correspondence and data used for workload and personnel management purposes.	(a) At the end of every fiscal year.	<u>DISPOSAL APPROVED</u>	(a) DESTROY 2 years after file break
(b) All other reports and data.	(b) At the end of every fiscal year.	<u>DISPOSAL APPROVED</u>	(b) DESTROY 4 years after file break

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZ
18. <u>Original</u> obligating documents including vouchers, schedules, invoices, and other papers documenting the collection and disbursement of agency funds.	18. Place accounts which are closed in inactive file. Break inactive file at the end of every fiscal year.	18. 3 years after file break. (See Footnote on Page <u>24</u> *).	18. Not authorized by this schedule. Transfer to FRC as GAO Records DISPOSAL NOT APPROVED
19. <u>Copies</u> of obligating documents including vouchers, schedules, invoices, and other papers documenting the collection and disbursement of agency funds.	19. At the end of every fiscal year.		19. DESTROY 3 years after file break. DISPOSAL APPROVED
20. General account ledgers and allotment records including those used as internal control and showing total depreciation.	20. At the end of every fiscal year.	20. 1 year after file break.	20. DESTROY 10 years after file break. DISPOSAL APPROVED
21. Records used as posting and control media, but subsidiary to the general and allotment ledgers.	21. At the end of every fiscal year.		21. DESTROY 3 years after file break. DISPOSAL APPROVED

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
22. Records relating to the availability, collection, custody, and deposit of funds, including appropriation warrants (other than records covered by Item 18).	22. At the end of every fiscal year.		22. DESTROY 3 years after file break. <i>DISPOSAL APPROVED</i>
23. General Accounting office notices of exception (formal or informal) and related correspondence.		<i>DISPOSAL APPROVED</i>	23. DESTROY 1 year after exception as reported as cleared by the General Accounting Office.
24. Allotment records showing status of obligations and allotments under each authorized appropriation.	24. At the end of every fiscal year	24. 1 year after file break	24. Destroy 10 years after file break. <i>DISPOSAL APPROVED</i>
25. Administrative correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	25. At the end of every fiscal year.		25. DESTROY 2 years after file break. <i>DISPOSAL APPROVED</i>
26. Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.	26. At the end of every fiscal year. ;		26. DESTROY 2 years after file break. <i>DISPOSAL APPROVED</i>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>27. Freight records consisting of copies of export certificates, transit certificates demurrage car record books, shipping documents pertinent to freight classification, copies of Government or Commercial bills of lading, storage and demurrage reports, and all supporting documents including files relating to the shipment of household effects.</p>	<p>27. At the end of every fiscal year.</p>		<p>27. DESTROY 3 years after file break.</p> <p><u>DISPOSAL APPROVED</u></p>
<p>28. Freight records relating to the Administration of Government Losses in Shipment Act, consisting of schedules of valuables shipped and related papers and reports.</p>	<p>28. At the end of every fiscal year.</p>		<p>28. DESTROY 3 years after file break.</p> <p><u>DISPOSAL APPROVED</u></p>
<p>29. Passenger transportation records, consisting of memorandum copies of vouchers (Standard Form 1171a), memorandum copies of transportation requests (Standard Form 1169a), travel authorizations, transportation request registers, and all supporting papers.</p>			

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
<p>29. (Con't)</p> <p>(a) Issuing Office memorandum copy.</p> <p>(b) Obligation copy, if different from copy in 3a.</p> <p>(c) Unused ticket redemption forms.</p>	<p>29. (Con't)</p> <p>(a) At the end of every fiscal year</p>		<p>29. (Con't)</p> <p>DISPOSAL APPROVED (a) DESTROY 3 years after file break.</p> <p>DISPOSAL APPROVED (b) DESTROY when funds are obligated.</p> <p>DISPOSAL APPROVED (c) DESTROY when administrative needs have been satisfied.</p>
<p>30. Passenger transportation records pertaining to reimbursements to individuals, consisting of copies of travel orders, per diem vouchers, transportation requests, hotel reservations and all supporting papers relating to official travel of officers, employees, dependants, or others authorized to travel by law (exclusive of records covered by Item <u>29</u>).</p> <p>(a) Travel administrative unit copies.</p> <p>(b) Obligation Copies.</p>	<p>30.</p> <p>(a) Break file every 2 years.</p>		<p>30.</p> <p>DISPOSAL APPROVED (a) DESTROY 3 years after file break.</p> <p>DISPOSAL APPROVED (b) DESTROY when funds are obligated.</p>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
<p>31. Records pertaining to travel and transportation not otherwise covered in this schedule, General Records Schedule 9.</p> <p>(a) Correspondence, forms, and related papers pertaining to agency travel and transportation functions.</p> <p>(b) Accountability records.</p>	<p>31.</p> <p>(a) At the end of every fiscal year.</p> <p>(b) At the end of every fiscal year.</p>	<p><i>DISPOSAL APPROVED</i></p> <p><i>DISPOSAL APPROVED</i></p>	<p>31.</p> <p>(a) DESTROY 2 years after file break.</p> <p>(b) DESTROY 1 year after all entries on the records are cleared.</p>
<p>32. Work papers, cost statements, and rough data accumulated in preparation of annual budget estimates, including duplicates of papers included in file copies of budget estimated.</p>	<p>32. At the end of every fiscal year.</p>	<p><u>DISPOSAL APPROVED</u></p>	<p>32. DESTROY 1 year after file break.</p>
<p>* Consult the GSA Liaison Division for disposal of duplicate folders and related papers pertaining to fiscal matters. Also coordinate with the GSA Liaison Division procedures for obtaining permission from GAO (See Part II Chapter I, Paragraph D) to transfer those COSSP records that are not duplicated 1 year after file break. If permission is denied, hold in office and destroy 3 years after file break.</p>			

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p><u>Personnel Records</u> (See Footnote on Page 27 *).</p>			
<p>33. Application for Employment.</p>	<p>33. At the end of every other fiscal year.</p>	<p>DISPOSAL APPROVED</p>	<p>33. DESTROY 6 months after file break.</p>
<p>34. Application for leave and supporting papers (Note: Applications for leave taken immediately prior to separation are placed in the Official Personnel Folder).</p>	<p>34. At the end of every calendar year.</p>	<p>DISPOSAL APPROVED</p>	<p>34. DESTROY 1 year after file break.</p>
<p>35. Change slips and change cards.</p>	<p>35. At the end of every fiscal year.</p>	<p>DISPOSAL APPROVED</p>	<p>35. DESTROY 3 years after file break.</p>
<p>36. Correspondence, letters and telegrams, offering appointments to potential employees.</p>		<p>DISPOSAL APPROVED</p>	<p>36.</p> <p>(a) DESTROY immediately, if appointment is accepted.</p> <p>(b) If appointment is declined, return to Civil Service Commission with reply and application, if name was received from Certificate of eligibles. If offered as a result of application for temporary or excepted appointment,</p>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>36. (Continued)</p>			<p>36. (b) (Cont.) file inside applicati and dispose of in- accordance with pro- visions. See GRS Records Retention and Disposal Schedule No. Item 15. All others; DESTROY immediately.</p>
<p>37. Duplicate individual personnel folders that include Notification of Personnel Action (SF-50), within grade notices and official correspondence. (Note: COSSP Official Personnel folders for individual employees are maintained in the Personnel Office of GSA).</p>	<p>37. Upon separation of employee, consult the GSA Personnel Office for disposal of duplicate folder and related papers.</p>	<p>DISPOSAL APPROVED DISPOSAL APPROVED</p>	<p>37. DESTROY duplicate folders 3 years after separation, upon coordination of COSSP's individual personnel folders with the GSA Personnel Office.</p>
<p>38. Federal and State Tax Exemption forms (w-4's and w-2's), Health Benefits Registration (SF-2810), Waiver of Life Insurance (SF-53), Designation of Beneficiary (SF-54), Authorization for Charitable Contribution cards.</p>	<p>38. Place superseded forms in inactive file. Break inactive file at the end of every calendar year.</p>	<p>DISPOSAL APPROVED</p>	<p>38. DESTROY 3 years after file break.</p>

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>39. Position Descriptions.</p>			<p>39.</p> <p>DISPOSAL APPROVED (a) DESTROY one copy 5 years after position is abolished or description is superseded.</p> <p>DISPOSAL APPROVED (b) DESTROY other copies when position is abolished or description is superseded.</p>
<p>40. Time and Attendance Reports used for time, attendance, and leave.</p> <p>(a) Reports submitted each pay period.</p> <p>(b) Copy of final card (1150) showing accumulated leave on separation (NOTE: Original 1150 is placed in the Official Personnel Folder).</p>	<p>40.</p> <p>(a) At the end of every calendar year.</p> <p>(b) At the end of every calendar.</p>		<p>40.</p> <p>DISPOSAL APPROVED (a) DESTROY 3 years after file break.</p> <p>DISPOSAL APPROVED (b) DESTROY 3 years after file break.</p>
<p>* Official Personnel Folders are maintained in the Personnel Office of GSA, consult the GSA Personnel for disposal of duplicate folders and related papers. Those duplicate and related papers not pertinent to the GSA Official Personnel Office, destroy 3 years after separation.</p>			

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
41. COOSSP - Office of the Chairman. Records reflecting the mission, function, and operation of the COOSSP. Include 1 copy of each management issuance, i.e., Directives, Orders. Also includes records relating to congressional relations.	41. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	41. PERMANENT. Offer to National Archives when no longer needed by COOSI
42. Chairman's Chronological and Reading Files.	42. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	42. PERMANENT Offer to National Archives when no longer needed by COOSI
43. Chairman's General Correspondence files.	43. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	43. PERMANENT Offer to National Archives when no longer needed by COOSI
44. COOSSP - Records of the Executive Director that are not in duplication of the Office of the Chairman.	44. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	44. PERMANENT Offer to National Archives when no longer needed by COOSI
45. COOSSP General Chronological Files.	45. At the end of every other fiscal year.	DISPOSAL APPROVED	45. DESTROY 2 years after file break.

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>46. Committees and Organizations records relating to COOSSP participation in conference and meetings - records includes minutes, agenda, reports and related papers.</p>	<p>46. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>46. <u>PERMANENT.</u> Offer to National Archives 1 year after file break.</p>
<p>47. <u>Government Records</u> relating to the COOSSP relationship with the Federal, State, and Local Government.</p>	<p>47. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>47. <u>PERMANENT.</u> Offer to National Archives 1 year after file break.</p>
<p>48. <u>Legal and Legislative Records</u> relating to Bills, Laws, legal opinions, decisions, congressional correspondence, testimony, resolutions, hearings, conference reports, amendments, and other papers relating to legislation affecting COOSSP. (Excluded from this item are those papers relating to Legislation accumulated in the immediate Office of the Chairman, See Item 44).</p>	<p>48. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>48. <u>PERMANENT.</u> Offer to the National Archives.</p>
<p>(a) Congressional Records.</p>		<p>DISPOSAL APPROVED</p>	<p>(a) Every 6 months DESTROY those not</p>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>48. (Con't)</p> <p>(b) Miscellaneous Copies of Bills.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL NOT APPROVED</p>	<p>48. (Con't)</p> <p>relating to COSS Those relating to COSSSP destroy at the end of each Congress.</p> <p>(b) DESTROY at the end of each Congress.</p>
<p>49. <u>Organization & Management</u> Records relating to COSSSP organization and related assignment of functions to organizational units, delegations of authority, records management, improvement programs, surveys and studies.</p>	<p>49. At the end of every other fiscal year.</p>		<p>49. PERMANENT. Offer to the National Archives.</p>
<p>50. Correspondence with Staff Advisory Council Board Members for "COSSP".</p>	<p>50. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>50. PERMANENT. Offer to the National Archives.</p>
<p>51. Correspondence of non-policy nature.</p>	<p>51. At the end of every other fiscal year.</p>	<p>DISPOSAL APPROVED</p>	<p>51. DESTROY 2 years after file break.</p>
<p>52. <u>Public Information</u> Camera Copy of cover designs and small publications not printed by COSSP.</p>	<p>52. At the end of every 5th fiscal year.</p>	<p>52. 2 years after file break.</p> <p>DISPOSAL APPROVED</p>	<p>52. DESTROY 5 years after file break.</p>

RECORDS CONTROL SCHEDULE

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
53. Camera copy of "hoy" Newsletter.	53. At the end of every other fiscal year.	DISPOSAL APPROVED	53. DESTROY 1 year after file break.
54. Galley Proofs Publications.		DISPOSAL APPROVED	54. DESTROY when published.
55. COOSSP "Hoy" Newsletter, maintain <u>one</u> copy of each issue.	55. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	<u>55. PERMANENT.</u> Offer to the National Archives.
56. Manuscript Material submitted for publication.		DISPOSAL APPROVED	56. (a) If material is <u>not</u> published return to author. (b) If published, DESTROY 6 months after publication.
57. COOSSP, Master Publication Files.	57. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	<u>57. PERMANENT.</u> Offer to National Archives.
58. Newspaper clippings concerning COOSSP or areas of interest to COOSSP.	58. At the end of every fiscal year.	DISPOSAL NOT APPROVED	<u>58. PERMANENT.</u> Offer to National Archives.
59. COOSSP Publications published by private organizations or translated into Foreign Languages. Maintain <u>one</u> copy of each publication.	59. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	<u>59. PERMANENT.</u> Offer to National Archives.

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
60. COOSSP Photographs Still photographs, (negatives and one positive print) Tape Recording, motion picture film (master negative and positive print) that reflect the functions and history of the Commission with related background material.	60. At the end of every other fiscal year.	DISPOSAL NOT APPROVED ✓	60. PERMANENT. Offer to National Archives.
61. COOSSP News Releases, maintain one copy of each with related background material.	61. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	61. PERMANENT. Offer to National Archives.
62. Publication Reorder Files including Reprints.		DISPOSAL APPROVED	62. DESTROY 3 to 6 months.
63. Request for Publications.	63. At the end of every other fiscal year.	DISPOSAL APPROVED	63. DESTROY at file break.
64. Speeches by key COOSSP Officials includes magazines and newspaper articles by key officials, maintain one copy of each.	64. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	64. PERMANENT. Offer to National Archives.
65. Bulky source material for possible use in "Education-Training", of the Spanish, Speaking Americans, non-record.		DISPOSAL APPROVED	65. Send to Library, interested agency, or destroy when no longer needed.

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
<p>66. Training material developed by COOSSP for possible training of the "Spanish Speaking Americans," maintain <u>one</u> copy of each. Including COOSSP Internal Training relating to career development, leadership development and other programs, non record.</p>	<p>66. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>66. PERMANENT. Offer to National Archives.</p>
<p>67. <u>Automatic Data Processing (ADP) Records.</u> Social Statistics. Master Files include magnetic media containing data created by the merging of prior master file with valid transaction data to create a new master file.</p> <p>(a) Cumulative social and demographic data concerning births, deaths, and marriages; income taxes paid; social security accounts; employment information; law enforcement, crime and civil disturbance, and other social indicators.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL NOT APPROVED</p>	<p>67. (a)(1) DESTROY after 3rd update cycle. (2) Maintain at the end of a program, last 3 tapes for <u>PERMANENT</u> retention. Offer National Archives.</p>

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>67. (Con't)</p> <p>(b) Noncumulative data used to prepare reports covering a limited period of time.</p>		<p>DISPOSAL NOT APPROVED</p>	<p>67. (Con't)</p> <p><u>(b) PERMANENT.</u> Offer to National Archives.</p>
<p>68. <u>Program Development.</u></p> <p>These files document the Contracts, Projects, Programs and/or Grants of the COOSSP involvement, Office of Research, Evaluation and Program Development. Presently underway are projects relating to accreditation, certification, planned variation curriculum development, community participation in development and implementation of projects and programs for the Mexicans, Puerto Ricans, Indians, Cubans and related Spanish Speaking Americans, Migrants, Parent and Child Centers, Nutrition, Health, Dental Care, Drug Prevention, Volunteer Services,</p>			

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>68. (Con't)</p> <p>Parent involvement and Social Services. Records documenting these activities, and similar activities undertaken in the future, will be maintained permanently. Records relating to the overall operations of:</p> <p>(a) Assistance and Services - the availability of Assistance and Services to individuals and families, i.e. Foster Homes, Social Security, Youth Opportunity Programs, etc.</p> <p>(b) Civil Rights - Equal Employment Opportunity.</p>	<p>68.</p> <p>(a) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.</p> <p>(b) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.</p>	<p>68.</p> <p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>	<p>68.</p> <p>(a) ⁽¹⁾ <u>PERMANENTLY retain sample case files (See Chapter VI).</u></p> <p>(2) Remainder of working case files DESTROY 6 years after file break.*</p> <p>(b) ⁽¹⁾ <u>PERMANENTLY retain sample case files (See Chapter VI).</u></p> <p>(2) Remainder of working case files DESTROY 6 years after file break.*</p>

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
<p>68. (Con't)</p> <p>(c) Community Action and Resource Development.</p> <p>(d) Conditions and Environment.</p> <p>(e) Employment - Labor-Training.</p>	<p>68. (Con't)</p> <p>(c) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.</p> <p>(d) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.</p> <p>(e) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>	<p>68. (Con't)</p> <p>(c)(1) <u>PERMANENTLY retain sample case files (See Chapter VI).</u></p> <p>(2) Remainder of working case files DESTROY 6 years after file break.*</p> <p>(d)(1) <u>PERMANENTLY retain sample case files (See Chapter VI).</u></p> <p>(2) Remainder of working case files DESTROY 6 years after file break.*</p> <p>(e)(1) <u>PERMANENTLY retain sample case files (See Chapter VI).</u></p> <p>(2) Remainder of working case files DESTROY 6 years after file break.*</p>

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
68. (Con't)	68. (Con't)		68. (Con't)
(f) Human Development	(f) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(f)(1) PERMANENTLY retain sample case files (See Chapter VI).
		DISPOSAL APPROVED	(2) Remainder of working case files DESTROY 6 years after file break.*
(g) Immigration - Naturalization	(g) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(g)(1) PERMANENTLY retain sample case files (See Chapter VI).
		DISPOSAL APPROVED	(2) Remainder of working case files DESTROY 6 years after file break.*
(h) Minority Enterprise	(h) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED	(h)(1) PERMANENTLY retain sample case files (See Chapter VI).
		DISPOSAL APPROVED	(2) Remainder of working case files DESTROY 6 years after file break.*

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZED
68. (Con't) (i) Program Coordination.	68. (Con't) (i) Place in inactive file when Contract/Project/Programs and/or Grants are completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED DISPOSAL APPROVED	68. (Con't) (1) <u>PERMANENTLY retain sample case files (See Chapter VI).</u> (2) Remainder of working case files DESTROY 6 years after file break.*
59. Rejected or withdrawn Contract/Project/Programs and/or Grants case files.	69. At the end of every other fiscal year.	DISPOSAL APPROVED	69. DESTROY 1 year after file break.*
70. Program Evaluations - Grants Records relating to the letting and administering of grants or Contracts for the evaluation of COOSSP Programs. Includes Fiscal Reports. (a) Sample of Historical and Political Significance.	70. (a) Place in inactive file when final action is completed. Break this inactive file at the end of every other fiscal year.	DISPOSAL NOT APPROVED DISPOSAL APPROVED	70. (a) <u>PERMANENTLY retain sample case files (See Chapter VI).</u> (b) <u>Remainder of working case files DESTROY 6 years after file break.*</u>

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORITY
70. (Con't)	* Obtain permission from the GSA Agency Liaison Division (See Part II Chapter I, Paragraph D) to destroy working case files and those records requiring GAO permission pertaining to fiscal matters. If permission is denied, hold in office and destroy with remainder of working case files 6 years after file break, See	Disposition Schedule, Item 68.	DISPOSAL APPROVED
71. Program Development Projects. Narrative and Statistical reports on accomplishments, reports on studies, surveys, and audits, with related papers showing their inception, scope, procedure, and results.	71. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	71. <u>PERMANENT</u> . Offer to National Archives.
72. Program Inspection Records relating to the review and inspection of COSSP programs including correspondence dealing with <u>complaints</u> about COSSP programs.	72. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	72. <u>PERMANENT</u> . Offer to National Archives.
73. Research and Demonstration of Projects and Programs (excluding grant/contract case files).	73. At the end of every other fiscal year.	DISPOSAL NOT APPROVED	73. <u>PERMANENT</u> . Offer to National Archives.

SERIES DESCRIPTION	BREAK FILE	TRANSFER TO FRC	FINAL DISPOSITION AUTHORIZ
<p>74. Final Reports on Research and Program Development Projects.</p> <p>(a) Back-up reports.</p>	<p>74. At the end of every other fiscal year.</p> <p>(a) At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL APPROVED</p>	<p>74. <u>PERMANENT</u>. Offer to National Archives.</p> <p>(a) DESTROY 4 years after file break.</p>
<p>75. Regional Support Records relating to the support, guidance, and direction given to the Regions by the COOSSP. Also include each Regional Director's correspondence file. NOTE: If the Regional records deal with a program of the office, then apply schedule for program records, i.e., (Mental Care, Parent Involvement, etc.)</p>	<p>75. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>75. <u>PERMANENT</u>. Offer to National Archives.</p>
<p>76. Regional Training Records relating to the development of training in the field.</p>	<p>76. At the end of every other fiscal year.</p>	<p>DISPOSAL NOT APPROVED</p>	<p>76. <u>PERMANENT</u>. Offer to National Archives.</p>

ALPHABETICAL INDEX TO RECORDS CONTROL SCHEDULES

<u>Subject</u>	<u>Schedule Item No.</u>
Accreditation	68
Accounting Lists of Non-Expendable Property	8
Administration	
Audit	25
Office Services	1
Operations	1
Payroll	17
Personnel, General	SEE: Personnel Records, Page <u>25</u>
Space	1
Travel, Transportaion	1, 29, 30, 31
Vouchers	25, 29
Agenda, CCOSSP	46
Allotment	20, 24
Amendments	48
Application for Employment	33
Application for Leave & Support Papers	34
Reports	40
Apportionment & Reapportionment Schedules	26
Audits, Reports	71
Authorization for Bonds	11
Automatic Data Processing (ADP)	67
- B -	
Backup Information for Reports & Papers	6
Backup Reports	
Budget	10
Program Development	74

<u>Subject</u>	<u>Schedule Item No.</u>
Bills, Miscellaneous Copies of	48
Bonds & Contributions	11
Budget & Fiscal	7
Budget & Fiscal Preparation Work Papers	32
Bulky Source Material for "Education-Training" of the Spanish Speaking Americans	65
- C -	
Camera Copy of Cover Designs	52
Camera Copy of "Hoy" Newsletter	53
Career Development, CCOSSP	66
Case Files	
Contract/Projects	68(a) thru 68(i)
Programs/Grant	68(a) thru 68(i)
CCOSSP	
Conferences & Meetings	46
Federal, State & Local Government	47
General Chronological Files	45
Improvement Programs	49
Master Publication Files	57
Newspaper Clippings	58
News Release	61
Operations	41, 44
Organization & Management	49
Photographs	60
Program Involvement	68
Publications published by Private Organizations or Translated into Foreign Languages	59
Speeches	64
Training Material, Non-record	66
Certification	68
Change Slips & Change Cards	35

<u>Subject</u>	<u>Schedule Item No.</u>
Charitable Contributions, Authorization for	38
Check Issue Listing	
Child Centers	68
Community Participation	68
Complaints	72
Conference, Legislative	48
Congressional Bills, Miscellaneous	48
Congressional Conferences	48
Congressional Record	48
Congressional Relations	41
Contract/Project/Programs/Grants	
Case Files	68(a) thru 68 (i)
Program Evaluation	70
Working Case Files	68
Correspondence	
CCOSSP, General	45
Chairman's Chron.	42
Chairman's General	43
Personnel	36
Reading Files	42
Staff Advisory Council Board	50
Members for "CCOSSP"	
Non-Policy Nature	51
Cubans	68
Curriculum Development	68

SubjectSchedule Item No.

- D -

Delegation of Authority	49
Demonstrations and Research	73
Dental Care	68
Deposit of Funds	22
Designation of Beneficiary	38
Drug Prevention	68
Duplicate Individual Personnel Folders	37

- E -

Employee Payroll Status	12
Employment Applications	33

- F -

Federal & State Tax Exemption Forms	38
Final Reports, Program Evaluations	70
Final Reports, Research & Program Development Projects	74
Foster Homes	68(a)
Freight Records	27, 28

- G -

Gallery Proofs of Publications	54
General Account Ledgers	20
General Accounting Office Audit	9
General Accounting Office Notices of Exception	23

SubjectSchedule Item No.

- H -

Health	68
Health Benefits Registration	38
Hearings	48
Hotel Reservations	30
"Hoy" Newstetter	55
Camera Copy of	53
Camera Copy of Cover Designs	52

- I -

Improvement Programs, CCOSSP	49
Indians	68
Individual Earning History	14
Information, Public	52 thru 64
Inspection, Program	72

- L -

Leadership Development	66
Leave and Supporting Papers	34
Reports	40
Legal & Legislative	48
Amendments	48
Bills	48
Conference	48
Correspondence	48
Decisions	48
Hearings	48
Laws	48

SubjectSchedule Item No.

Legal Opinions	48
Legislation Papers, Chairman's Office	41
Resolutions	48
Testimony	48

- M -

Mailing Lists	2
Magazines & Newspaper Articles, CCOSSP	64
Management Issuances	41
Master Publication Files	57
Material for Possible Use in "Education - Training" of the Spanish Speaking Americans, Non-Record	65
Meetings	46
Mexicans	68
Migrants	68
Minutes, CCOSSP	46
Miscellaneous Copies of Bills	48
Mission Records, CCOSSP	41
Congressional Relations	41
Motion. Picture Film	60

- N -

Narrative & Statistical Reports, Program Development Projects	71
Newsletter, "Hoy"	55
Newspaper Articles & Magazines by Key Officials	64
Newspaper Clippings	58

SubjectSchedule Item No.

News Releases	62
Notification of Personnel Action	37
Nutrition	68

- O -

Official Personnel Folders	37
Operations, CCOSSP	41
Original Obligating Documents	18
Copies of	19

- P -

Parent & Child Centers	68
Parent Involvement	68
Passenger Transportation	29, 30
Payroll Earning Register	13
Payroll Records	9
Periodic Reports, Budget.	10
Personnel Folders	37
Photographs for Publication	60
Planned Viration	68
Position Descriptions	39
Procurement Request	3
Program Development	68
Program Development Projects	71
Program Evaluation-Grants	70

<u>Subject</u>	<u>Schedule Item No.</u>
Program Inspection	72
Puerto Ricans	68
Publications:	
For CCOSSP by Private Organizations	
or Translated into Foreign Languages	59
Galley Proofs	54
Master Files	57
Photographs	60
Request for	63
Public Information	56 thru 64
	- R -
Records Management	49
Regional Support	75
Regional Training	76
Reimbursement to Individuals	30
Rejected or Withdrawn Case Files	69
Relationship CCOSSP, Federal, State & Local Government	47
Recorder Files, Publication	62
Reports:	
Administrative	6, 17
Budget	10
Committees & Organizations	46
Legislative	48
Personnel	40
Programs	70, 71, 74
Reprints	62
Request for Publication	63
Requisitions for Printing	4
Research and Demonstration	73

<u>Subject</u>	<u>Schedule Item No.</u>
Research, Evaluation & Program Development	68
Reservations, Hotel	30
Resolutions	48
Retirement Records	16
- S -	
Services, Volunteer	68
Social Security	68
Social Services	68
Social Statistics, ADP	67
Source Material for Possible Use in "Education-Training" of the Spanish Speaking Americans	66
Space	1
Spanish Speaking Americans	68
Speeches, CCOSSP	64
Staff Advisory Council Board Members for CCOSSP	50
Still Photographs	60
Surveys & Studies	49, 71
- T -	
Tape Recording	60
Testimony	48
Telephone Statements & Toll Slips	5
Time & Attendance Reports	40

<u>Subject</u>	<u>Schedule Item No.</u>
Training Material, CCOSSP	66
Transportation, Passenger	29, 30
Transportation Request	29, 30
Travel	
Authorization	29
Orders, Copies of	30
Request Registers	29
Travel	29, 30, 31
Vouchers	29, 30
	- V -
Volunteer Services	68
Vouchers, Travel	29, 30
	- W -
Waiver of Life Insurance	38
Within Grade Notices, Personnel	37
	- Y -
Youth Opportunity Programs	68