

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

*(See Instructions on Reverse)*

LEAVE BLANK	
DATE RECEIVED <b>JUL 29 1975</b>	JOB NO. <b>NC-269-76-<sup>1</sup><sub>8</sub></b>
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 "with-drawn" in column 10.	
1-26-76 <i>James E. O'Neill</i> (Date) <i>acting</i> Archivist of the United States	

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**General Services Administration**

2. MAJOR SUBDIVISION  
**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:

I 15 by 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 15 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* *Michael G. Barbour*  
Date (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
	Files descriptions and requested disposition authorizations are contained in the attached proposed changes to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). The proposed changes are identified by vertical lines in the right margin.		
	Chapter 11-A, 11-B, 11-C, 11-D	NN171-137 NN168-87 NN172-223	
	Chapter 12-A, 12-B	NN168-74 NN172-223	
<i>Copy to Agency 1-30-76</i>			<i>7 items</i>

✓ This appendix describes files created in establishing and implementing procedures and techniques for increasing the usefulness of forms through proper design; reducing cost of filling in, using, and filing forms; and achieving savings in the design, printing, storage, and distribution of forms. Forms management program files are created pursuant to the provisions of FPMR 101-11.208, the GSA Administrative Manual, 1-38 thru 43 (OAD P 5410.1), and the handbooks and orders in the 1824 subject classification series. Documents accumulated by offices in originating and using forms for accomplishing their program responsibilities are not forms management program files. Rather, such documentation pertains to the programs of the offices concerned and should be identified for filing in accordance with the appendixes applicable to the particular programs involved.

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**Appendix 11-A. Forms Management Program Files**  
(Do NOT type text below this line)

\* Distribution \_\_\_\_\_ Center PAGE] and 2 ORDER in box \_\_\_\_\_  
\* 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)

11A1. Form registers. Registers used to record and control the numbers and other identifying data assigned to each form.

Destroy when no longer needed.

11A2 - 11A4. Reserved.

*Perm.*

11A5. Forms case files. Numerical case files created during the analysis, design, clearance, and evaluation of GSA forms (including the forms numbered in the GSA 6000 thru 9000 series), and Standard and Optional forms prescribed by GSA. Included are requests for forms management services, papers relating to development of the forms, drafts of issuances prescribing the forms or written statements explaining their purpose, clearances, printed copies of each edition of the form, forms action notices, current approved camera copy (composition copy or GPO proof), running record of all actions taken, and related records.

*one copy of each GSA Form with related papers showing inception, scope and purpose with related instructions.*

- a. Forms Management Branch: Permanent. Place in an inactive file on cancellation or discontinuance of the form. Cut off the inactive file at the end of the year and retire. *offer to NARS 10 years after cancellation or discontinuance.*
- b. Other offices: Place in an inactive file on cancellation or discontinuance of the form. Cut off the inactive file at the end of the year, hold 3 years, and destroy.

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11A6. Regional numbered forms case files. Numerical case files created during the analysis, design, clearance, and evaluation of regional forms. Included are requests for forms management services, papers relating to developing the forms, drafts of issuances prescribing the forms or written statements explaining their purpose, clearances, printed copies of each edition of the form, forms action notices, current approved camera copy, running record of all actions taken, and related records.

*New*

- a. Paperwork Management Branch: Place in an inactive file on cancellation or discontinuance of the form. Cut off the inactive file at the end of the year, hold 3 years, and destroy.
- b. Other offices: Place in an inactive file on cancellation or discontinuance of the form. Cut off the inactive file at the end of the year, hold 3 years, and destroy.

11A7 - 11A9. Reserved.

Appendix 11-A

(Do NOT use this form for other than the purpose intended)

\* Distribution \_\_\_\_\_ Center PAGE 3 \_\_\_\_\_

\* Used on first page of order ONLY.

\* CHAP. 11 uses back page.

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

(Use reverse for LEFT PAGE)

Case \_\_\_\_\_

OAD P 1820.2 CHGE

11A10. Forms classification files. Collections of Central Office prescribed GSA, Standard, and Optional forms, and regional numbered forms (grouped by function) for use in evaluating, simplifying, combining, or eliminating existing forms. Also used to preclude the creation of new forms which duplicate existing forms and other forms management actions.

Destroy individual forms when canceled or discontinued.

11A11 - 11A14. Reserved.

11A15. Forms representative designation files. Documents reflecting the designation of service and staff office forms liaison representatives. Included are letters of designation and specifically related records.

Destroy when superseded by a new designation or when obsolete.

11A16 - 11A19. Reserved.

11A20. Forms management reports. Documents created in reporting accomplishments under the forms management program such as reports of savings realized in printing, handling, storing, and using forms; forms consolidated or eliminated; or similar forms management activities. Included are reports and specifically related records.

Cut off annually, hold 2 years, and destroy.

11A21 - 11A24. Reserved.

11A25. Forms management training files. Documents relating to preparing and conducting training in forms management, including forms and format standards. Included are requests for training and papers concerning arrangements, notifications, and number of people trained.

Cut off annually, hold 2 years, and destroy.

11A26 - 11A29. Reserved.

11A30. Forms management training materials. Documents relating to the preparation and use of training materials for forms management. Included are outlines, texts, handouts, training aids, and related records.

Office preparing GSA-wide training materials:  
Destroy when no longer needed.

Paperwork Management Branches: Destroy when  
superseded or obsolete.

Appendix 11-A

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\*CHAP if a handbook page.

(Use reverse for RIGHT PAGE)

GSA 11-1820-2 BACK

11A31 - 11A34. Reserved.

11A35. Forms requirements files. Documents accumulated in the preparation, review, and maintenance of requirements and printing schedules for forms. Included are requests for and changes to form requirements; blanket printing requisitions; printouts of form listings and printing schedules; inventory of forms requirements; and related records.

Printouts: Cut off annually, hold 1 year, and destroy.

Other papers: Cut off annually, hold 2 years, and destroy.

**Appendix 11-A**

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DATE: \_\_\_\_\_ CONTROL PAGE **5 and 6** NUMBER: \_\_\_\_\_  
\*Used on first page of order ONLY. \*CHAP of a handbook page.  
\*\*Insert DATE and ORDER NO. aligned at top on all odd pages other than page 1.  
(Use reverse for LEFT PAGE) OPA 11-100

This appendix describes files created in establishing and implementing procedures, standards, and systems for the preparation, coordination, approval, classification, codification, writing style, format, distribution, and maintenance of internal and external issuances. Issuances management program files are created pursuant to provisions in the GSA Administrative Manual, 1-1 thru 28 (OAD P 5410.1), and orders and handbooks in the 1812 and 1832 subject classification series. Related documents accumulated by other offices in originating, commenting on, implementing, or interpreting issuances applicable to their program areas are not issuances management program files. Rather, such documentation pertains to the program of the offices concerned and should be identified for filing in accordance with the appendixes applicable to the particular programs involved.

**Appendix 11-B. Issuances Management Program Files**

(Do not place on this list)

Distribution: \_\_\_\_\_ Center PAGE **1 and 2** ORDER in file \_\_\_\_\_ E-40  
\* 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  
(OA 1820.2-1000) (PAGE) GSA \_\_\_\_\_

11B1. Issuances management surveys. Documents accumulated in the survey of issuances practices of the services, staff offices, and regions. Included are survey reports, replies thereto, and related records.

Office responsible for issuances management surveys:

Destroy after the next comparable survey.

11B2 - 11B4. Reserved.

11B5. Issuances management training files. Documents relating to the conduct of training sessions in issuance writing and format standards and related issuances management subjects. Included are requests for, notifications of, and arrangements for training; communications about the number of people trained; and similar records.

Cut off annually, hold 2 years, and destroy.

11B6 - 11B9. Reserved.

11B10. Issuances management training materials. Documents relating to the preparation and use of training materials on writing and format standards and other issuances management subjects. Included are outlines, texts, handouts, training aids, and related records.

Office preparing GSA-wide training materials: Destroy when no longer needed.

Paperwork Management Branches: Destroy when superseded or obsolete.

11B11 - 11B14. Reserved.

11B15. Federal Register liaison materials. Documents accumulated as a result of GSA liaison with the Office of the Federal Register. Included are copies of GSA materials for inclusion in the U.S. Government Organization Manual; requests for additions to, deletions from, or copies of the Code of Federal Regulations, Federal Register, Weekly Compilation of Presidential Documents, Public Papers of the Presidents, or similar Federal Register publications, and related records.

Cut off annually, hold 3 years, and destroy.

11B16 - 11B19. Reserved.

(Do NOT) **Appendix 11-B** (this line)

Distribution \_\_\_\_\_ Center PAGE **3** NUMBER in box \_\_\_\_\_

Used on first page of order ONLY. \*CHOP if a handbook page.

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

11B20. Issuance master binders. Master binders or record sets of external and internal issuances maintained by Central Office and regional office issuance clearance elements. Included are Federal Procurement Regulations; General Services Administration Procurement Regulations; Federal Property Management Regulations; Federal Management Circulars and Notices; Federal Preparedness Regulations, and Federal Preparedness Circulars and Bulletins; GSA bulletins, orders, notices, handbooks, and manuals; and miscellaneous external issuances. A copy of each regional issuance is included in the GSA master binder.

*Perm.*

- a. Office at the Central Office responsible for maintenance of the GSA master binders: Permanent. ~~Retire~~ when no longer needed for reference. *offer to NARS*
- b. Offices responsible for maintenance of Central Office service and staff office and regional office master binders: Destroy when no longer needed for reference.

11B21 - 11B24. Reserved.

11B25. Issuance case files. Documents reflecting the preparation, review, clearance, and publication of issuances maintained in master binders and issuances which are not included in master binders, such as GSA materials submitted for inclusion in the Federal Register, the CFR, and the U.S. Government Manual. Included are issuance proposal brief; permission statements for the use of copyrighted material; memorandums of consultation; issuance clearance sheets; memorandums reconciling or explaining comments; comments of other Federal agencies, industrial concerns, and professional groups; originals of issuances; copies of the published issuances; copies of printing requisitions; and related records. *One copy of each issuance with related background material (exclusive of administrative materials & requisitions).*

*RH  
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Perm.*

- a. Offices at the Central Office and Region 3: Permanent. ~~Retire~~ *offer to NARS 10 years after supersession or cancellation.*
- b. Other offices: Cut off annually when superseded or canceled, hold 2 years, and retire. <sup>1)</sup> Destroy after 3 additional years, except that issuance case files containing copyrighted authorizations will be destroyed after 56 years.

11B26 - 11B29. Reserved.

11B30. Issuance controls. Documents used to control the numbering and processing of issuances. Included are issuance number assignment cards, logs, registers, or similar records.

Destroy when no longer needed.

Appendix 11-B

(Do NOT use for RIGHT PAGE)

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(Use reverse for RIGHT PAGE)

GSA - 1338 (2) CK

This appendix describes files accumulated as a result of developing and assisting in the application of management techniques to the creation, handling, maintenance, and disposition of GSA records. The term "records management," as used in this appendix, is defined to include correspondence management and procedures; mail management; files documentation, maintenance, and disposition management; ADP records management and management of source data automation; files supplies and equipment control; and emergency preparedness records procedures and operations. Records management program files are created pursuant to the provisions of orders and handbooks in the 1800 and 2400 subject classification series. This appendix is not applicable to related documentation accumulated by individual offices in managing their records or to files accumulated by NARS in administering the Government-wide records management program. The former records are described in chap. 9, while the latter files are described in the NARS chapters of this handbook.

**Appendix 11-C. Records Management Program Files**

1. Used on first page of order ONLY.  
 2. Insert DATE and ORDER NO. aligned at top on all end pages after this page.  
 (U.S. GSA Form for LETTERS)

11C31 - 11C34. Reserved.

11C35. Records management surveys. Documents accumulated in auditing or surveying the supervision and execution of records management programs of Central Office and regional services, staff offices, or elements thereof. Included are survey or audit reports, replies thereto, and related records.

Records Management Branch: Cut off annually following completion of the survey, hold 5 years in the current files area, and destroy.

Other offices: Destroy after the next comparable survey or after 5 years, whichever is sooner.

✓ 11C36. Records management project files. Documents accumulated in planning, conducting, assisting in, reporting on, and taking other action in connection with records management projects and studies that do not result in the preparation of an issuance or other instruction. Included are requests, coordinating actions, reports with recommendations, and related records.

Cut off annually following completion of the project or study, hold 3 years, and destroy.

11C37 - 11C39. Reserved.

11C40. File equipment and supplies. Documents created in the records management review of requests for file equipment and nonstandard supplies for the purpose of recommending approval or disapproval of supply action. Included are requests for equipment or supplies; approvals, disapprovals, and clearance actions, and other papers about specific items of equipment or supply.

Cut off annually, hold 2 years, and destroy.

11C41 - 11C44. Reserved.

11C45. Records management training files. Documents relating to providing and conducting training in correspondence, mail, files, or other areas of records management. Included are requests for training and papers concerning arrangements, notifications, and number of people trained.

Cut off annually, hold 1 year, and destroy.

11C46 - 11C49. Reserved.

Appendix 11-C

(Do NOT type text below this line)

\* Distribution Center PAGE 5 NUMBER in Box

\* Used on first page of order ONLY.

\*\* CHAP if a handlook page

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

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11C50. Records management training materials. Documents relating to the preparation, clearance, and issuance of materials for use in correspondence, mail, files, or other records management training. Included are outlines, texts, handouts, training aids, and related records.

Office preparing GSA-wide training materials: Destroy when no longer needed.

Office of records officers: Destroy when superseded or obsolete.

11C51 - 11C54. Reserved.

11C55. Mail volume reports. Documents created in recording and reporting data on the volume of outgoing mail services used, anticipated changes in mail volume, and similar data; in negotiating reimbursement to the United States Postal Service; and in analyzing mail practices.

Cut off annually, hold 1 year, and destroy.

*New* 11C56. Reimbursement agreement with the U.S. Postal Service. Documents reflecting GSA's agreement with the U.S. Postal Service to pay equivalent postage for mail postage for mail services received. Included are copies of the agreement and related records.

DISPOSAL NOT APPROVED

*Retire*  
~~Destroy~~ when superseded, <sup>or</sup> obsolete, ~~or no longer needed~~, *PERMANENTLY* offer to *NARS 10 years later.*

11C57 - 11C59. Reserved.

11C60. Emergency preparedness records controls. Documents accumulated by records officers to control the identification, transmission, maintenance, and disposition of emergency preparedness records. Included are inventories not incorporated in handbooks and similar records.

Destroy when superseded, obsolete, or no longer needed.

11C61 - 11C64. Reserved.

11C65. Emergency preparedness records reports. Documents created in preparing and reporting data on emergency preparedness records holdings to NARS. Included are reports and directly related records.

Cut off annually, hold 2 years, and destroy.

Appendix 11-C

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\*CHAP if a handbook page.

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GSA 1948 B...

This appendix describes files created in connection with the establishment, coordination, and execution of procedures and techniques for managing reports. Reports management is concerned with maintaining GSA reporting requirements and reports required of GSA at the minimum level consistent with mission needs, periodically reviewing reporting requirements to determine the continuing need for the data being reported, eliminating unnecessary reports and reported data, ensuring that reporting instructions are clear, and other comparable reporting requirement activities. Reports management program files are created pursuant to the provisions of FPMR 101-11.2; FPIR 101-11.11; the GSA Administrative Manual, 1-29 thru 37 (OAD P 5410.1); GSA Inventory of Reporting Requirements (OAD 1872.1); and the HB, GSA Reports Management Program (OAD P 1872.2). This appendix is not applicable to related documentation accumulated by other offices in carrying out their program responsibilities. Such documentation should be identified for filing in accordance with the appendix applicable to the program functions of the offices concerned.

**Appendix 11-D. Reports Management Program Files**

Sections 1 and 2

Use of this document is authorized for the purpose of providing information to the public. It is not to be distributed outside the agency. The information contained herein is for the use of the public and is not to be distributed outside the agency. The information contained herein is for the use of the public and is not to be distributed outside the agency.

✓ 11D1. Reports management case files. Documents created in analyzing, approving, controlling, and canceling (a) individual internal GSA reporting requirements, (b) reporting requirements imposed on GSA by law, committees of the Congress, or other Federal departments and agencies, (c) reporting requirements imposed on the public sector by GSA, and (d) reporting requirements imposed on other Federal agencies by GSA. Included are requests for approval of reporting requirements, estimates of reporting costs, reporting instructions and supporting statements, clearances of other agencies, and related records.

Withdraw and place in an inactive file on discontinuance of the report. Cut off the inactive file at the end of the year, hold 2 years, and destroy.

11D2 - 11D4. Reserved.

11D5. Reporting requirement registers. Documents used for a perpetual inventory of all reports issued under the reports management system. Included are cards, registers, sheets, or similar documents.

Withdraw and place in an inactive file on discontinuance of the reporting requirement or on revision of the reports control symbol. Cut off the inactive file at the end of the year, and destroy when no longer needed for controlling the assignment of new reports control symbols.

11D6 - 11D9. Reserved.

✓ 11D10. Withdrawn by CHGE

(2018) Appendix 11-D

11D10. Withdrawn by CHGE

Used on form 100-1 (Rev. 04-75)

\*\*Insert DATE and CLASS NO. designation on all copies of this form.

(U) GSA FPMR (41 CFR) 101-11.6

The files described in this appendix relate to organization and methods management and manpower utilization. Organization and methods management deals with the study and evaluation of organization, methods, policies, programs, systems, and procedures for the purpose of recommending and assisting in the installation of more efficient and economical ways of performing work. Manpower utilization, on the other hand, is concerned with establishing a basis for determining current and future manpower requirements and ensuring optimum utilization of manpower resources. These files, hereafter referred to as general management files, are created as a result of responsibilities assigned in the GSA Organization Manual (OFA P 5440.1) and pursuant to provisions of orders and handbooks in the 5400 subject classification series. Documents accumulated by other offices in installing, implementing, and reporting on general management actions within their assigned program areas are not covered by this chapter. Such documentation pertains to and should be identified for filing in accordance with the chapter and appendix applicable to the program of the office concerned.

#### Appendix 12-A. General Management Program Files

The files described in this appendix relate to GSA's program for management improvement. These programs are concerned with encouraging, supporting, promoting, and providing a medium for recording and reporting actions taken to improve the effectiveness of operations and reduce the cost. Management improvement program files are created pursuant to the provisions of orders and handbooks in the 5400 subject classification series.

**Appendix 12-B. Management Improvement Program Files**

(Use reverse of Form 101-101)

Distribution of \_\_\_\_\_ Order (AC 1 and 2) \_\_\_\_\_

\*Used on first page of order ONLY.

\*\*Insert DATE and Order # \_\_\_\_\_ aligned at top on of \_\_\_\_\_ page of \_\_\_\_\_

(Use reverse of Form 101-101)

12B1. Management improvement awards. Documents accumulated in recommending, nominating, and assisting in the selection of individuals or groups to receive awards for significant management improvement actions developed during the fiscal year. Included are recommendations, coordination actions, and directly related papers. Excluded are award case files accumulated by the Incentive Awards Committee.

Cut off at the end of the fiscal year, hold 2 years, and destroy.

12B2 - 12B4. Reserved.

12B5. Management improvement reports. Documents created in reporting management improvement goals, progress, and accomplishments for GSA internal and Government-wide programs. Included are semiannual improved manpower management reports, annual management reports, and directly related records.

*Off of Bud,  
Perm.*

Cut off at the end of the fiscal year, hold 5 years, and retire. ~~Destroy after 5 additional years.~~ **PERMANENT.**  
*offer to NARS when 10 years old,*

DISPOSAL NOT APPROVED

12B6 - 12B9. Reserved.

12B10. Management improvement projects schedules. Documents used to identify, define, and schedule action on projects for improving and reducing the cost of operations within a Central Office service or staff office or a regional office. Included are schedules of management improvement projects and directly related records.

Cut off at the end of the fiscal year, hold 2 years, and destroy.

Appendix 12-B

Center PAC 3 and 4

(Use reverse for RIGHT PAGE)

OAD P 1820.2 CHGE