

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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| LEAVE BLANK | |
| JOB NO | NC 1 269 78 1 |
| DATE RECEIVED | 6 OCT 1977 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | |
| <i>11-4-77</i> Date | <i>James B. Rhoads</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
National Archives and Records Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Raymond F. Hershberger

5. TEL EXT

566-0673

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|---------------------------|--|---|
| C. DATE <i>10-3-77</i> | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Michael G. Barbour</i> Michael G. Barbour | E. TITLE Chief, Records Management Branch (BRAR) |
|---------------------------|--|---|

| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO | 10. ACTION TAKEN |
|------------|---|---------------------------------------|------------------|
| | Administrative Services Program Files Files descriptions and requested disposition authorizations are contained in the attached proposed chapter to the HB, GSA Records Maintenance and Disposition System (OAD P 1820.2). | NN-172-223 NN-188-103 <i>16</i> | |

50 items

115-107
~~sent to agency~~ sent to agency, NNF, NCR, all FDCs
11/8/77

CHAPTER 19. ADMINISTRATIVE SERVICES PROGRAM FILES

1. General. This chapter provides maintenance and disposition instructions for files relating to the GSA administrative services program. The office services program is concerned with GSA internal acquisition, management, and disposal of personal property, space, and telecommunications and the provision of library, mail, and other miscellaneous services. These instructions are contained in:

- a. Appendix 19-A. Personal Property Files
- b. Appendix 19-B. Space Management Files
- c. Appendix 19-C. Telecommunications Files
- d. Appendix 19-D. Transportation Files
- e. Appendix 19-E. Credentials Files
- f. Appendix 19-F. Library Services Files
- g. Appendix 19-G. Mailroom Operations Files

2. Reserved.

This appendix provides documentation, maintenance, and disposition instructions for records created in receiving, issuing, controlling the utilization of, maintaining, repairing, rehabilitating, and disposing of GSA personal property (administrative and operating equipment) but not records relating to real property or records relating to the Government-wide personal property programs. These personal property records are accumulated in the Central Office and regional office elements having program responsibilities for administrative services, offices of designated property management officers (PMO), acquisition and control units, and offices of accountable officers (AO). Personal property management files are created in carrying out the processes specified in the HB, Management of GSA Internal Personal Property (OAD P 7800.3), and other issuances in the 7800 subject classification series. This appendix does not apply to records maintained by the Office of Finance.

19A1. Property control designation files. Documents containing data on the designation of employees responsible for the acquisition and control of GSA personal property within their areas of jurisdiction.

Destroy 2 years after termination of designation.

19A2 - 19A4. Reserved.

19A5. Personal property account files. Documents accumulated in controlling and accounting for personal property on GSA inventory. Included are registers of serial numbers; registers of source document numbers; hand receipts; loan agreements; issue slips; GSA Form 715, Equipment Control Record, or equivalent documents showing items by class, value, and physical location; and related records.

Withdraw and place in inactive file after all items shown on record are returned, brought forward to a new record, transferred, disposed of, or otherwise removed from inventory. Cut off inactive file annually, hold 3 years, and destroy.

19A6 - 19A9. Reserved.

19A10. Personal property source documents. Documents reflecting additions to, changes in, and status of personal property accounts. Included are requests for issue, maintenance, and rehabilitation of personal property; transfer documents; copies of purchase orders, invoices, and vouchers; reports of survey; reports of excess; and related records. Types of files included in this category, along with applicable maintenance and disposition instructions, are as follows:

a. Source documents in suspense files: Withdraw and file in the completed source document file after verification with the monthly history list.

b. Completed source document files: ⁽¹⁾ Source documents relating to serially numbered items shall be withdrawn and placed in inactive file after item(s) have been disposed of, cut off the inactive file annually, hold 3 years, and destroy. ⁽²⁾ Other source documents cut off annually, hold 3 years, and destroy.

19A11 - 19A14. Reserved.

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19A15. Property listings and physical inventory documents. Documents accumulated by acquisition and control units and accountable officers showing items of personal property on GSA inventory by class, value, and accountable officer account. Included are documents related to physical inventories, monthly personal property history lists, monthly personal property master record lists, and other related listings.

a. Monthly personal property history lists (administrative equipment):

Withdraw and place in completed source document file after receipt and verification with coding documents and monthly personal property master records list. Hold 1 year after the next complete physical inventory is taken, reconciled, and approved, then destroy.

b. Monthly personal property master records lists (administrative equipment):

Withdraw and place in inactive file after the next inventory and reconciliation of PMO/AO account, cut off inactive file annually, hold 3 years, and destroy.

c. Other listings and physical inventory documents pertaining to administrative equipment and operating equipment:

Hold 1 year after next complete physical inventory is taken, reconciled, and approved, then destroy.

19A16 - 19A19. Reserved.

19A20. Excess property screening. Documents accumulated in screening reports of excess personal and real property for possible use. Included are reports of excess and related records.

Cut off at the end of the fiscal year, hold 1 year, and destroy.

19A21 - 19A24. Reserved.

19A25. Annual plan files. Documents created in developing, controlling, and summarizing annual and supplemental plans that show administrative equipment requirements of congressional and GSA offices. Included are interim funding authorizations; information pertinent to development of the plans; annual, supplemental, and consolidated plans, including GSA-wide summaries; consolidated excess personal property requests; control of expenditure documents; reports; and related records.

Cut off annually, hold 2 years, and destroy.

19A26 - 19A29. Reserved.

19A30. Equipment procurement statistics. Documents containing statistics on administrative and operating equipment procurement, exchange sale, or other transactions. Included are statistical reports, consolidated reports, listings, and related records.

Cut off annually, hold 2 years, and destroy.

This appendix provides documentation, maintenance, and disposition instructions for records created in acquiring, assigning, controlling the utilization of, maintaining, providing for repairs to, and releasing GSA internal office and administrative support space. Included are records relating to space for PBS area and field offices, offices of other field activities, and special purpose space, such as that used for printing and duplicating plants and ADP computer operations. This appendix does not apply to records relating to the PBS Government-wide space management program and records maintained by the services on program space for warehousing and special use, such as GSA supply depots, Federal records centers, material processing or storage facilities, maintenance and custodial operation facilities, inter-agency motor pools, and telecommunications centers.

19B1. Space allocation and utilization files. Documents relating to the acquisition, allocation, use, and release of GSA internal space. Included are Standard Form 81, Request for Space; Standard Level User Charge (SLUC) bills and projections; GSA Form 2972, Agency Request for Adjustment to FBF SLUC Billing; GSA Form 2979, Building Occupancy Data; GSA Form 2979-A, Service/Staff Office Occupancy Record (Regional Summary); surveys; records used for internal space planning; requests for adjustments; and related records.

a. Internal space assignment documents (reassignments between bureau codes), Standard Form 81, Request for Space; SLUC bills; budget projections; correspondence; studies; and surveys and reports.

Cut off annually, hold 2 years, and destroy.

b. GSA Form 2972, Agency Request for Adjustment to FBF SLUC Billing; GSA Form 2979, Building Occupancy Data; GSA Form 2979-A, Service/Staff Office Occupancy Record (Regional Summary); and floor plans and space layouts.

Dispose of 1 year after updating or revising.

c. Documents assigning space to GSA for internal use by Public Buildings Service (PBS).

Hold 1 year after termination of assignment and destroy.

19B2 - 19B4. Reserved.

19B5. Withdrawn by CHGE.

19B6 - 19B9. Reserved.

19B10. Maintenance and moving services files. These documents are accumulated by Management Services Division offices in obtaining alterations and repairs and providing moving services for GSA offices. Included are requests from services and staff offices, work authorizations, drawings, estimates and bills, and related data.

Cut off annually following completion or cancellation of requisition, hold 2 years, and destroy.

This appendix provides documentation, maintenance, and disposition instructions for records created in obtaining telephone and related equipment and providing telecommunications services for internal GSA use. This appendix does not apply to records of the Automated Data and Telecommunications Service relating to the Government-wide telecommunications program.

19C1. Telephone order files. These files are created incident to obtaining telephone installations, changes, or equipment. Included are requests, orders, changes in listings, drawings and diagrams, and related records.

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

19C2 - 19C4. Reserved.

19C5. Telephone equipment inventories. These files include documents showing complete inventory of telephone equipment by office indicating branch number, number of extensions, wiring, individual locations, charge information, and related data.

Destroy when superseded or no longer needed.

19C6 - 19C9. Reserved.

19C10. Telephone directory service. Documents accumulated in connection with the compilation of directory listings.

Destroy 2 months after issuance of related directory or listing.

19C11. Roster files. Documents accumulated in the preparation and maintenance of rosters containing names, telephone numbers, addresses, or other data on GSA officials and other employees or individuals. Included are page changes, key personnel lists, certifications, and related records.

Destroy when superseded or no longer needed.

19C12 - 19C14. Reserved.

19C15. Other telecommunications files. These files include documents related to annual reports on telecommunications equipment in use by GSA activities, records and reports on telecommunications utilization surveys, annual reports on communications requirements, FTS samplings, telephone billings, and distribution of telecommunications costs. Also included are documents accumulated in processing requests for installation of or changes in teleticketing, teletypewriter, facsimile, data communications, and other telecommunications equipment for GSA activities.

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

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19C16 - 19C19. Reserved.

19C20. Message reference files. Copies of incoming and outgoing messages maintained in teletype units. Included are machine and authorization copies of teletype messages, sending-message number sheets, telescriber tapes, and similar records.

b. Other documents:

Cut off monthly. Hold 6 months and destroy.
~~except that telescriber tapes shall be
destroyed after message is dispatched.~~

a. Telescriber tapes: Destroy after message is dispatched.

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19C21 - 19C24. Reserved.

19C25. Message controls and reports. Documents accumulated by message units in controlling and reporting on the receipt and transmission of teletype messages. Included are message registers, operator and equipment service logs, performance reports, wordage reports, copies of certified bills, and related records.

Cut off at end of fiscal year, hold 1 year, and destroy.

This appendix provides documentation, maintenance, and disposition instructions for records created in controlling and issuing Government transportation requests (GTR's); providing travel services; obtaining and controlling official passports; controlling and issuing airline tickets received through teleticketing service; obtaining, controlling, and issuing tokens, tickets, passes, and certificates used for public conveyances or employee travel; and arranging for freight transportation.

19D1. Travel information. Documents used in answering requests for travel information and determining rates or routes. Includes requests for information and replies, brochures, and related records.

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a. Correspondence:

Cut off ~~correspondence~~ at end of fiscal year, hold

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b. Publications: 1 year, and destroy. Destroy ~~publications~~ when superseded or obsolete.

19D2 - 19D4. Reserved.

19D5. Transportation request controls. Documents accumulated in controlling the issue of Government transportation requests. Included are requests, receipts, control registers, and related records.

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10/20/77

~~Cut off at end of fiscal year, destroy after~~

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a. ~~4 years, except that~~ Transportation requests canceled or spoiled in preparation, as well as empty book covers; ~~shall be destroyed~~ after they are accounted for.

b. Other documents: Cut off at end of fiscal year. Destroy after 4 years.

19D6 - 19D9. Reserved.

19D10. Teleticketing service. Documents showing airline tickets furnished to GSA travelers. Includes agent coupons, machine listings, authorizations, and related records.

Cut off at end of fiscal year, hold 1 year, and destroy.

19D11 - 19D14. Reserved.

19D15. Passport controls. Documents accumulated by the officially designated custodian in obtaining and controlling official passports and visas for GSA employees. Included are requests for passports, receipts, master register, and related records.

~~Destroy when related passport is returned to the Department of State, except for the master register (recording passport transactions), which is held for 10 years, then destroyed.~~

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19D16 - 19D19. Reserved.

a. Master register: Hold for 10 years, then destroy.

b. Other documents: Destroy when related passport is returned to the Department of State.

Appendix 19-D

19D20. Local transportation controls. Documents accumulated in obtaining, controlling, and issuing tokens, toll tickets, or passes used for public conveyances or in connection with transportation. Included are requisitions, vouchers, bills, control cards or registers, and similar or related records.

Cut off at end of fiscal year, hold 4 years, and destroy.

19D21 - 19D24. Reserved.

19D25. Freight transportation. Documents accumulated in the shipment of office supplies, furniture, equipment, and household effects. Included are copies of Government or commercial bills of lading; over, short, and damage reports; receiving documents; transit certificates; and similar or related records.

Cut off at end of fiscal year, hold 4 years, and destroy.

This appendix provides documentation, maintenance, and disposition instructions for records created in issuing and controlling GSA internal identification credentials; parking permits; building, parking, and dining room passes; driver licenses; and similar credentials.

Appendix 19-E. Credentials Files

1 and 2

19E1. Credentials. ID cards, parking permits, building and dining room passes, driver licenses, and similar credentials.

Destroy when credential is returned to issuing office and accounted for.

19E2 - 19E4. Reserved.

19E5. Credential controls. Documents created in issuing and controlling GSA internal identification credentials. Included are requests for credentials, listings, receipts, indexes, reports of loss of credentials, other accountability control records, and related records.

- a. Listings of credentials issued or lost: Cut off annually, hold 1 year, and destroy.
- b. Documents relating to individual credentials: Destroy on return of, or satisfactory accounting for, the related credential.
- c. Other documents: Cut off annually, hold 1 year, and destroy.

This appendix provides documentation, maintenance, and disposition instructions for records created in the operation of the Central Office and the National Archives libraries and libraries in the regional offices. Formal libraries are established to provide reference and bibliographical services to authorized persons. This appendix does not apply to records created in operating GSA directives libraries or in maintaining master binder sets of GSA directives.

19F1. Library administration. Documents and correspondence pertaining to the general administration of the library including the receipt and control of library material. Excluded are files accumulated incident to specific transactions identified below.

Cut off annually, hold 2 years, and destroy.

19F2 - 19F4. Reserved.

19F5. Shelf listings. Cards, lists, and similar documents prepared to indicate all books in the library. Normally, they are arranged in the order in which the books stand on the shelves and reflect item identification by classification, title, author, and voucher number.

Destroy after items thereon have been permanently removed from library.

19F6 - 19F9. Reserved.

19F10. Library catalog cards. Cards showing authors, titles, cross-references, and subjects. They are arranged in alphabetical order and indicate descriptive details and location of books on shelves.

Destroy when related books have been permanently removed from library. (Upon permanent transfer of a collection of books, the cards may be transferred also.)

19F11 - 19F14. Reserved.

19F15. Library item procurement. Documents accumulated in reviewing, approving, and controlling the procurement of books and publications required for library and reference purposes. Included are subscription documents, purchase orders, vouchers, and similar or related records.

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

19F16 - 19F19. Reserved.

19F20. Bibliographical services. Documents accumulated in preparing and providing bibliographies. Included are requests and replies, studies, workpapers, and copies of the completed bibliographies.

- a. Bibliographies: Transfer with related collection or destroy when no longer needed.

- b. Other documents: Cut off annually, hold 2 years, and destroy.

19F21 - 19F24. Reserved.

19F25. Library passes. Documents showing persons authorized to use GSA libraries. Includes requests and replies, lists or cards showing persons issued passes, registers of visitors, and related records.

- a. Documents showing persons issued passes: Destroy after expiration or cancellation of all authorizations shown on document.

- b. Other documents: Cut off annually, hold 2 years, and destroy.

This appendix provides documentation, maintenance, and disposition instructions for records created in receiving, recording, controlling, and dispatching mail. These records are created by offices responsible for mail operations in carrying out the processes specified in the HB, Mail Management and Operations (OAD P 1840.1). This appendix is not applicable to files accumulated by the Central Office and regional offices relating to the management aspects of handling mail or to files accumulated by mail distribution points in the services and staff offices. The former records are described in ch. 11, while the latter are described in ch. 9.

Appendix 19-G. Mailroom Operations Files

19G1. Mail control records. Documents showing receipt, routing, and dispatch of mail. Included are delivery receipt books, lists of remittances (checks, cash, money orders, and stamps) or other valuables received or delivered, and similar documents used by mailrooms. Excluded are postal records described in par. 19G5 and classified document receipts described in par. 19G20.

Cut off annually, hold 1 year, and destroy.

19G2 - 19G4. Reserved.

19G5. Postal records. Documents (prescribed in postal regulations and small parcel common carrier regulations) showing receipt, handling, and dispatch of registered, certified, or insured mail and mail pouches. Included are return receipts; reports of loss, delay, or other improper treatment of mail; and all related or similar records.

Cut off annually, hold 1 year, and destroy.

19G6 - 19G9. Reserved.

19G10. Mailroom service files. Guides and other documents or instructions used in mailrooms and other offices responsible for services performed by GSA mailrooms. Included are mailroom routing guides, messenger routes, pickup and delivery schedules, mail sorting and dispatch guides and directives, and all related documents or correspondence used in performing mailroom services.

Destroy when superseded or obsolete.

19G11 - 19G14. Reserved.

19G15. Supervisory control records. Documents accumulated by unit mailroom supervisors showing compilations of names of mailroom employees, assignments and duties, and schedule of work hours; and records relating to the assignment, use, and maintenance of vehicles used in mailroom operations.

Cut off annually, hold 1 year, and destroy.

19G16 - 19G19. Reserved.

19G20. Classified document receipts. Documents (used by GSA mailrooms) showing GSA internal or external receipt and delivery of classified documents or materials. Included are messenger delivery books or forms used in the delivery of registered mail which is treated as classified mail in accordance with the HB, Document Security, ch. 1-27 thru 30 (ADM P 1025.2).

Cut off annually, hold 2 years, and destroy.

Appendix 19-G

19G21 - 19G24. Reserved.

19G25. Mailroom report files. Documents reflecting volumes and weights of mail received and dispatched, special mail services used, and similar matters.

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